



AN ISO: 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

E-mail: dsgenl@hpgcl.org.in

Telephone No. 0172-5023426

Office Order No. 254/CE/Admn.

Dated: 29.12.2025

HPGCL is pleased to adopt the State Govt. instruction issued by Human Resources Department vide memo no. 62/34/2024-6HR-I dated 08.08.2025 regarding the consideration of duration of apprenticeship training undergone by ITI passed candidate and having National Apprenticeship Certificate in designated trade as work experience.

This issues in pursuance to the decision taken by Whole Time Directors, HPGCL in its 111th meeting held on 09.12.2025.

DA/As above.

sd
(Sidharth Choudhary)
Dy. Secy./Genl.,
for Chief Engineer/Admin.,
HPGCL, Panchkula.

Endst. No. Ch-176/HPGC/GB-156(Vol-III)/2236

Dated: 29.12.2025

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

1. All Chief Engineers in HPGCL.
2. L.R./HPUs, Shakti Bhawan, Panchkula.
3. Company Secretary, HPGCL, Panchkula (agenda item no. 111.7).
4. Chief Accounts Officer, HPGCL, Panchkula.
5. All FA & CAOs, HPGCL.
6. XEN/FTPS, HPGCL, Faridabad.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.
8. Xen./IT, HPGCL, Panchkula. It is requested to host the office order on the website of HPGCL.

sd
(Sidharth Choudhary)
Dy. Secy./Genl.,
for Chief Engineer/Admin.,
HPGCL, Panchkula.

CC:

1. SPS to Managing Director, HPGCL, Panchkula.
2. SPS to Director/Technical-I, HPGCL, Panchkula
3. SPS to Director/Technical-II, HPGCL, Panchkula.
4. SPS to Director/Technical-III, HPGCL, Panchkula.
5. SPS to Director/Finance, HPGCL, Panchkula.
6. PA to Chief Engineer/Admn., HPGCL, Panchkula.
7. SE/Admn., HPGCL, Panchkula.

No. 62/34/2024-6HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-I BRANCH)

Dated Chandigarh, the 08th August, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors, Chief Administrators of all the Boards/Corporations in State of Haryana.
4. Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in the State of Haryana.
6. All the Deputy Commissioners in the State of Haryana.

Subject: Consideration of duration of apprenticeship training undergone by ITI passed candidates and having National Apprenticeship Certificate in designated trade as work experience.

Sir/Madam,

I am directed to invite your kind attention on the subject mentioned above and to say that Ministry of Skill Development and Entrepreneurship (Apprenticeship Training Division) Govt of India, vide their letter No MSDE-1(2)/2023-AP(PMU) (E-58412), dated 19.02.2024 has decided that the apprenticeship training of one year and above may be considered as work experience of one year in regard to those apprentices with ITI qualification under Schedule-I of the Apprenticeship Rules 1992 who possess National Apprenticeship Certificate for employment under State Govt and Govt. of India.

2. Government has decided that on the pattern of Govt. of India, the apprenticeship training of one year and above will be considered as "work experience" in regard to those apprentices with ITI qualification under Schedule-I of the Apprenticeship Rules 1992 & who possess National Apprenticeship Certificate for purpose of employment under State Departments/Organizations. It will be treated as experience of one year for the posts of direct recruitment of respective field, where in addition to educational qualification, the provision of experience has also been prescribed in the eligibility criteria for a post. It is also informed that this decision is applicable prospectively from the date of issue of this Instruction.

3. You are therefore requested to implement the above decision and amend the Departmental Service Rules as well as Service Bye-laws/Service Regulations of all Organizations under administrative control of the Department viz Boards, Corporations, Missions Authorities, Universities, Societies etc so that the one year NAC (National Apprenticeship Certificate) is counted for purpose of "work experience" while applying for job opportunities under Haryana Government.

4. These instructions may please be brought to the notice of all concerned for its strict compliance in the letter and spirit. It may also be treated as most urgent.

Yours faithfully,

S. Singh
Joint Secretary, Human Resources-I
for Chief Secretary to Government Haryana

Dated Chandigarh, the 08th August, 2025

Endst. No. 62/34/2024-6HR-I

A copy is forwarded to the Secretary, Haryana Public Service Commission/Haryana Staff Selection Commission of information and necessary action.

S. Singh
Joint Secretary, Human Resources-I
for Chief Secretary to Government Haryana