



**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  
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From

Chief Financial Officer,  
HPGCL, Panchkula.

To

1. All Chief Engineer's in HPGCL.
2. Controller of Accounts, HPGCL
3. L.R.-HPU, Shakti Bhawan, Panchkula
4. Company Secretary, HPGCL, Panchkula
5. Chief Accounts Officer, HPGCL, Panchkula
6. All FA & CAO's in HPGCL.
7. All Dy. Secys./ Under Secy.in HPGCL.
8. All Sr. A.O's and A.O's in HPGCL
9. All Section Officers in HPGCL.

Memo. No. 202/CFO/HPGCL/FIN-51

Dated: 12.04.2019

**Subject: Use of Government Staff Car- regarding revision of rates in view of Chief Secretary Govt. of Haryana order No. 133/1/91/RVA dated 03.10.2018.**


In pursuance of the Chief Secretary to Government Haryana order No. 133/1/91 /RVA dated 03.10.2018, the rates for use of Corporation Staff Car or any other passenger vehicles for non-official journey or any other private purpose are revised as under:

1. **For non-official journey (attached vehicle):**
  - i) The recovery rate for non-official journey for officers with attached Nigam vehicles (including journey between the residence and the office) upto a total distance of 1000 KMs per month shall be Rs. 1000/- per month in place of prevailing limit of 400 KMs @ Rs. 400/- per month. Beyond 1000 KMs the rates shall be Rs. 5/- per KM.
  - ii) An amount of Rs. 1000/- shall be deducted from the salary of such officer at source unless the concerned officer submits in writing that he has not been provided with any such vehicle and that he/she does not use any such vehicle for private use including journeys between residence- office and back.
2. **For Private use:**
  - i) The rate of use of the ambulance for non official journey/ private use shall be Rs. 4/- per KM.
  - ii) The rate of use of corporation vehicle for non official journey/private use other than above (i) shall be Rs. 5/- per Km
3. The above instruction is in suppression of all rates /charges earlier fixed from time to time for private /non-official journey of any nature including Secretary, HSEB memo. No. Ch-37/AEE (T)-56 (PJE) dated 21.07.1978, memo. No. C-5/DS/T&H-56 dated 01.10.1984, Additional Secretary HSEB memo. No. C-16/DS/T&H-56 dated 06.12.1990, O/o No. 350/DS/T&M-56 dated 03.01.1992, CAO, HSEB memo. No. CAO/CAC/L-64/2501-2900 dated 05.08.1993, Controller Finance, HPGCL memo. No. 1639/CF/HPGCL/FIN-51 dated 19.03.2015 & memo. No. 1742/CF/HPGCL/FIN-51 dated 17.04.2015 alongwith all circulars/ office orders not mentioned above in this regard.
4. **The general guidelines regarding use of corporation vehicle are as under:**
  - i) For private journey in excess of the permissible limit of 1000 Kilometers "the payment would be made by officer concerned in cash on the close of the calendar month at the rates given in Sr. No. 1& 2 above.

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- ii) The entries pertaining to each journey performed for non-official purposes must be entered in the log-book by the actual user with name, designation and allowing authority.
- iii) The use of Govt. vehicles for non-official purposes will be subject to the condition that such use must not interfere with the official requirement and the official journeys must always take precedence over private ones.
- iv) The use of corporation vehicles for non-official journeys should be such as not to attract public criticism. For example, corporation vehicles should not be taken to such place of public amusement as clubs, theatres, cinema halls shopping etc.
- v) The decision should be implemented in an appropriate manner and proper accounts of payments received from the concerned officers be maintained.
- vi) These instructions should be brought to the notice of all the officers using corporation owned vehicles for strict compliance.

The above orders shall be applicable in HPGCL w.e.f 09.04.2019 i.e. from the date of decision of the Board of Directors, HPGCL in its 117<sup>th</sup> meeting conveyed vide Company Secretary memo. No. 178//Ch-41/CS/HPGCL/117BM dated 09.04.2019.

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

CC to:

1. Sr. PS to ACS (Power)- cum-Chairman, HPGCL for kind information to ACS (Power)-cum-Chairman please .
2. Sr. PS to Managing Director, HPGCL for kind information to MD please.
3. Sr. PS to Director/Tech., HPGCL for kind information to Director/ Technical please.
4. Sr. PS to Director/Gen., HPGCL for kind information to Director /Generation please.
5. PA to Chief Financial Officer, HPGCL for kind information to CFO please.
- ✓ 6. Xen/ IT, HPGCL, with the request to upload the same on HPGCL website pl.