



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

## HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula

Corporate Identity Number: U45207HR1997SGC033517

Website: [www.hpgcl.gov.in](http://www.hpgcl.gov.in)

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### Notification

Office Order No. 525/HPG/GE-623

Dated:- 02.07.2015

In terms of Chief Secretary to Govt. of Haryana instructions issued vide reference no. 62/38/2014-6GSI dated 01.01.2015 and in supersession to Office Order No.370/HPG/GE-623 dated 02.06.2014, the HPGCL is pleased to circulate the following Policy and Guidelines governing posting and transfers of officers/employees on the posts in various offices/projects of HPGCL:-

#### A. "INTRODUCTION

The sole function of HPGCL is generation of electricity. The setup and area of operation of HPGCL is entirely different as compared to the other Haryana Power Utilities. The present generating stations of HPGCL are as under.

1. Panipat Thermal Power Station, Panipat
2. Deen Bandhu Chottu Ram Thermal Power Plant, Yamuna Nagar.
3. WYC Hydro Electric Power Plants, Yamuna Nagar.
4. Rajiv Gandhi Thermal Power Plant, Khedar, Hisar.

The Head Office/Corporate office of HPGCL is situated at Panchkula.

To maintain continuity of generation of electricity round the clock, most of the engineers of the rank of AE/AEE & number of engineers of the rank XEN are being posted in shift duty. Moreover, keeping in view of the wide range of installed capacity of the units (110MW, 210MW, 250MW, 300MW & 600MW) and wide variations of technology and equipments installed in different units, the HPGCL need to have reasonable number of specialized engineers to attend routine maintenance and emergency breakdowns, besides other eventualities for maintaining continuity of operation of the plants. Therefore, the HPGCL cannot afford to transfer the employees frequently within the plants, however at the same time have to evolve a meaningful transfer and posting policy guidelines to eradicate corruption and to ensure job rotation on various posts, for shift duty, maintenance and other general sections, to create a balance and equal opportunity for all the engineers and in the best interest of HPGCL for maximum generation at lowest cost.

Again, HPGCL cannot also afford frequent transfers from one plant to another keeping in view the specific requirement of each plant but at the same time may have to transfer engineers from one plant to another and vice versa as per plant requirement from time to time. Apart from requirement of the plants some of the inter plant transfers may be necessitated due to the personal reasons of the employees or on administrative grounds.

B. The Chief Secretary of State Govt. of Haryana, in this regard has issued following instructions, vide reference no. 62/38/2014-6GSI dated 01.01.2015:-

- i. Officers of impeccable integrity and those known for efficiency (honest and efficient) will be given the most sensitive important postings.
- ii. The remaining officers having good integrity may also be given important assignment involving public dealing.
- iii. Officers of Doubtful Integrity (ODI) shall NOT to be posted to any sensitive assignment or those having public dealing.

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C. Top sensitive areas and posts identified & tenure for posting are as under:-

Sr. no.	Area	Station/Location	Posts	Max. period of stay on the post in a stretch
1.	Fuel	HPGCL, Plants i.e. PTPS, Panipat, RGTPP, Hisar and DCRTPP, Yamunanagar.	SE/Fuel	2 Years
			Xen/CHM	3 Years
			Xen/Fuel	3 Years
			AE/AEEs	3 Years
			JEs/Foreman	3 Years
		Corporate office	CE/Fuel	1 Year
			SE/Fuel	2 Years
			Xen/Fuel	3 Years
2.	Procurement including Store Division	HPGCL, Plants	SE	2 Years
			Xen	3 Years
			AE/AEEs	3 Years
			JEs	3 Years
			Store Keeper/Store Munshi	3 Years
3.	Chemical Division	HPGCL, Plants	Chief Chemist	2 Years
			Dy. Chief Chemist	3 Years
			Chemist	3 Years
			Sr. Analyst	3 Years
			Analyst	3 Years
			Lab Technician	3 Years
4.	Finance	HPGCL, Plants	FA & CAO	2 Years
			Sr. AO	3 Years
			AO	3 Years
			Divisional Accountant	3 Years
			SO	3 Years
			Accounts Clerk	3 Years
		Corporate office	COA/COF	2 Years
			Chief Accounts Officer	2 Years
			Sr. AO/P&A/Pension	3 Years
			AO/P&A/Pension	3 Years
			SO	3 Years
			Divisional Accountant	3 Years
5.	Sale of Ash	HPGCL, Plants	SE	2 Years
			Xen	3 Years
			AE/AEE	3 Years
			JE	3 Years
			Accounts Clerk	3 Years
6.	Boiler Maintenance Division	HPGCL, Plants	SE in-charge	2 Years
			Xen in-charge	3 Years
			AE/AEE	3 Years
			JE/BC	3 Years
7.	Civil Wing	HPGCL, Plants	SE in-charge	2 Years
			Xen in-charge	3 Years
			AE/AEE	3 Years
			JE/C	3 Years
8.	Ash Handling Plant	HPGCL, Plants	SE in-charge	2 Years
			Xen in-charge	3 Years
			AE/AEE	3 Years
			JE/Foreman	3 Years

In the above areas, posting be done on the following basis:-

- 1) Officers of impeccable integrity and those known for efficiency (honest and efficient) will be given the most sensitive important postings.
- 2) The remaining officers having good integrity may also be given important assignment involving public dealing.
- 3) Officers of Doubtful Integrity (ODI) shall NOT be posted to any sensitive assignment or those having public dealing.

If at any moment some doubtful activity against any officer at any post is found, he will be shifted from the post preferably to a non sensitive post at same or other

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station. Efforts shall be made to posts the officers/officials of impeccable integrity and those known for efficiency (honest and efficient) to the most sensitive important postings.

Other than above sensitive posts the officers/officials from non Technical side shall be posted for 6 years maximum at a stretch and from technical side 10 years maximum at a stretch at one post on a station. For the purpose of posting on any post in any office/plant, the experience/specialization of an officer and the requirement of any particular post /office shall be kept in mind. Any other post left in above areas or a post found to be sensitive in future, same will be declared so, by Managing Director, HPGCL.

**D. 1. Posting in shift duty/ out of shift duty:-**

In HPGCL the plants are required to be operated continuously round the clock to generate power. This requires round the clock monitoring of operation activities. For this continuous operation there are four shifts in an area like main control room switchyard, coal handling plant etc. The shift duty is specialized and most demanding and responsible job in non sensitive area of HPGCL.

**(a) Assistant Engineer (AE)/ Assistant Executive Engineer (AEE)**

- i. On appointment as Assistant Engineer (AE) by direct recruitment or by promotion or after rejoining after acquiring the requisite training all fresh Assistant Engineers will be posted in shift duty.
- ii. In case the number of AEs so appointed or promoted as AE are more than the number of vacancies/requirement of posting in shifts, those AEs who are not posted in the shifts in the first instance shall be posted in shift on the first opportunity whenever the other AE/AEE are taken out of shifts on turn.
- iii. All AE/AEE will remain in shift duty for period of 3 years or till taken out on turn.
- iv. All AE/AEE will be taken out of shift duty on turn on the basis of longer stay i.e. first in first out (FIFO) and can be posted in shifts again if required on first out first in (FOFI) basis..
- v. Every year maximum 20% senior most AE/AEEs, of the total sanctioned posts in shifts, will be taken out of shifts, either by posting new AEs (recruited directly or promoted) or by posting those who have not at all performed the shift duty or even by posting those whose earlier shift duty period is less than those proposed to be taken out of shifts every year (starting from those whose shift duty period is minimum and so on).
- vi. In the beginning only the unmarried female engineers (AE/AEEs) and those having children above 5 years of age and have not performed the shift duty, may be considered for posting in shift and the female engineers (AE/AEEs) who are in family way or are having children below the age of 5years, may be exempted for posting in shift duty for the time being. However, they will have to perform the shift duty afterwards and have to complete the minimum requirement of shift duty as per Policy and Guidelines for posting & transfers of HPGCL, officers.

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- vii. **The AEs above 55 years of age, on promotion, shall not be posted in shift duty in Control Room of the units/plants unless in case of exigencies.**

**(b) Executive Engineer (XEN)**

- i. On promotion as XENs all engineers will be posted in shift duty.
- ii. In case the number of XENs so promoted are more than the number of vacancies/requirement of posting in shifts, in that case those who are not posted in the shifts in the first instance shall be posted in shift on the first opportunity whenever the other XENs are taken out of shifts.
- iii. All XENs will remain in shift duty for a period of 2 years or till taken out on turn.
- iv. All XENs will be taken out of shift duty on the basis of longer stay i.e. first in first out (FIFO) and can be posted in shifts again if required on first out first in (FOFI) basis.
- v. Every year maximum 20% senior most Xen's, of the total sanctioned posts in shifts, will be taken out of shifts, either by posting new Xens (on promotion) or by posting those who have not at all performed the shift duty or even by posting those whose earlier shift duty period is less than those proposed to be taken out of shifts every year (starting from those whose shift duty period is minimum and so on).

**2. Posting in other Maintenance wings:-**

After completing 5 years of service in a particular maintenance wing, an engineer shall be transferred to another maintenance wing and vice versa, to make them well conversant with all the maintenance systems of the plant before reaching higher ranks, however interest of plants will be kept in view as per specialized nature of job . . .

**3. Inter plant posting including head office:-**

Keeping in view the different capacity and different technology of every plant frequent transfers from one plant to another and vice versa should be avoided however, at the same time the engineers need to have experience of different plants before taking over the postings at higher ranks therefore the necessary inter plant transfers shall be carried out on the basis of following guidelines:-

- i. From RGTPP, Khedar, Hisar to DCRTPP, Yamunanagar & vice-versa after completing 3 years of continuous service at each plant. From PTPS, Panipat to RGTPP, Khedar, Hisar/DCRTPP, Yamunanagar after completing 5 years of continuous service at each plant however, no such restrictions on vice-versa transfer from Panipat. Such transfers shall be made on the basis of longer stay i.e. first in first out (FIFO) subject to fulfillment of criteria of performance of shift duty mentioned in this policy.
- ii. On request transfers of AE/AEEs from plants to head office shall not be considered unless he/she has performed the shift duty for at least 3 years or till taken out on turn.
- iii. On request transfers of XENs from plants to head office shall not be considered unless he/she has performed the shift duty for at least 2 years or till taken out on turn.

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- iv. All other on request transfers shall be guided by the general principles mentioned in this policy.

**E. General Guidelines of Transfer policy**

- a) All annual general transfer orders shall be normally issued between 1<sup>st</sup> April to 30<sup>th</sup> April of the year.
- b) This transfer policy shall be applicable to all officers of the Nigam.
- c) Officer should not approach for transfer by passing the normal channels. Their application for transfer should be submitted before 15<sup>th</sup> of March through their respective Head of Department to the Cadre Controlling Authority for consideration of the Competent Authority. The request would be considered during the general transfers.
- d) Violation of the guidelines/instructions contained in the transfer policy including undue pressure for transfer would make the officer liable for disciplinary action and suitable adverse entries in his annual qualification report would be made.
- e) Employee retiring within 1 year should not be considered for transfer except in case of complaint of corruption or emergent administrative reasons.
- f) Request from any employee for transfer on a particular post will be considered as a violation of the guidelines/instructions.
- g) Request from any employee for transfer on the following grounds will be given preference, if found feasible, during general transfers in the order as given below:-
- i. Health (chronic diseases) – It should be supported with medical certificate from the DMS, HPUs or CMO of the district concerned.
  - ii. Study of children in 10<sup>th</sup>/12<sup>th</sup> class.
  - iii. Dependent old parents (medical grounds).
  - iv. Request for mutual transfer would be considered but it should not negate the spirit of general transfer.
- h) Lady Employee living with her parents, if unmarried or with her husband, if married, will be considered for transfer as per her choice irrespective of stay on present post/office, except in case administrative exigencies.
- i) The husband and wife will be considered for posting at the same station as far as possible keeping in view the administrative convenience.
- j) The handicapped and blind employees will be considered for transfer on his/her request irrespective of stay on present post/office and they will not be posted in rural areas without their consent, except in case administrative exigencies.
- k) The parents of the mentally challenged children and all kind of handicapped/blind children would be considered for transfer, in terms of State Government Notification no. 45/3/91-5GS-1 dated 19.03.2012, at the time of general transfer at the station where the medical facility for treatment of those children is available.
- l) Transfer of an officer on his request will be in individual interest and no TA/DA and joining time will be admissible.

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- m) An officer/official who has served in one wing of the organization continuously for more than 15 years under different capacities may route his request through his Head of Office.
- n) Now onwards, Officers/Officials who undergo specialized plant oriented trainings, (including overseas training) like Boiler/ Turbine/OEM works other than the routine training shall have to remain posted at specified post for at least 2 years from the date of training, thereafter they can be posted in similar area at same station or other station.

Also, henceforth, the requirement and justification of such specialized training should be duly notified in the training orders alongwith the requirement for posting at a place and post.

- o) Any case for transfer of an officer on administrative grounds or on complaint or involving relaxation of the above policy/guidelines will be considered by Managing Director of the Nigam.
- p) The condition of continuity of service for a particular category of the employee in respect of transfer made on the grounds of health, study of children in 10<sup>th</sup>/12<sup>th</sup> class, dependent old parents, lady employee living with their parents/husband, handicapped and blind officer/official or mutual transfer would not be applicable.
- q) In case of any transfer is made, no back reference regarding any changes shall be made by either the employees or their Controlling Officer. Further, in case of non-compliance of a transfer order, where the controlling officer do not relieve the official/officer within 10 days of the transfer order, his (i.e. controlling officer's) pay shall be withheld and in case the transferred officer/official does not join the new place of posting in 10 days (including joining time, if any) his pay shall be withheld.

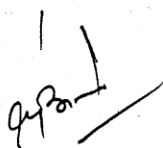
However, in case the circumstances are such that the officer/official cannot be relieved in the stipulated 10 days, the Chief Engineer concerned should obtain/ seek approval for extension of time limit/order within 10 days, from the competent authority. The withheld payment will be released by accounts wing on implementation of transfer order.

- r) In case of Transfers on promotion: In case of transfers during promotions, request for maintaining place of posting shall not be entertained on any ground.

The promoted employee(s) shall have to join their new place of posting within a period of 10 days of the issuance of the orders, failing which it will be assumed that the promoted employee(s) want to forego their promotion and their promotion shall be cancelled, out rightly.

Further, the employees desiring not to move out of a particular station, they may forego their promotion. In case anyone foregoes his/her promotion, he/she will not be considered for promotion for 1 year or on vacancy whichever is later, although his/her seniority will remain intact. He /She will be considered for promotion after 1 year.

All the financial implications due to forgoing the promotion to the employee, has to be borne by himself.



**F) Transfer Procedure:** While transferring an employee, the efforts shall be made to take care the following, unless otherwise specifically required - by the management,-

- i) If there are two or more employees to be transferred and there is/are a single/less number of posts, the employee(s) with a longer stay shall be transferred/ moved first.
- ii) Employees who are by themselves/wife/parents/ children, afflicted with critical life endangering diseases such as TB/ Cancer, Heart, paralysis and other organ failures with the approval of Managing Director & with certification by CMO of Distt. Concerned or DMS,HPUs.
- iii) For employees who are couple cases in Haryana Power Utilities & other Govt./PSU service shall be given preference for posting at one/same station, irrespective of the stay at the station.
- iv) Those employees whose children are studying in 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> level, they shall be given preference for station choice.
- v) Efforts shall be made not to transfer the officers who are due to retire within 1 year.

The above order of preference shall also be applicable in midterm transfers.

- vi) The transfer & posting or retention at one post may be made by assigning detailed reasons i.e. regarding administrative grounds/ requirements of the post for posting the officer/employee etc.

All the above conditions, will not apply in case of corruption/doubtful integrity, he/she can be transferred on administrative grounds at the sole discretion of Managing Director, HPGCL.

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- (i) The Chief Engineers of respective plants may transfer AE/AEEs/ non-gazetted staff, at any time on administrative grounds, in public interest within the plant. However the transfer within the plant also will be guided by general guidelines of this transfer policy.
  - (ii) Powers to relax the provision of the policy vests with the Managing Director, HPGCL.

This supersedes all previous policies/guidelines regarding Posting and Transfers of HPGCL, officers.

This issues with the approval of ACS-Power-cum-Chairman, Haryana Power Utilities.

  
2/7/15  
Chief Engineer/Admn.,  
HPGCL, Panchkula

Endst. No. Ch- 84/HPG/Genl-351

Dated : 02.07.2015

A copy of the above is forwarded to the following for information and necessary action :-

1. The ACS (Power)-cum-Chairman, HPGCL, Chandigarh.
2. All Chief Engineers, in HPGCL.
3. Company Secretary, HPGCL, Panchkula
4. Controller of Accounts/Controller of Finance, HPGCL, Panchkula
5. All FA & CAOs, in HPGCL.
6. The Secretary, BBMB, Chandigarh.
7. LR/HPU, Panchkula.
8. All Dy. Secretaries, HPGCL
9. ✓ Xen/HR & Training for uploading on official website.
10. All Under Secretaries, HPGCL.

Dy. Secy./Estt. (G)  
For Chief Engineer/Admn.,  
HPGCL, Panchkula.

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- (i) Sr. PS to Managing Director, HPGCL, Panchkula.
- (ii) Sr. PS to Director/Technical, HPGCL, Panchkula
- (iii) Sr. PS to Director/Generation, HPGCL, Panchkula.
- (iv) Sr. PS to Director/Finance, HPGCL, Panchkula.
- (v) PS to Chief Engineer/Admn., HPGCL, Panchkula.

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