



H. P. POWER TRANSMISSION CORPORATION LTD.

(A STATE GOVERNMENT UNDERTAKING)

Regd. Office: Himfed Bhawan (Old MLA Qtrs.) Tutikandi Shimla-171005

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OFFICE ORDER

Various IT assets are issued to employees i.e. regular, contractual and outsourced from IT department by name in corporate office. It has come to the notice of undersigned that without prior permission/intimation to IT department employees are shuffling IT assets like laptops, computers, mouse, keyboards, printers, etc. on their own. This unregulated shuffling in turn makes it difficult for IT department to keep track of IT assets.

Since IT assets are issued in the name of the individual, it is further informed that no assets shall be exchanged within employees and no employee shall use any spare IT asset that is not issued to him/her.

It shall be the responsibility of individual to whom the asset has been issued that in case of transfer, deputation, retirement or resignation the asset be handed over to the IT department. In case of misplacement or damage of asset the same be brought to the notice of IT department immediately.

It is also informed to all DGMs at corporate office to check and confirm that if any officer/official is using any IT asset that is not issued to him/her to immediately inform undersigned in writing.

DGM (Plg & IT)

HPPTCL

Panjari, Shimla-05

NO. HPPTCL/IT/HW/Issuance- 12678-88

Dated: 19-12-19

Copy to the following:

1. Managing Director, HPPTCL, Shimla
2. Director (P&C), HPPTCL, Shimla
3. Director (Projects), HPPTCL, Shimla
4. General Managers(Projects), HPPTCL, Shimla
5. General Managers(C&D), HPPTCL, Shimla
6. All DGMs, HPPTCL, Shimla
7. Notice Board & Website

DGM (Plg & IT)

HPPTCL,

Panjari, Shimla-05