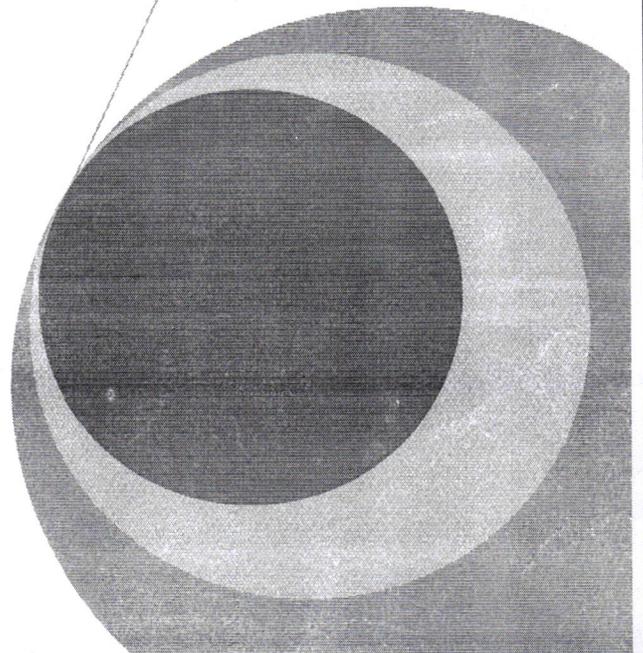


**HPGCL Online  
Transfer and Posting  
Policy-2025**

Dated: 15<sup>th</sup> September 2025



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HPGCL

**HARYANA POWER GENERATION CORPORATION LIMITED**

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

Corporate Identity Number: U45207HR1997SGC033517

Website: [www.hpgcl.gov.in](http://www.hpgcl.gov.in) Email id:- ceadmin@hpgcl.org.in

Telephone No. 0172-5023407

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## **Notification**

Office Order No. 403/HPG/GE-623

Dated :15.09.2025

In terms of Chief Secretary to Government of Haryana instructions issued vide no. 15/27/2018-4HR-I dated 23.05.2025, the Haryana Power Generation Corporation Limited, Panchkula (HPGCL) is pleased to frame the “**HPGCL Online Transfer Policy 2025**” for its employees covered under online Transfer Policy.

### **INTRODUCTION**

The sole function of HPGCL is generation of electricity. The setup and area of operation of HPGCL is entirely different as compared to the other Haryana Power Utilities. The present generating stations of HPGCL are as under.

1. Panipat Thermal Power Station, Panipat
2. Deen Bandhu Chhotu Ram Thermal Power Stations, Yamuna Nagar
3. WYC, Hydro Electric Power Plants, Yamuna Nagar
4. Rajiv Gandhi Thermal Power Plant, Khedar, Hisar
5. The Head Office/Corporate Office of HPGCL is situated at Panchkula.

Keeping in view of the wide range of installed capacity of the units (210MW, 250MW, 300MW & 600MW) and wide variations of technology and equipment's installed in different units, the HPGCL need to have reasonable number of specialized engineers to attend routine maintenance and emergency breakdowns, besides other eventualities for maintaining continuity of operation of plants beside round the clock operation by engineers in shift duty. Therefore, the HPGCL cannot afford to transfer the employees frequently within the plants. However, at the same time, HPGCL has to evolve a meaningful transfer and posting policy guidelines to eradicate corruption and equal opportunity for all the engineers in the best interest of HPGCL for maximum generation at lower cost.

## 1.0 Vision:

To ensure rational distribution of HPGCL employees of a cadre, in a fair and transparent manner and to achieve maximum administrative efficiency and to optimize job satisfaction amongst employees in the best interest of HPGCL for maximum generation at lowest cost and to maintain continuity of generation of electricity round the clock, throughout wide variations of technology and equipments installed in different units and to have reasonable number of specialized engineers to attend routine maintenance and emergency breakdowns, besides other eventualities for maintaining continuity of operation of the plants.

## 2.0 Application:

This policy shall be applicable to: -

- (i) This Policy will be applicable to all employees of the respective cadre working on regular posts in HPGCL as per **Annexure-II**.
- (ii) Other cadres can also be added at any time.
- (iii) All posts of the cadres including Headquarter posts (wherever applicable) will be included in the Transfer Drive, under this policy.

## 3.0 Definitions

In this policy, unless there be anything repugnant in the subject or context;

### i. "Blocked Posts":

Blocked Posts means the posts in a cadre which will not be included in vacant post for transfer in an Online Transfer Drive;

### ii. "Cadre":

Cadre means posts as defined in the Recruitment & Promotion Policies of the respective cadre in HPGCL.

### iii. "Competent Authority":

'Competent Authority' means the Managing Director of HPGCL.

### iv. "Eligible Employee":

'Eligible Employee': means an employee who is eligible to participate in the Transfer Drive as per the provisions of this policy.

### v. "Eligibility condition for posting from Plant to Corporate office Panchkula":

An officer will be eligible for posting from Plant to Corporate Office on completion of 3 years experience at Thermal Power Plant/ Hydel Power Plant as AE and 2 years experience as AEE or total 5 years' experience as AE/AEE, for XENs one year experience as XEN.

### vi. "Immediate Family":

'Immediate Family' means all the members of a family holding common Parivar Pehchan number issued under the Haryana Parivar Pehchan Act.2021;

**vii. "Minimum Tenure":**

'Minimum Tenure' means the minimum period of stay at one unit, as mentioned in **Annexure-II**, after which an employee can voluntarily participate in the transfer drive. While calculating the minimum tenure of an employee at one unit on the qualifying date.

- a. Duty period in a unit will be included
- b. Period of training/deputation provided posting is made in the same unit where posted before proceeding on training/deputation
- c. Period of suspension if the headquarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension
- d. the period spent by the employee on a temporary transfer at some other unit(s)/office(s), during the aforesaid tenure of stay will also be included.
- e. the period spent by the employee on Extraordinary Leave/ Child Care leave/ Earned Leave will not be included

**viii. "Organization":**

"Organization" means Haryana Power Generation Corporation Limited (HPGCL)

**ix. "Prescribed Tenure":**

'Prescribed Tenure' means the maximum period of stay of an employee at one given unit, for a period, as mentioned in **Annexure-II**. While calculating the prescribed tenure of an employee at one unit on the qualifying date.

- a. Duty period in a unit will be included
- b. Period of training/deputation provided posting is made in the same unit where posted before proceeding on training/deputation
- c. Period of suspension if the headquarter is not changed for suspension period and posted on reinstatement within the same unit where the posting was before suspension
- d. the period spent by the employee on a temporary transfer at some other unit(s)/office (s), during the aforesaid tenure of stay will also be included.
- e. the period spent by the employee on Extraordinary Leave/ Child Care leave will not be included

**x. "Protected Employee"**

'Protected Employee' means and includes:

- a) the employee due for retirement on attaining the age of superannuation within 12 months from cut-off date for transfer order generation, as published at the time of transfer drive creation of the cadre; or
- b) the employee undergoing treatment for cancer or undergoing dialysis or having undergone by-pass heart surgery (during last 2 years) or having undergone organ transplant; or
- c) the employee having more than 70% disability (as defined under RPWD Act 2016); or
- d) the employee who is a widow having youngest child upto 10 years of age;

**xi. "Qualifying date":**

'Qualifying date' means the date as fixed by the competent authority for the purpose of calculation of Merit point & calculation of minimum and prescribed tenure.

**xii. "State Cadre":**

'State Cadre' means a cadre, wherein employees belong to a particular parent department of State Government but are posted across various departments and/or organizations, including the employees of Engineering Cadre, Ministerial Cadre, Accounts Cadre, Legal wing, Common Cadre, Section Officers, Accounts Officer, Auditors, Senior Auditors, Assistant District Attorneys, Deputy District Attorneys, etc.

**xiii. “Temporary Transfer”:**

'Temporary Transfer' means and includes a posting by any nomenclature made temporarily within the Corporation, on administrative or personal grounds or in public interest and includes temporary transfer, deputation, shifting of Headquarters etc. Further, in case of temporary transfer of state cadre employees across departments and/or organizations, the period spent on such temporary transfer, shall also fall within the purview of the definition of temporary transfer.

**xiv. “Transfer”:**

'Transfer' for the purpose of this policy means posting/transfer from a unit to another, on or before completion of prescribed tenure to/in a unit,

**xv. “Vacant Post for transfer”:**

'Vacant Post for transfer' means posts available after rationalization to employees participating in a transfer drive and will include post from amongst:

1. a post not occupied by any employee shall be called an **actual vacancy**;
2. a post presently occupied by an employee for the prescribed tenure or by way of temporary transfer or by a contractual employee shall be called a **deemed vacancy**.
3. a post occupied by an employee, who has completed the minimum tenure at a unit and has exercised her/ his option to participate in the general transfer drive under this policy shall be called a **voluntary vacancy**.
4. a post occupied by an employee on initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority, after the preceding online transfer drive shall be called a **notional vacancy**.

**xvi. “Unit”:**

'Unit' means an area(s), such as office, sub office and Head Quarter (in the office of XEN, Sr.AO & Under Secretary), as prescribed by the Competent Authority for the purpose of calculation of prescribed tenure and minimum tenure for transfer of an employee under this policy.

**xvii. “Cadre Controlling Authority”:**

“Cadre Controlling Authority” means the authority prescribed in the HPGCL Regulation(s)

**4.0 Merit Criteria for allotment of post**

Merit for allotment of vacant post to an employee will be based on the total composite score of points earned by the employee, out of 80 points, as described below: -

- (i) Age will be the prime factor for calculation of merit points, as tabulated below.

Sr. No.	Major Factor	Maximum Points	Criteria for calculation
1	Age (Qualifying date minus date of birth)	60	Age in number of days ÷ 365 (maximum four decimals points only)

(ii) **Special Factors:** A weightage of maximum 20 points can be availed by the employees as indicated below: -

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Remarks
1	Gender	Female	10	10 points will be given to all female employees
2	Special Category Female Employees	Unmarried employees of more than 40 years of age, Widow, Divorced, judicially separated	10	All female employees of this category will be given 10 points
3	Special Category Male Employees	Divorced / Judicially separated/ widower who have not remarried and have one or more minor child / children and /or unmarried daughters	10	Eligible employees will be given 10 points
4	Couple case	Applicable to employees working in any Department / organization under any State Government /Government of India	5	The benefit will be admissible only in case the preferred station shall result in decrease of distance between the current respective posting stations of the couple
5	Spouses of Military / Paramilitary personnel	Spouse of serving military / paramilitary personnel	10	All employees of this category will be given 10 points
6	Diseases of Debilitating Disorders (Refer Annexure-I)	Self / spouse / unmarried son / daughter	10	Certificate valid on the qualifying date issued by duly constituted Medical Board of AIIMS/ PGI-Chandigarh/PGI-Rohtak/Government medical colleges situated in Haryana or Delhi or Chandigarh
7	Differently abled or mentally challenged child / children	Employee having 100% differently abled or mentally challenged child / children	10	Employee having 100 % differently abled or mentally challenged child / children will be given maximum 10 points
8	Differently abled persons	All kind of disabilities as defined under RPWD Act 2016	20	For employees having disabilities, the points will be given based on the percentage of disability, which is as following between 40% to <50% - 10 marks between 50% to <60% - 15 marks between 60% to <70% - 20 marks
9	Disciplinary proceedings under major penalty	An employee who has been awarded major penalty under HCS (Punishment & Appeal) Rules, 2016 / HSEB Rule 1990	(-10) Marks	Negative marks During the currency of the punishment

**Note**

(i) List of Diseases of debilitating disorder has been mentioned in the **Annexure-I**.

## 5.0 Procedure to be adopted

### (i) Creation and Initiation of Transfer Drive: -

- a. The entire process is to be carried out through the " Corporation/Government transfer application/module" which shall be integrated with HRMS/ERP
- b. The detailed schedule of online transfer drive including tentative cut off dates for each of the steps will be decided with the approval of the competent authority, well in advance, preferably at least one month before the initiation of online transfer drive.
- c. The competent authority will get the online transfer drive created and complete the process of updation of employee data (fetched from HRMS/ERP), within fifteen (15) days of creation of the drive.

### (ii) Employee Data Verification and Authentication

- a. The Nodal Officer will publish score and tenure details of all the employees in the cadre.
- b. The employees will validate the data or raise objection(s) within seven (7) days of publication. The employee will submit the same through a One Time Password (OTP) based system. In case, the employee does not validate the data within the stipulated period, then the data as decided by the Cadre Controlling Authority will be considered to be final for the respective drive.
- c. The Nodal Officer will get the objections decided, if any, from the Competent Authority and publish the decision taken within ten (10) days.
- d. After the communication of decision, if the employee is still not satisfied with the decision so taken, may again raise objection within 3 days of receipt of said decision. On re-examination of the Objection, the decision of the Competent Authority will be final.
- e. No further representation with respect to score and tenure will be entertained for the respective drive, after this stage.
- f. The Nodal Officer will complete this entire stage within maximum twenty-five (25) days.
- g. In case it comes to the notice of the competent authority, during or after the transfer drive, that some wrong, incorrect or false data has been indicated by the employee, she/he will be taken out of transfer drive and will be posted anywhere in HPGCL by the competent authority.
- h. The Nodal Officer will publish the final score of the employees along with the list of eligible employees under 'Deemed', Voluntary', 'and 'Notional' categories.

### (iii) Voluntary Participation

- a. Thereafter, the consent for voluntary participation will be taken from those employees who have not completed their prescribed tenure but have completed minimum tenure and also from those employees falling under protected category.
- b. After publication of score under, the said employees may be given a period anywhere between three (3) to seven (7) days to opt for voluntary participation.
- c. The authentication by employees in this stage will also be One Time Password (OTP) based.
- d. If employee fails to exercise the option at this stage, the said employee will not be considered for participation in ongoing transfer drive.

### (iv) Rationalization Process

- a. The Corporation will undertake rationalization to redistribute or ascertain the number of posts in any unit based on administrative requirements and efficiency. This entire stage will be completed within fifteen (15) days.
- b. Within first seven (7) days the corporation will undertake the preliminary rationalization exercise. There may be a possibility that the number of employees posted in any unit are in excess of the administrative requirement. Such surplus employees will be required to participate in the ongoing transfer drive. Amongst such surplus employees, the employee with the longest stay shall have to

participate in the transfer drive. In case where more than one employee are having the same period of stay, then the younger employee shall have to participate in the transfer drive.

- c. Further surplus employees, who belong to the Protected Category shall not be transferred without their consent subject to the condition that not more than 50% of such excess employees in that unit belong to the Protected Category.
- d. The Corporation will publish tentative details of posts that are to be opened alongwith list of deemed/notional and a tentative list of voluntary/ surplus employees, in the ongoing transfer drive.
- e. Within next three (3) days, the employees who had earlier given their consent under voluntary participation will be given an option to withdraw their consent. It will also be One Time Password (OTP) based. Thereafter, the employee will not be permitted to withdraw her/his consent and will have to participate in the ongoing transfer drive.
- f. After undertaking the final exercise for identifying blocked posts hereinabove, the corporation shall publish the vacant posts available for transfer, for which an employee can apply, along with list of employees under deemed/ voluntary/ notional/ surplus category.

**(v) Choice Filling**

- a. The choice will be given to all eligible employees for submitting preferences of their unit(s). In case, no preference is submitted by an employee, she/he will be liable to be posted to/in any unit under 'anywhere in HPGCL'.
- b. The said employees may be given a period anywhere between three (3) days to seven (7) days, to fill in their preferences.
- c. The authentication by employees in this stage will also be One Time Password (OTP) based.

**(vi) Unit Allocation**

- a. Merit criteria for allotment of unit will be as per Para 4. The employees under Protected category will be assigned maximum (80) merit points.
- b. In case of tie amongst employees, the following order will be adopted to allocate the opted unit to such employees: -
  - Older in age
  - Female
  - Name in alphabetic order
- c. The Nodal Officer will undertake exercise to check whether, all employees have been allocated unit(s), within five (5) days.
- d. In case of employees who have not been allocated any unit(s) of their preferred choices based on their merit or who have not filled any choice, before posting them in 'Anywhere in the HPGCL', the employees will be given one last option to fill choice against the remaining available vacancies at that point of time.
- e. During unit allocation, in case of a deadlock i.e. an employee under deemed category is proposed to be allotted to the same unit from where she/he, then she/he has to mandatorily participate in the next transfer drive of the cadre.

**(vii) Transfer Order Generation**

- a. The transfer orders will be generated and issued after the approval from the competent authority.
- b. All transfers will be implemented within ten (10) days of their issuance.
- c. The DDO concerned will not draw the salary of the employees who have not complied with the orders.

**(viii) Grievance Redressal**

- a. Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the competent authority through intraharyana.nic.in platform only after joining at the new place of posting.

- b. Her/his representation will be considered in accordance with the policy and the decision taken will be conveyed to her/him within fifteen (15) days.

## 6.0 Other provisions

- i. When the Online Transfer Drive is not in process, a female employee who has recently married/ widowed/ divorced/ judicially separated, and submits a manual representation to competent authority within six months of the occurrence, will be eligible for a preferred posting against any available vacancy, as a one-time consideration.
- ii. When the Online Transfer Drive is not in process, an employee may submit her/his representation on intraharyana.nic.in platform only, for temporary transfer/ shifting of Head Quarter on the basis of following compelling reasons:
- a. on medical grounds (as per list of diseases of debilitating disorder mentioned in Annexure-I) of self or immediate family member, alongwith a medical certificate issued by duly constituted Medical Board of AIIMS/ PGI- Chandigarh/ PGI- Rohtak/ Government Medical colleges situated in Haryana or Delhi or Chandigarh
- b. on the ground of death of a member of immediate family; or
- c. on the ground that he has less than one year left to attain the date of superannuation.
- The Chief Engineer/Admin, HPGCL will examine the genuineness of the same and send the case with clear cut recommendation to the Competent Authority for decision on the proposal. The decision thus taken will be conveyed by the Corporation to the employee.
- iii. The Transfer proposal of any employee may be referred by the Corporation to the Competent Authority for approval in public interest or on administrative grounds. Further, the Chief Minister retains the prerogative to transfer or exclude any employee from transfer, by giving relaxation in this policy.
- iv. General online transfers will be made preferably once in a year. However, transfer/posting necessitated by promotion, direct recruitment or administrative exigencies can be made anytime with the prior approval of Competent Authority.
- v. Liability to be posted anywhere- Under this policy. Employees are liable to be transferred in/at any unit and/ or posts or anywhere in the HPGCL.
- vi. The Cadre Controlling Offices will ensure that data of all the employees is updated in HRMS/ERP. Every employee will be responsible for the accuracy and regular updation of data in respect of his/her credentials and data in HRMS shall be presumed to be true for all intents and purposes, otherwise the Corporation will be at liberty to post him/her anywhere in the HPGCL.
- vii. The Competent Authority will designate a Nodal Officer from time to time who will assist the competent authority in implementation of this policy for various cadres post covers under online transfer policy.
- viii. If corporation intends to amend or add any new provision in this policy, specific to a particular cadre based on administrative requirements, the Corporation shall obtain the approval of Board of Directors, HPGCL while ensuring that the basic structure and intent of this policy cannot be changed.
- ix. Instructions issued by the State Government with regard to transfer/ posting Government employees in Home District, from time to time, shall be read as part of this policy.
- x. The competent authority shall ensure that timelines prescribed under this policy for completion of various stages shall be strictly adhered to. However, if due to any administrative or technical reasons, the said timelines could not be adhered to, the competent authority under intimation to Human Resource Department (HRD) may extend the said timeline maximum by one month (in total) after recording the reasons in writing.
- xi. No transfer of employee of the cadre, shall be undertaken when the online transfer drive is in process.

## **7.0 Bar against canvassing**

No employee will canvass for his case except through a representation to the Cadre Controlling Authority or to higher authorities in Haryana, as per this policy. All other individual representations will be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought under this policy.

## **8.0 Appointment by promotion/direct recruitment**

Employees taken in a cadre through initial appointment, promotion, reinstatement after suspension or repatriation from deputation from another Department/Organization other authority will be posted in the unit and/ or posts of eligibility and availability. Thereafter, they will fall under "Notional category and will have to compulsorily participate in the upcoming transfer drive for the said cadre.

## **9.0 Clarification and Implementation**

In case of any doubt or difficulty in making out the true intention of the provision of this policy, Human Resource Department will be competent to clarify such doubt or to remove such difficulty.

## **10.0 Power to relax**

Notwithstanding anything contained in the policy, the competent authority, may with the prior approval of the Chief Minister, Haryana, relax any or all of the above provisions after recording reason justifying such relaxation.

## **11.0 Saving & Repeal**

- (i) The General Principles for Online transfer Policy of employees issued vide office order no. 591/HPG/GE-623 dated 18.08.2022 and other subsequent instructions/ notifications/policies are hereby repealed/withdrawn from the date of notification of this policy.
- (ii) Anything done or any action taken by the competent authority under this policy shall be deemed to have been validly done or taken under this policy.
- (iii) Any transfer drive initiated prior to the notification of this policy may be completed and concluded in terms of the earlier policy.

This issues with the approval of ACS/Energy to Govt. of Haryana-cum-Chairman, HPGCL subject to ex-post facto approval of Board of Directors, HPGCL.

  
Chief Engineer/Admn.,  
HPGCL, Panchkula

Endst. No. Ch-17/HPG/GE-623

Dated: 15.09.2025

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

1. The ACS (Energy)-cum-Chairman, HPGCL, Panchkula.
2. All Chief Engineers, in HPGCL.
3. Company Secretary, HPGCL, Panchkula.
4. Controller of Accounts/Controller of Finance, HPGCL, Panchkula
5. All FA & CAOs, in HPGCL.
6. The Secretary, BBMB, Chandigarh.
7. LR/HPU, Panchkula.
8. All Dy. Secretaries in HPGCL
9. Xen/IT for uploading on official website.
10. All Under Secretaries in HPGCL.
11. All concerned employees of HPGCL.
12. HRMS/IT Nodal Officer, HPGCL, Panchkula.

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

CC

- (i) Sr. PS to Managing Director, HPGCL, Panchkula.
- (ii) Sr. PS to All Directors, HPGCL, Panchkula
- (iii) PS to Chief Engineer/Admn., HPGCL, Panchkula.

## **Annexure-I: List of Severe and Chronic Diseases**

1. Chronic Heart Diseases (Congenital or acquired), including Cardiomyopathy & Heart Failure.
2. Chronic Cardiac Dysrhythmias.
3. Interstitial Lung Disease (ILD).
4. Cystic Fibrosis
5. Cirrhosis of Liver
6. Chronic Renal Failure
7. Epilepsy
8. Paraplegia Quadriplegia/ Hemiplegia
9. Parkinson's Diseases
10. Degenerative Disorders of Nervous System e.g. Motor Neuron Disease
11. Chronic Demyelinating disorders of central & peripheral nervous system
12. Autism Spectrum Disorders
13. Cerebral Vascular Accident (CVA)
14. Multiple Sclerosis
15. Myopathies
16. Thalassemia
17. Haemophilia
18. Aplastic Anaemia
19. Cancer - All types of Malignancies
20. Schizophrenia
21. AIDS
22. Organ Transplant (Heart/ Liver/ Kidney/ Lung/Intestine)



Chief Engineer/Admn.,  
HPGCL, Panchkula

## Annexure-II: List of Cadres under OTP

Sr. No.	Designation	Minimum Tenure (Years)	Prescribed tenure (Years)
1	Executive Engineer/Civil.	2	8
2	Executive Engineer/Elect.	2	8
3	Assistant Executive Engineer/Elect.	2	8
4	Assistant Executive Engineer/Civil	2	8
5	Assistant Engineer/Elect.	2	8
6	Assistant Engineer/Civil	2	5
7	Accounts Officer	2	5
8	Junior Engineer/Civil	2	8
9	Section Officer	2	5
10	Assistant (H.O)	2	5
11	Upper Division Clerk (UDC) (H.O)	2	5
12	Lower Division Clerk (LDC) (HO)	2	5
13	Upper Division Clerk (UDC) (Field)	2	5
14	Lower Division Clerk (LDC) (Field)	2	5
15	Divisional Accountant	2	5
16	Accounts Clerk	2	5
17	Junior Engineer-I	2	8
18	Junior Engineer Generation	2	8
19	Operator-I	2	8
20	Operator-II	2	8
21	Plant Attendant-I	2	8
22	Plant Attendant-II	2	8
23	Technician-I	2	8
24	Technician	2	8
25	Fireman	2	8

  
Chief Engineer/Admn.,  
HPGCL, Panchkula