



AN ISO 9001, ISO 14001 & OHSAS 45001 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

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From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

Reminder-II

For Personal
Attn.
Most Urgent

1. Chief Engineer/RGTPP, HPGCL, Hisar.
2. Chief Engineer/PTPS, HPGCL, Panipat.
3. Chief Engineer/REO, HPGCL, Panchkula.
4. Chief Engineer/Projects, HPGCL, Panchkula.
5. Chief Engineer/ Fuel, HPGCL, Panchkula.
6. Chief Engineer/Planning, HPGCL, Panchkula.
7. Chief Engineer/DCRTPP, HPGCL, Yamunanagar.
8. Chief Engineer/HPPC, Panchkula.
9. Controller of Accounts, HPGCL, Panchkula.
10. Company Secy., HPGCL, Panchkula.
11. The Secy./BBMB, Chandigarh.
12. The LR/HPU, Panchkula.
13. All Dy. Secys. Panchkula.
14. All Under Secys. Panchkula.

Memo No. Ch- 4.5/HPG/QR-531/2025

Dated: 24.06.2025

Subject : ACRs upto the year 31.03.2025 in respect of all Gazetted Officers.

In reference to this office memo no-39/HPG/QR-531/2025, dated 17.04.2025 and memo no-45/HPG/QR-531/2025 dated 02.06.2025 vide which it was requested that the ACRs of all officers duly signed by the concerned competent authorities upto **2024-25** must be sent to this office latest by **31.05.2025**. However, the ACRs have not been received till date.

In view of the above it is once again requested that ACRs of all officers duly signed by the concerned competent authorities upto the year **2024-25** be supplied to this office, latest by **30.06.2025**.

A certificate should be furnished by **30.06.2025** by all the Head of Department that ACRs have been written in respect of all officers/officials working under their control and has been submitted to Cadre controlling Authority.

It is also requested to ensure that property return must be submitted online by the officers for **FY 2024-25** and same should be mentioned at point number 3 of ACR Performa.

Kindly treat it most urgent.


(Rajiv Kumar Goyal)

Dy. Secy./Estt.(G)

For Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:

- 1 Sr. PS to Managing Director, HPGCL, Panchkula.
- 2 Sr. PS to Director/Technical-I HPGCL, Panchkula.
- 3 Sr. PS to Director/Technical-II HPGCL, Panchkula.
- 4 Sr. PS to Director/Finance, HPGCL, Panchkula.
- 5 PS to Chief Engineer/Admn., HPGCL, Panchkula.
- 6 XEN/HR, IT, HPGCL, Panchkula. He is requested to upload the letter on official website of HPGCL.

for similar action at
their end please.