



HARYANA POWER GENERATION CORPORATION LIMITED
Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA
(ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)
Corporate Identity Number: U45207HR1997SGC033517
Website: www.hpgcl.org.in E-mail: bb.gupta@hpgcl.org.in
Tel. No. 0172-5022421 Fax No. 0172- 5022412

Finance Section

Office Order No: **413** /CF/HPGCL/FIN-5

Dated: - 31.10.2018

Subject: Grant of Token Gift of Rs.1,000/- to the employees of HPGCL on the occasion of Diwali Festival.


HPGCL is pleased to grant of Diwali Token Gift of Rs. 1,000/- (Rs. One thousand Only) to all its employees of the following categories in pursuance to State Government, Finance Department order No.12/1/152/PE/FD /SA-2 dated 12.11.2002, order No. 12/1/152/PE/FD/SA-2 dated 11.11.2004 and State Govt. Power Department letter No. 23/23/2015-5P dated 10.11.2015.

- (i) All regular Gazetted / Non-Gazetted employees (Technical and Non-Technical) working in HPGCL.
- (ii) Data Entry Operators working in HPGCL offices through outsourcing (Directly or through outside agencies).
- (iii) Peons / Helper engaged through outside agencies for working in HPGCL offices under the direct supervision of HPGCL officers.
- (iv) Drivers engaged through outside agencies to drive HPGCL owned vehicles.
- (v) All retirees re-engaged directly and through outside agencies to work in HPGCL offices.
- (vi) All Accounts Officer's & Section Officer's, Accounts Clerk's, LDC's, Steno's, Cook etc. engaged by HPGCL on deputation as well as contract basis.
- (vii) Part time employees and employees engaged through other placement agencies.

The payment of Diwali token gift is to be made before Diwali falling on 07.11.2018 and may be paid in cash /credited to the bank accounts of the employees.

The expenditure is chargeable to Group Head 75.761 "Diwali Token Gift".

This issues with the approval of Chairman and Wholetime Directors, HPGCL, Panchkula.



Accounts Officer/Finance,
for Chief Financial Officer,
HPGCL, Panchkula

Endst. No. **1727** CF/HPGCL//FIN-5

Dated: - 31.10.2018

Copy of the above is forwarded to the following for information and necessary action please.

1. All Chief Engineer's in HPGCL at Projects /Panchkula.
2. Controller of Accounts, HPGCL, Panchkula.
3. Company Secretary, HPGCL, Panchkula.
4. Chief Accounts Officer, HPGCL, Panchkula
5. All FA&CAO's in HPGCL at Projects /Panchkula.
6. Secretary, BBMB, Sector-19, Chandigarh.
7. Legal Remembrancer, HPUs, Shakti Bhawan, Panchkula.
8. Xen/ IT, HPGCL, Panchkula with the request to upload the same on HPGCL web.site. pl.
9. All Sr. A.O's /A.O's in HPGCL.
10. PRO, HPGCL, Panchkula.


Accounts Officer/Finance,
for Chief Financial Officer,
HPGCL, Panchkula

CC:

1. Sr. PS to Chairman, HPGCL, Panchkula.
2. O.S.D. to Managing Director, HPGCL, Panchkula.
3. Sr. PS to Director/Generation, HPGCL, Panchkula.
4. Sr. PS to Director/Technical, HPGCL, Panchkula.
5. PA to Chief Financial Officer, HPGCL, Panchkula.