



**HARYANA POWER GENERATION CORPORATION LIMITED**  
**Regd. Office – C-7, Urja Bhawan, Sector-6, Panchkula**

Corporate Identity Number: U45207HR1997SGC033517

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From

The Company Secretary,  
HPGCL, Panchkula.

To

1. CE/Admn., HPGCL, Panchkula.
2. CE/Projects, HPGCL, Panchkula.
3. CE/Planning, HPGCL, Panchkula.
4. CE/Fuel-cum-Operations, HPGCL, Panchkula.
5. CE/RGTPP, HPGCL, Khedar, Hisar.
6. CE/DCRTPP, HPGCL, Yamunanagar.
7. CE/PTPS, HPGCL, Panipat.
8. CE/REO, HPGCL, Panchkula.
9. Controller of Accounts, HPGCL, Panchkula.
10. Chief Financial Officer, HPGCL, Panchkula.
11. SE/FTPS, HPGCL, Faridabad.
12. SE/Technical (HQ), HPGCL, Panchkula.
13. OSD (Tech.) to Managing Director, HPGCL, Panchkula.

**Memo No. Ch- 2/CS/HPGCL/162**

**Dated: 30.10.2019**

**Subject: Regarding preparation of Memorandum for Board Meeting, Committee thereof & Whole Time Director's Meeting. Elements of Memorandum.**

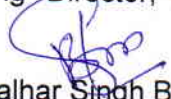
It has been observed that offices adapt different formats while preparing memorandum. Now, it has been decided that underneath elements be adhered for uniformity in e-Agenda whilst drafting memorandum:-

<b>Content</b>	<b>Guidelines</b>
1. Logo / Contact:	A formal memorandum includes a logo of company and contact information of the office in the header (top of first page).
2. Subject:	The subject should be self-explanatory and specific.
3. Introduction:	This is the opening paragraph and may include a reference to the purpose of the document, or an introduction of topic depending on the type of approval being sought. An emphatic opening involves using the most significant or important element of the contents in the introduction. Readers tend to pay attention to openings, and it makes sense to outline the expectations for the reader up front. Just as you would preview your topic in a speech, the clear opening in your introductions establishes context and facilitates comprehension.
4. Body:	The body articulates the grounds/history/events/facts which should be concise, specific, indicating bottlenecks with all available instructions. <ul style="list-style-type: none"><li>➤ Brief paragraphs can be written by giving them number which is helpful while making reference during deliberations.</li><li>➤ Decisions take in the past relating to subject should be properly referred to.</li><li>➤ Second last paragraph should contain the gist of the memorandum in running which should also contain office view.</li><li>➤ Third last paragraph should contain the reason for submitting memorandum for consideration of Board. Competency along with relevant available instructions should be quoted/referred.</li><li>➤ Each word should contribute your purpose and there should be no grammatical mistakes.</li></ul>
5. Financial implication:	The proposal having financial implication must be vetted by concerned Finance Wing and its implication be mentioned therein.

6. Proposal: The last paragraph of the memorandum should have categorically mentioned, whether the proposal requires decision or for information of Board. In case decision is required, draft resolution/decision be given in inverted commas.
7. Competency: Memorandum for consideration of Board is submitted with the approval of Managing Director. As such, memorandum should clearly indicate:-  
'This memorandum is being put up with the approval of the Managing Director, HPGCL'.
8. Signature: Signatures be appended by the respective Chief Engineer with Pen (Blue Ink). The officer should type his name in bold letters under his signature and on the line below it, designation with office be indicated.
9. Enclosures: The attachment should be referred in the memorandum on the top of the page on right side as Annexure-A, B, C and so on.
10. Courtesy:
  - Memorandum should be photocopied on both side of the page.
  - Full-scape paper (legal size) be utilized.
  - Page numbers should be indicated on the bottom of page (Footer).
  - Abbreviations should be avoided.
  - Font size be kept as Arial - 11 (Size).
  - Line and paragraph spacing should be 1.15
  - Side Margins = One inch towards left and right.
  - Top/Bottom Margins = One inch.
  - White Fluid should not be used.
  - The annexures should be readable having no black markings such as photostat/print error or lining due to faulty printers.
  - Should be scanned in color preferably on 300 dpi on PDF format.
  - Soft copy of Memorandum in PDF form should be legible along with annexures and size of the PDF file should be kept at minimum (size in KB/MB).
11. Passing of proposal in-circulation: Section-175 of Companies Act, 2013 provides that a resolution / decision taken in-circulation shall be noted at a subsequent meeting of the Board or the Committee thereof, as the case may be. Accordingly, memorandum be put up in the next meeting of Board or the Committee thereof and Wholetime Directors' meeting.
12. General: The Agenda of Board Meeting and Wholetime Directors' meetings of HPGCL along with their minutes of Meeting are regularly being sent to State Government, Haryana and Auditor General (Audit), Haryana. As such, all efforts should be made to keep the memorandums self-explanatory and specific having all the referred instructions therein.  
The compliance reports should be supplied within the defined time lines failing which adverse comments will be mentioned in action taken report that action taken report has not been supplied.

You are requested to circulate these instructions to the concerned for strict compliance.

This is being issued with the approval of Managing Director, HPGCL, Panchkula.

  
(Balhar Singh Boora)  
Under Secretary/S&M,  
For Company Secretary,  
HPGCL, Panchkula.

CC:

1. SPS to Managing Director, HPGCL for kind information of MD, HPGCL please.
2. SPS to Director/Generation, HPGCL for kind information of Dir/Gen. please.
3. Executive Engineer/IT, HPGCL. He is requested to host the above on website.