



AN ISO: 9001, ISO: 14001 &amp;

OHSAS: 18001 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. 0172-5023425

Office Order No. 24 /CE/Admn.

Dated : 12/02/2020

HPGCL is pleased to delegate the powers for sanctioning of extra ordinary leave, earned leave and other leaves in HPGCL to the authorities mentioned below in-place of the provision given in the Haryana Civil Services (Leave) Rules, 2016 in order to streamline the sanctioning of various leaves :-


Nature of power	To whom delegated		
To sanction the any kind of leaves i.e. Earned leave, Half Pay Leave, Commuted Leave, Extraordinary Leave, Maternity Leave, Child Care Leave etc. except Casual Leave.	<b>A. Concerned Cadre controlling authority detailed below:-</b>		
	<b>Authority</b>	<b>Employees</b>	<b>Powers</b>
	CE/Admn.	All employees working at Corporate office upto the rank of SE & equivalent.	Full Powers
	CE/PTPS	All gazetted & non-gazetted staff upto the rank of SE working at PTPS, Panipat.	Full Powers
	CE/DCRTPP	All gazetted & non-gazetted staff upto the rank of SE working at DCRTPP & Hydrel, Yamuna Nagar.	Full Powers
	CE/RGTPP	All gazetted & non-gazetted staff upto the rank of SE working at RGTPP, Hisar.	Full powers
	MD, HPGCL	All gazetted Technical & Non-Technical officers of the rank of Chief Engineer & equivalent and above officers.	Full powers
	<b>Note:</b>	1) The concerned office recommending/sanctioning the leave will assign substitute from their office to look after the work of employee during his/her leave period 2) Entry in the HRMS system should be ensured by the sending the office order to the concerned cadre controlling authority.	
In case of Casual Leave	<b>Authority</b>	<b>Employees</b>	<b>Powers</b>
	Controlling Officer (Supdt./AEE/AE/AO or equivalent)	Non-gazetted staff working under his control	Five days
	Next higher authority (XEN/Sr. AO/Admn. Officer /Dy. Secy./Under Secy. or equivalent)	i). Non-gazetted staff working under this control	Full Powers
		ii). Gazetted officers working under his control	Five Days
	SE/FA&CAO and equivalent	Gazetted officers & Non-gazetted staff working under his control	Upto Eight days
	Chief Engineer/ CoF / CoA and equivalent	SE/FA&CAO and equivalent officers working under his control and personal staff attached to his office.	Full Powers
	Director concerned and equivalent	CE/CoF/CoA and equivalent officers working under his control and personal staff attached to his office	Full Powers
Managing Director	Directors and personal staff attached to his office.	Full Power	



Further, the procedure and timelines for leave are detailed as under :-

Sr. No.	Particular	Responsibility	Timelines
1.	Submission of leave	Employee	At least 5 working days prior to availing leave except in case of medical and other emergencies.
2.	Recommendation on the leave	Concerned controlling officer	1 day
3.	Leave Admissibility Certificate	Accounts Wing	1 day (no effect on leave accounting, Pay & allowances of employee should be made without sanction orders)
4.	Sanction of leave & issue of orders	As per competency	2 days
5.	Office order updation on Accounts records, HRMS and other records	Concerned office - Accounts Wing Admn. Wing	2 days from issue of orders

This issues with the approval of Managing Director, HPGCL.

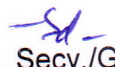
  
Dy. Secy./Genl.  
for Chief Engineer/Admn.  
HPGCL, Panchkula.

Endst. No Ch-103 /GB/HPGC-458 / 3122

Dated: 12/02/2020

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

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula.
4. L.R., HPUs, HPGCL, Panchkula.
5. SE/FTPS, HPGCL, Faridabad.
6. All Dy. Secy./Under Secy./Admn. Officer in HPGCL.
7. XEN/IT, HPGCL, Panchkula. It is requested to host this office order on the website of HPGCL.

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

CC:

1. OSD/Tech. (HQ) to M.D., HPGCL, Panchkula.
2. SPS to Director/Generation, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula.