



**HARYANA POWER GENERATION CORPORATION LIMITED**

**Regd. Office: Urja Bhawan, C-7, Sector- 6, PANCHKULA**

(ISO: 9001, ISO: 14001 and OHSAS:18001 Certified Company)

Corporate Identity Number: U45207HR1997SGC033517

Website: [www.hpgcl.org.in](http://www.hpgcl.org.in) E-mail: [cfo@hpgcl.org.in](mailto:cfo@hpgcl.org.in)

Tel. No. 0172-5022421

Fax No. 0172- 5022412

**Finance Section**

Office Order No: **507** /CAO/HPGCL/FIN-51

Dated 06.06.2023


Subject:- **Use of Government Staff Car.**

HPGCL is pleased to adopt the Chief Secretary Government of Haryana, order No 133/1/1991-RVA, dated 10.04.2023, attached as per **Annex. 'A'** with respect to use of HPGCL vehicle including non-official and private journey.

This instruction shall be applicable w.e.f. 10.04.2023 i.e. date of issuance of instruction by State Government.

This issue with the approval of Wholetime Directors, HPGCL.

DA/ as above


  
/Sr. Accounts Officer/Finance,  
for Chief Accounts Officer,  
HPGCL, Panchkula

Endst. No. **692** /CAO/HPGCL/FIN-51

Dated: - 06.06.2023

A copy of the above is forwarded to the following for information and necessary action please.

1. All Chief Engineer's in HPGCL at Projects/Panchkula.
2. Company Secretary, HPGCL, Panchkula.
3. Chief Financial Officer, HPGCL, Panchkula.
4. Chief Accounts Officer, HPGCL, Panchkula.
5. All FA&CAO's in HPGCL at Projects/Panchkula.
6. L.R., HPU's, Shakti Bhawan, Panchkula.
7. OSD to Managing Director, HPGCL, Panchkula.
8. All Deputy Secretary's / Under Secretary's in HPGCL.
9. Xen/IT, HPGCL, Panchkula to upload the same on HPGCL Website.
10. All Sr. Account Officers / Account Officers in HPGCL.
11. All Section Officers in HPGCL.

  
/Sr. Accounts Officer/Finance,  
for Chief Accounts Officer,  
HPGCL, Panchkula

CC: .

1. Sr. PS to Chairman, HPGCL for kind information please.
2. Sr. PS to Managing Director, HPGCL, for kind information please.
3. Sr. PS to Director/Finance, HPGCL, for kind information please.
4. Sr. PS to Director/Technical-I, HPGCL, for kind information please.
5. Sr. PS to Director/Technical-II, HPGCL, for kind information please.

1 DAIRY NO. 8788  
2 DATE 18.04.2023  
3 AEE/GENL  
4 SUPD/GENL  
5 DY. SUPD/GENL  
6 ASST/GENL (1)  
7 ASST/GENL (2)

No. 133/1/1991-RVA  
Government of Haryana,  
Chief Secretary Organization  
General Administration Department  
(RVA Branch)

Dated, Chandigarh the 10<sup>th</sup> April, 2023

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Department of Haryana State.
3. All the Managing Directors/Chief Administrators of Boards and Corporations in Haryana State.
4. All the Divisional Commissioner and Deputy Commissioners in Haryana.
5. All the Registrars of Universities in Haryana.

**Subject:- Use of Government Staff Car.**

Sir/Madam,

I am directed to refer to Government instructions issued vide circular letter No. 49/01/84-RVA, dated 03.01.1989, letter No. 133/01/91-RVA, dated 17.09.1991, 22.01.2015, 03.10.2018 and 24-11-2021 on the above cited subject and to say that the whole issue has been re-considered and the following decisions have been taken:-

- (i) The rates for official journeys performed by personal vehicles would continue to be **Rs. 06/- per K.M.** Similarly, rates for non-official use of Government vehicles for private journeys would also be **Rs. 06/- per K.M.**
- (ii) In case of Administrative Secretaries, Managing Directors of Board/Corporations, Heads of Departments, PSCM, APSCM, DPSCM and OSD to C.M. Haryana, IFS, IRS, IES, ICAS, HCS Officers who are having Government vehicles attached with them, (except pick & drop) use of the vehicles for non-official journey, including journeys between the residence and the office, upto a total distance of 1000 K.Ms on payment of Rs. 1000/- per month is allowed. It is, further, stated that the amount of Rs. 1000/- shall be deducted from the salary of such officer at source unless the officer submits in writing that he has not been provided with any such vehicle and that he does not use any such vehicle for private use including journeys between residence-office and back.  
For private journey in excess of the permissible limit of 1000 Kilometers, the payment would be made by the officer concerned in cash on the close of the calendar month at the rates given above.
- (iii) The entries pertaining to each journey performed for non-official purposes must be entered in the log-book by the actual user.
- (iv) The use of Government vehicles for non-official purposes will be subject to the condition that such use must not interfere with the official requirement and the official journeys must always take precedence over private ones.
- (v)

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8503  
18/04/23  
US/NGE  
DC/General  
DS/T&M  
XEN/HR&TRG  
XEN/Rectt.

CE/Admn.,

MD/HPGCL  
31/04/2023  
11/1/ Tech-I

CFMS Diary No. 657  
SPS/MD/HPGCL  
Dated 17/04/2023

Director/Technical-I  
E/Admin.  
E/Fuel  
E/DCRTPP  
E/RGTPP  
E/PTPS  
E/Plg.  
E/REGO  
E/Proj  
E/Regulatory  
E/Tech.  
E/EN/Tech.  
Personal Assistant

- (vi) The use of Government vehicles for non-official journeys should be such as not to attract public criticism.
- (vii) The decision should be implemented in an appropriate manner and proper accounts of payments received from the officers concerned be maintained.

These instructions will come into force with immediate effect.

This issue with concurrence of Finance Department conveyed vide their U.O. No. 28/03/2015-1B&C/7045 dated 06-04-2023.

Yours faithfully,

*Hari Krishan*

Under Secretary Protocol,  
for Chief Secretary to Govt. Haryana.

Endst. No. 133/1/1991-RVA

Dated Chandigarh the 10-04-2023

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

1. The Principal Accountant General (A&E/Audit) Haryana, Chandigarh.
2. CPSCM, PSCM, APSCM, DPSCM, OSD/CM, Chief Staff Officer to CM, Secretary/ Private Secretaries to Ministers..
3. The Additional Chief Secretary to Government Haryana, Finance Department (in B&C Branch) with reference to his U.O. No. 28/03/2015-1B&C/7045 dated 06-04-2023.
4. The State Informatics Officer (NIC) with request to put these instructions on the web-sites of Govt. of Haryana and Chief Secretary, Haryana.

*Hari Krishan*

Under Secretary Protocol,  
for Chief Secretary to Govt. Haryana.

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