



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

HARYANA POWER GENERATION CORPORATION LTD

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

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula.
4. All FA & CAOs in HPGCL.
5. L.R., HPUs, HPGCL, Panchkula.
6. SE/FTPS, Faridabad.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.

Memo No. Ch-188/HPGC/GB-376(XII)/6040 Dated: 21.04.2022

Subject: Instructions regarding presence of all the officers at their respective Headquarters from 11:00 AM to 12:00 Noon daily for hearing of public grievances.

Enclosed please find herewith a copy of memo No. 3/3/2001-3MC dated 04.04.2022 received from Under Secy./Monitoring & Coordination Cell O/o Principal Secy. to Govt. Haryana on the subject noted above.

This is for information and taking necessary action, please.

DA/As above.

-Sd-
Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch- 188 /HPGC/GB-376(XII)/ 6040

Dated: 21.04.2022

A copy of above is being forwarded to the following for information, please:

1. OSD/Tech. to M.D., HPGCL, Panchkula.
2. SPS to Director/Generation, HPGCL, Panchkula.
3. SPS to Director/Finance, HPGCL, Panchkula.
4. SPS to Director/Technical, HPGCL, Panchkula.
5. XEN/IT, HPGCL, Panchkula. It is requested to upload a copy of the same on the website of HPGCL.

-Sd-
Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:

PS to Chief Engineer/Admn., HPGCL, Panchkula.

HPGCL



आजादी का
अमृत महोत्सव

No. 3/3/2001-3MC
Government of Haryana
Monitoring & Coordination Cell

Dated, Chandigarh, the 1st April, 2022

4th

DAIRY NO. 6381
DATE: 18/04/2022
TO
DS/GENL.

DS/GENL.

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of all Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. The Registrars of all the Universities in Haryana.

MD/HPGCL
13/04/2022

Dir. Fin.

Subject: - Instructions regarding presence of all the Officers at their respective Headquarters from 11:00 AM to 12:00 Noon daily for hearing of public grievances.

15/4/22
CE/Adm.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that it has been observed that general public find it difficult to get their grievances redressed because of non availability of the senior officers in the Govt. offices. People have to visit time and again to the offices for redressal of their grievances. To avoid this, it has been decided that all the Officers will **remain available between 11:00 AM to 12:00 Noon daily on working days** for purpose of meeting the public, for prompt redressal of their grievances and complaints. In case, they are out of station then next officer be designated to hear the public grievances.

2. These instructions may please be brought out to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

(Under Secretary)

Monitoring & Coordination Cell
for Principal Secretary to Govt. Haryana
E-mail Id: cs.coordination@hry.nic.in

Memo No. 2253
Dated 18/04/22
DS/GENL
US/NGE
DS/General
DS/T&M
XEN/HR&TRG
XEN/Rectt.

CE/Adm.

5063
CFMS/Dairy No. 598
WJ/HPGCL
Dated 13/04/2022

5062
CFMS/Dairy No. 476 | Director Finance
Dated 15/4/22