



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](http://www.hpgcl.org.in)  
Email:- [dysecy.est@hpgcl.org.in](mailto:dysecy.est@hpgcl.org.in)

Telephone No. 0172-5023407

Fax No. 0172-5022432



Office Order No. **350** /HPG/GE-623

Dated: **15.07.2019**

In partial modification to the "General Guidelines regarding Transfer & Posting Policy of HPGCL issued vide office order no. 525/HPG/GE-623 dated 02.07.2015, the clause no. **"E" sub para (r) of General Guidelines of Transfer Policy**" is hereby amended as under, however all other conditions will remain same:-

**"E-General Guidelines of Transfer Policy:-**

*r) In case of Transfers on Promotion:-*

*In case of transfer during promotions, request for maintaining place of posting shall not be entertained on any ground.*

*The promoted employee(s) shall have to join their new place of posting within a period of 10 days of the issuance of the orders, failing which it will be assumed that the promoted employee(s) want to forego their promotion and their promotion shall be cancelled, out rightly.*

*Further, the employees desiring not to move out of a particular station, they may forego their promotion. **In case anyone foregoes his/her promotion he/she will not be considered for promotion for atleast 1 year or on vacancy whichever is later. The person promoted during this period will rank senior to him/her in the promoted rank. The originally senior employee can't claim any stepping up of pay to his junior promoted during this period.***

This issues as per decision of Board of Directors, HPGCL, taken in its 118<sup>th</sup> meeting held on 11.06.2019.

Chief Engineer/Admn.  
HPGCL, Panchkula

Endst. No. Ch- 120/HPG/Genl-351

Dated: **15.07.2019**

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

1. All Chief Engineers, in HPGCL.
2. Controller of Finance/Controller of Accounts, HPGCL, Panchkula.
3. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no. 311/Ch-19/CS/HPGCL/118/BM dated 03.07.2019.
4. All FA&CAOs in HPGCL.
5. The Secretary, BBMB, Chandigarh.
6. LR/HPU, Panchkula.
7. All Dy. Secretaries in HPGCL.
8. All Under Secretaries in HPGCL.
9. XEN/IT for uploading on HPGCL website.

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

CC

- (i) Sr. PS to Managing Director, HPGCL, Panchkula.
- (ii) Sr. PS to Director Technical, HPGCL, Panchkula.
- (iii) Sr. PS to Director Generation, HPGCL, Panchkula.
- (iv) PS to Chief Engineer/Admn., HPGCL, Panchkula.