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H.P.POWER TRANSMISSION CORPORATION LIMITED  
[A STATE GOVERNMENT UNDERTAKING]  
BAROWALIA HOUSE KHALINI SHIMLA-2  
TEL: 0177 2626283/2626284

Endst.No.HPPTCL.BOD/09[4<sup>th</sup> meeting] 1999-2010

Dated: 6/11/2009

**\*OFFICE ORDER\***

The Board of Directors in its 4<sup>th</sup> meeting held on 22-08-2009 approved the following policy for use of Company Vehicles:-

- 1] Company owned vehicles will be provided as attached vehicles to only GM level and above Officers if they are either in the rank of GM or above. Otherwise, hired vehicles only be attached with them.
- 2] Hired attached vehicles will be provided to DGMs and Sr.Managers in the field who are required to travel frequently may also be provided attached hired vehicles.
- 3] A pool of vehicles will be maintained for other duties in the Corporate Office under the control of designated Vehicle In charge. Pool vehicles will be hired vehicles unless Some Company owned vehicle is available.
- 4] Log books will be signed by the Officers using vehicles. Idle Journeys Where Officer is not sitting in the vehicles will also be signed by the Officer with whom the vehicle is attached for the attached vehicles and by the designated Vehicle In charge for the pool vehicles. Journeys for use of vehicle for Company guests or other important dignitaries may be signed by the designated Vehicle In charge.
- 5] All executives will be entitled to use pool vehicles for official Journeys. Non executives may be allowed to use official vehicles if allowed by the Controlling Officer concerned if the work is such that they have to travel by vehicle.
- 6] There will be no ceiling on use of petrol or number of kms to be plied in a month for official journeys but an austerity will have to be maintained.

The private journeys will be regulated as follows-

Monthly deduction-

|              |        |                         |
|--------------|--------|-------------------------|
| GM and above | Rs.600 | 600 km private journey. |
| Below GM     | Rs.500 | 400 km private journey. |

- Private journeys beyond this limit shall be regulated as per Govt. norms. Journey from residence to office will be treated as Official Journey. All concerned may therefore note the same for strict compliance.

By Order  
**MANAGING DIRECTOR**

Endst.No.HPPTCL.BOD/09[4<sup>th</sup> meeting] 1999-2010

Dated: 6-11-2009

Copy is forwarded to:-

- [1] The General Manager, HPPTCL Barowalia House Khalini Shimla-2 for favour of kind information please.
- [2] DGM [Planning & Contract] HPPTCL Barowalia House Khalini Shimla-2 for favour of information & n.a. please.
- [3] DGM [Projects] HPPTCL Barowalia House Khalini Shimla-2 for favour of information & n.a. please.
- [4] All Sr. Managers at headquarters & fields for favour of kind information please.
- [5] Sr.A.O.HPPTCL Sangla House Khalini Shimla-2 for favour of kind information & n.a. please.
- [6] PS to MD for favour of information pl.
- [7] AEE/AE [E] HPPTCL Barowalia House Khalini Shimla-2 for favour of information pl.
- [8] Copy to file No.HPPTCL.E-13/2009 for records.

  
MANAGER [PERS. & ADMN.] 6/11/09