



HPGCL
AN ISO: 9001, ISO:
14001 & OHSAS : 18001
COMPANY

HARYANA POWER GENERATION CORPORATION LIMITED

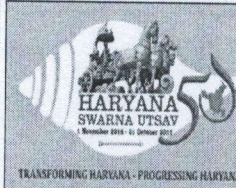
Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula – 134109
An ISO:9001, ISO:14001 and ISO 45001 certified Company
Corporate Identity Number:U45207HR1997SGC033517

Website: www.hpgcl.org.in

Email: undersecy.nge@hpgcl.org.in

Ph. No. 0172-5023444

Fax No. 0172-5022404



To

1. All Chief Engineer's in HPGCL.
2. Company Secretary, HPGCL, Panchkula
3. All FA&CAOs, HPGCL, Panchkula
4. All Dy. Secy's in HPGCL

Memo No. 2420/CH-3 HPG/EN/6/6-291
Dated: 06/12/2024

Subject:- Implementation of Online Transfer Policy.

Reference this office order No.591/HPG/GE-623 dated 18.08.2022 on subject noted above.

In this context, it is intimated that in compliance of ibid office order, the Online Transfer Drive (OTP) has been initiated as per directions issued by the State Govt. time to time. The employees covered under the said policy can see the status of their service particulars in OTP through their Intra Haryana Portal. The service particulars and other details as mentioned in OTP Tab and their service record can be viewed and verified by the employee concerned, any correction can only be made during the timeline provided in the OTP drive.

Therefore, it is requested that the employees concerned working under your kind control may be directed to fill-up/check their particulars as supplied on Intra Haryana portal and adhere to the timelines provided on drive. Thereafter, responsibility of the correctness/deficiency in the record if any, will be rest upon the concerned employees.

Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:-

- i. SPS to Chairman, HPGCL, Panchkula
- ii. SPS to MD, HPGCL, Panchkula
- iii. Director/Technical-I, HPGCL, Panchkula
- iv. Director/Technical-II, HPGCL, Panchkula
- v. Director/Finance, HPGCL, Panchkula
- vi. Director Medical Services, HVPNL, Panchkula
- vii. Xen/IT, HPGCL, Panchkula. It is requested to host the above on the website of HPGCL for the information of all concerned.