

**HARYANA POWER GENERATION CORPORATION LIMITED**

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

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.Corporate Identity Number:- U45207HR1997SGC033517website: www.hpgcl.org.in Email: dsgenl@Hpgcl.org.in

HPGCL

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 201 /CE/Admn.

Dated:- 04.03.2022

Sanction is hereby accorded for providing need base Mobile handset and mobile service facility to the contractual drivers working at corporate office, HPGCL, Panchkula with the conditions as illustrated below:-

Sr. No.	Category	Entitlement (in Rs.)	Remarks
1.	Mobile Handset	8000/-	Inclusive of all taxes, duties levies etc.
2.	Mobile Service facility (monthly usage charges)	200/- or actual whichever is lower	Exclusive of all taxes, duties levies etc.

The rules governing above reimbursement/entitlement are as below:

- The driver will submit their bill of mobile handsets & monthly bills to their outsourcing agency & then outsourcing agency will forward duly verified and approved bills to the HPGCL for payment.
- The outsourced drivers permitted to purchase the mobile phone at prices higher than the permissible/entitled limits, subject to re-imbusement restricted to permissible limits.
- The replacement of mobile phone be allowed only after completion of two years from the date of earlier purchase of mobile phone.
- If any contractual driver leaves the job then he will hand over the mobile to the outsourcing agency & agency will hand over the mobile to newly deputed driver. However, if any post of driver stands terminated then driver allowed to retain the phone on deposition of residual value to department which is worked out as under:

Sr. No.	Bill value (in Rs.)	Period (say)	Method of working out the value						
1.	8,000/-	09 months from the date of purchase	<p>Note: Depreciation amount of mobile phone shall be calculated as under:</p> <table border="1"> <thead> <tr> <th colspan="2">On completion of</th> </tr> <tr> <th>Year-1</th> <th>Year-2</th> </tr> </thead> <tbody> <tr> <td>60%</td> <td>100%</td> </tr> </tbody> </table> <p>Depreciation amount for the first year is Rs. 4800/-. The deprecation amount of the mobile phone for 9 months will be Rs. (4800/12*9)= Rs. 3600/-. Hence, the residual value will be taken as Rs. 4400/- on completion of 09 months period.</p>	On completion of		Year-1	Year-2	60%	100%
On completion of									
Year-1	Year-2								
60%	100%								

This issues in pursuance with the decision taken by Whole Time Directors, HPGCL, in circulation.


[Signature]
24/3/2022
Chief Engineer/Admn.
HPGCL, Panchkula.

Endst. No. Ch-134 GB/HPGC-129/Vol-II /5901

Dated:-24.03.2022

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

1. Controller of Accounts, HPGCL, Panchkula.
2. OSD/Tech. to MD, HPGCL, Panchkula.
3. Dy.Secy/T&M, HPGCL, Panchkula.
- ✓ 4. 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. SPS to Director/Generation, HPGCL, Panchkula.
2. SPS to Director/Finance, HPGCL, Panchkula.
3. SPS to Director/Technical, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.