



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

HARYANA POWER GENERATION CORPORATION LTD

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

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Telephone No. 0172-5023425


Office Order No. 80 /CE/Admn.

Dated : 28 .06.2021

In partial modification of this office order no. 28/CE/Admn. dated 01.03.2021 regarding the norms for the entitlement and admissibility of the mobile services to the officers / officials of HPGCL, the clause (i) is amended as under:-

Existing Clause	Amended Clause
The entitled monthly mobile usage charges for availing mobiles services to the eligible officers / officials would be reimbursed by the concerned DDO in the monthly salary of the concerned officer / official. The employee will submit the monthly bill / expenditure detail to their respective head of division. The head of division will forward duly verified and approved bills of their respective division to the Accounts Wing for reimbursing the billed amount in the monthly salary of the concerned Officer / Official	The entitled monthly mobile usage charges for availing mobiles services to the eligible officers / officials would be reimbursed by the Accounts Section of respective Power Stations and Headquarter in analogy with the re-imburement claim of TA bills, Medical bills etc. The employee will submit the monthly bill / expenditure detail to their respective head of division. The head of division will forward duly verified and approved bills of their respective division to the Accounts Wing for reimbursing the billed amount in the salary account of the concerned officer / official.

This issues with the approval of Managing Director, HPGCL.

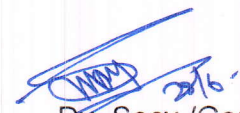

Dy. Secy./Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula.

Endst. No. Ch-105 /GB/HPGC-129(Vol-II) 4788

Dated: 28 .06.2021

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. All FA & CAOs, HPGCL.
5. L.R., HPU, HPGCL, Panchkula.
6. SE/FTPS, HPGCL, Faridabad.
7. All Dy. Secy./Under Secy./Admn. Officer in HPGCL.
8. 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.