



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

Telephone No. 0172-5023407

Fax No. 0172-5022432



From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

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

Date Bound
upto 15.06.2024

For Personal
Attn.
Most Urgent

Memo No. Ch- 6 /HPG/QR-531/2024
Dated: 11.06.2024

Subject : ACRs upto the year 2023-2024 in respect of all Gazetted Officers.

In reference to this office memo no-04/HPG/QR-531/2024, dated 09.05.2024 vide which you were requested that ACRs of all categories of officers duly signed by all concerned competent authorities upto the year **2023-2024** must be received to this office, latest by **15.05.2024**. However, the some ACRs have not been received, till date.

In view of the above you are again requested that ACRs of all categories of officers duly signed by all concerned competent authorities upto the year 2023-2024 must be received to this office, latest by **15.06.2024**.

A certificate should be furnished by **15.06.2024** by all the Head of Department 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.

Further requested to ensure that property **return** must be submitted online by the officer for **FY 2023-2024** to the competent authorities and the reference number vide which the property return was submitted, must be mentioned at point number 3 of ACR Performa.

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 Kumar 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-I, HPGCL, Panchkula.
3. Sr. PS to Director/Technical-II, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.
5. Xen/HR, IT, HPGCL, Panchkula. He is requested to upload the letter on official website of HPGCL.

for similar action at
their end please.