

H.P Power Transmission Corporation Limited
(A State Govt. Undertaking)
Barowalia House, Khalini, Shimla-2.
Phone No.0177-2626283-2628284

NO.HPPTCL/P&A/Policy Circulars/09- 3012

Dated 07/01/2010

Circular No.3

The Board of Directors in its 5th Meeting held on 24th December, 2009 vide agenda Item No.5.10 approved the policy for Official phones at residences and mobile phones as follows-

Category of Executives	Fixed Bi-monthly Residential Telephone Amount [Rs.]	Mobile Phone Amount Rs.
E0	-	400
E1	800	
E2	800	May be used for land line or cell phone or both.
E3	800	
E4	800	
E5	800	400
E6	1400	600
E7	1400	600
E8	2200	800
E9	2200	800
Board Level Executives	2800	1000

Category of Supervisors	Fixed Bi-monthly Residential Telephone Amount [Rs.]	Mobile Phone Amount [Rs.]
S1 to S4	-	400 Bimonthly for mobile

Other than the above-

Category	Fixed Bi-monthly Residential Telephone Amount [Rs.]	Mobile Phone Amount [Rs.]
Patwari's/Kanungo's	-	400 Bimonthly for mobile
PA's	-	400 Bimonthly for mobile

However, the above fixed bimonthly residential telephones/mobiles amount shall be subject to the following conditions-

- (i) The Officer(s) concerned shall have to get a Mobile/Landline Phone Set[s] connection(s) at their own level to be eligible to draw the fixed residential telephone/mobile amount ibid.

- (ii) Mobile/Telephone [residential] number(s) shall have to be intimated along with other landline numbers to the Corporate (P&A) Department and the said mobile numbers shall be published in the Directory.
- (iii) The officers will not be required to produce mobile/telephone bills.
- (iv) Fixed bimonthly residential telephone/mobile amount will deem to be reimbursement of the actual expenses incurred.
- (v) Any cost over and above normal monthly charges allowed by the HPPTCL shall have to be paid by them from their own pockets, in case the overall bill is in excess of control amount indicated presumptively for each category.

By Order
MANAGING DIRECTOR

Dated: 7/1/2010

NO.HPPTCL.P&A/Policy Circulars/09

Copy forwarded for information & n.a.to:-

(1)Sr.A.O.HPPTCL Shimla-2.


MANAGER [P&A] 7/1/2010