



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](http://www.hpgcl.org.in)

Telephone No. 0172-5023407

Fax No. 0172-5022432



From

Chief Engineer/Admn.,  
HPGCL, Panchkula.

To

1. Chief Engineer/RGTPP, HPGCL, Hisar.
2. Chief Engineer/PTPS, HPGCL, Panipat.
3. Chief Engineer/REO, HPGCL, Panchkula.
4. Chief Engineer/Projects, HPGCL, Panchkula.
5. Chief Engineer/ Fuel, HPGCL, Panchkula.
6. Chief Engineer/Planning, HPGCL, Panchkula.
7. Chief Engineer/DCRTPP, HPGCL, Yamunanagar.
8. Chief Engineer/Regulatory, HPGCL, Panchkula.
9. Chief Engineer/HPPC, Panchkula.
10. Controller of Finance, HPGCL, Panchkula.
11. Controller of Accounts, HPGCL, Panchkula.
12. Company Secy., HPGCL, Panchkula.
13. The Secy./BBMB, Chandigarh.
14. The LR/HPU, Panchkula.
15. All Dy. Secy. Panchkula.
16. All Under Secy. Panchkula.

Date Bound  
upto 30.04.2023

For Personal  
Attn.  
Most Urgent

Memo No. Ch-08/HPG/QR-531/2023  
Dated: 12.04.2023


**Subject: ACRs upto the year 2022-2023 in respect of all Gazetted Officers.**

In the light of ACRs instructions issued by erstwhile Secretary, HSEB vide Memo No. 173751/4096/NGE/G-452 dated 10.12.1971 and instructions circulated vide Memo No. Ch-154/HPG/QR-531/Vol-VI dated 05.03.2015 and reiterated from time to time the ACRs of all categories of officers duly signed by all concerned competent authorities upto the year 2022-2023 must be received in this office latest by **30.04.2023**. A certificate should be furnished by **15.05.2023** by all the Head of Departments that ACRs have been written in respect of all officers/officials working under their control and has been submitted to Cadre Controlling Authority, after holding a special meeting for checking for pending ACRs.

It is also requested to ensure that property return must be submitted online by the officer for the concerned period to the competent authority and the reference number vide which the property return was submitted, must be mentioned at point number 3 of ACR Performa.

Further it has been observed that some of the officers either write **no, nil, N.A.** in the integrity column or leave the column **blank**, moreover, the Reviewing Officer/Accepting Officer forward the ACR without giving their comments, which is not in order. Therefore, all the officers, while writing the ACR of the officers/officials must write appropriate comments in the integrity column of the ACRs (whether doubtful or not doubtful) besides writing all other columns properly.

Kindly ensure the compliance of instructions in date bound manner in its letter and true spirit. This may please be treated as most urgent.

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

CC:

1. Sr. PS to Managing Director, HPGCL, Panchkula.
2. Sr. PS to Director/Technical, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula.
4. Xen/HR, IT, HPGCL, Panchkula. He is requested to upload the letter on official website of HPGCL.

} for similar action at  
their end please.