



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

E-mail: dsgenl@hpgcl.org.in

Telephone No. 0172-5023425

Office Order No. 28 /CE/Admn.

Dated : 01.03.2021

HPGCL is pleased to revise the norms for the entitlement and admissibility of the mobile services to the officers / officials of HPGCL as under:-

Sr. No.	Category	Monthly Entitlement
1.	Chairman, MD	No limit
2.	Directors & equivalent, OSD to MD	No limit
3.	CE, CFO, COA & Comp. Secy. and equivalent	500 or as actual whichever is lower
4.	SEs and FA & CAO	
5.	XENs / Under Secy./ Admin. Officer / CMO / SMO & equivalent officers	350 or as actual whichever is lower
6.	AEEs / AEs / Accounts Officer / SPS / PS / Chief Chemist / Chemist / Architect / Chief Safety Officer / Chief Fire Officer / Safety Officer / Medical Officer / Dy. Comdt. / Asstt. Commandant of CISF, Personal Assistant / Supdt. (HO & Field) / JE-I / JEs / FM-I / Boiler Controller/ MFM / CDM (HO) / LWO / PRO / District Attorney / Law Officer & SO.	
7.	Steno / AFM / SS / ALOs / Dy. Supdts. / Assistant Chemist / Sr. Analyst / Analyst / FMs / Operators / All Drivers (HO & Field).	200 or as actual whichever is lower
8.	Need based connection	100 or as actual whichever is lower

NOTE:- The above entitlement i.e. monthly usage charges amount is exclusive of all taxes, duties levies etc.

NOTE:-

- i) 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.
- ii) The employee can choose any monthly plan of any service provider in line with the above reimbursement provisions. The plan over and above of the above limit shall be payable by the employee itself.
- iii) CE/RGTPP and CE/DCRTPP are allowed to activate ISD pack if required and will be reimbursable on providing necessary official use certificate.
- iv) Any connection and talk time over the above may be sanctioned with the approval of the Managing Director.
- v) The above entitlement is restricted to officers / staff as per the office order no. 143/Finance dated 28.02.2008 and subsequent amendments thereafter.
- vi) All other terms and conditions of mobile services mentioned in the office order dated 28.02.2008 and further amendments issued time to time will remain unchanged.
- vii) These revised norms / entitlement will be applicable w.e.f. 14th March, 2021 for Haryana Circle & w.e.f. 1st April, 2021 for Punjab Circle / Delhi.

This issues with the approval of Whole Time Directors, HPGCL.


Chief Engineer/Admn.
HPGCL, Panchkula.


Contd...

Endst. No. Ch-98 /GB/HPGC-129(Vol-II) 4343

Dated: 01.03.2021

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.

CC:

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