



H.P. POWER TRANSMISSION CORPORATION LIMITED
 (A State Government Undertaking)
 Barowalia House, Khalini Shimla-171002
Phones: 0177-262628 & 2628284 Telefax: 0177-2626284

NO.HPPTCL/BOD/Policy Circular/2010-VIII - 3929-44 DT: 23rd Sept, 2010

Circular No.18

Subject: Dress Allowance

The Board of Directors in its 8th meeting held on 13/08/2010 vide resolution No.8.13, approved the re-imbursement of Dress Allowance up to Rs.7, 500/- (Rs.Seven thousand five hundred only) per annum to its regular/contract employees who are on the rolls of the Corporation. Accordingly, all employees are required to observe the Dress Code, while on official duty, as per detail given hereunder-

1. Male Employees

- a) Light Grey Pant (Cotton/Woolen)
- b) Sky Blue Shirt (Full/Half Sleeves)
- c) Plain Socks (Grey/White)
- d) Leather Shoes (Black)
- e) Coat (Blue Blazer)

2. Female Employees

- a) Salwar Kamiz with Chunni/Sari (Pink)
- b) Leather Shoes (Black)
- c) Plain Socks (Grey/White)
- d) Coat (Blue Blazer)

3. The Staff already in receipt of Uniform/Livery allowance including washing allowance shall have to forego the same in order to have uniform Dress Code so that whole of the organization gives a corporate look.

4. All employees while on duty shall adhere to the dress code as above. However, they are not required to adhere to Dress Code on the last working day of every week.

contd. from pre. page

-2-

The Dress Code will come into force w.e.f. 23rd September 2010.

The re-imbursement will be made only on the production of bill/cash memo of the dress articles up to a ceiling of Rs.7,500/- per annum (Rs.Seven thousand five hundred only).

[Signature] 23/9/10
SR.MANAGER (PERS & ADMN.)

NO.HPPTCL/BOD/Policy Circular/2010-VIII -3929-44 DT: 23rd Sept 2010

Copy forwarded to-

- (i) PS to Managing Director HPPTCL Shimla-2.
- (ii) PS to Director (Planning & Contract) HPPTCL Shimla-2.
- (iii) General Manager (Projects/Plg.& Contract), HPPTCL Shimla-2.
- (iv) PA to Director (Projects) HPPTCL Shimla-2.
- (v) DGM (Contract) HPPTCL Shimla-2.
- (vi) DGM (Projects) HPPTCL Shimla-2.
- (vii) DGM & Head Transmission Design HPPTCL Hamirpur.
- (viii) All the Sr.Managers working in HPPTCL Shimla & its Divisions located at Bhabanagar, Paonta Sahib, Sarabai & Chamba respectively.
- (ix) Manager (Finance)/Sr.A.O, HPPTCL Shimla-2 for information & n.a.
- (x) Concerned file

[Signature] 23/9/10
SR.MANAGER (PERS & ADMN.)