



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

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From

Managing Director,
HPGCL, Panchkula.

To

1. All Chief Engineers HPGCL. *R.E.O. Panchkula*
2. Controller of Accounts/Chief Financial Officer, HPGCL.
3. Company Secretary, HPGCL, Panchkula.
4. LR/Haryana Power Utilities, HVPNL, Panchkula.
5. SE/FTPS, HPGCL, Faridabad.
6. FA&CAO, PTPS, HPGCL, Panipat.
7. All Dy. Secy./Under Secy., HPGCL, Panchkula.
8. All Sr. PS and PS of Officers.

*e-mail
on 26-02-21
at 1:01 PM*

Memo No. Ch-205/HPG/Genl-509/2019

Dated: 25.02.2021

Subject: Clarification regarding Delegation of Powers for approval of leaves for Implementation of Online Leave module on HRMS/Intra Haryana portal.

Kindly refer office order no. 415/HPG/GE-623 dated 04.08.2020, on the subject cited matter.

In continuation to this office memo no. 190 dated 20.11.2020, it is informed that the leaves sanctioning powers delegated vide office order no. 24/CE/Admn. dated 12.02.2020 and 415/HPG/GE-623 dated 04.08.2020 are only for approval on IntraHaryana portal and all kind of leaves applied by any employee through offline mode (other than IntraHaryana portal) should be sanctioned by Cadre Controlling authority. Such kind of leaves with sanction orders and approval will be uploaded/updated on HRMS on offline leave module by respective Cadre Controlling authority.

This is for your information and necessary action, please.

This issues with the approval of Managing Director, HPGCL.

Ashok K. Sehra

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

CC:

1. OSD/Tech. to Managing Director, HPGCL, Panchkula.
2. Sr. PS to Director Generation, HPGCL, Panchkula.
3. Sr. PS to Director Finance, HPGCL, Panchkula.
4. XEN/IT, HPGCL, Panchkula, for uploading on official website.

CE/RÉO

Memo No.....Date.....

*285/XEN/IT
04-03-2021*