



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.org.in

Fax No. 0172-5022432

Telephone No. 0172-5023407

From

Managing Director,
HPGCL, Panchkula.

To

1. All Chief Engineers HPGCL.
2. Controller of Accounts/Chief Financial Officer, HPGCL.
3. Company Secretary, HPGCL, Panchkula.
4. LR/Haryana Power Utilities, HVPNL, Panchkula.
5. All Dy. Secy./Under Secy., HPGCL, Panchkula.
6. All Sr. PS and PS of Officers.

*e-mail
on 16/10/2020*

Memo No. Ch-182/HPG/Genl-509/2019

Dated: 16.10.2020

Subject: Uploading of joining report of officers/officials on HRMS.

I have been directed to enclose the Chief Secretary to Govt. of Haryana letter no. 45/15/2004-1GS-II dated 09.10.2019, received through Power Department letter memo no. Ch-122/DSC-3/Vol-XVIII dated 16.10.2020, on the subject cited matter.

It is regard, it is intimated that a Government employee who is transferred from one office to another shall submit his joining report on HRMS on assuming the charge of new post. For this purpose, each Government employee has to login to intrahry.gov.in then click on the tab titled 'Joining After Transfer'. He will also have to upload the copy of his transfer order and of relieving order also on the Transfer/posting Module of HRMS, if the same have not been uploaded by the concerned Appointing Authority and Head of Office/DDO.

It has further been intimated that all the Appointing Authorities are directed to issue transfer orders through HRMS so that necessary relieving report by the concerned Head of Office/DDO and joining report by the concerned Government employee may be uploaded by them easily. Further, this would help in sorting out the salary issues of officer/official on transfer/posting.

The ACS (Power) has issued directions for strict implementation of above instructions.

This is for your information and necessary action, please.

DA/As above

(Ashok K. Sehra)
Chief Engineer/Admn
For Managing Director,
HPGCL, Panchkula

CC:

1. Sr. PS to Managing Director, HPGCL, Panchkula.
2. Sr. PS to Director Generation, HPGCL, Panchkula.
- ✓ 3. XEN/IT, HPGCL, Panchkula, for uploading on official website.

*157/XEN/IT
20-10-2020.*