



**H.P.POWER TRANSMISSION CORPORATION LIMITED**  
**(A State Government Undertaking)**  
**Barowalia House, Khalini Shimla-171002**  
**Phones: 0177-2626283 & 2628284 Telefax: 0177-2626284**

NO.HPPTCL/BOD/Policy Circular/2010-VII -762-74

DT: 15th May, 2010

**Circular No.4**

**Subject: Reimbursement of Conveyance Expenditure**

In continuation to this office letter No.HPPTCL/BOD/09-507 Dt.30.06.09 vide which the decision of the Board of Directors allowing conveyance allowance for various categories of employees working in HPPTCL was communicated specifying the entitlements as per Board of Directors approval & subsequent o/o issued vide HPPTCL:P&A/BOD/09-1786-94 Dt.20/10/2009 circulating the equivalence of staff as approved by the Board of Directors in its 3rd meeting held on 9-06-2009 & subsequent amendment approved by the Board of Directors in its 4th meeting held on 22-08-2009 in r/o equivalence of certain categories of staff so as to determine the admissibility of various incentives, entitlements & allowances etc to the staff that has joined HPPTCL on secondment from HPSEB & other Organizations, it has been decided to re communicate the conveyance expenditure reimbursement Policy so as to have clarity for reimbursement of conveyance expenditure as per entitlements shown hereunder -

| Category of employee | Type of Vehicle & reimbursement limit Rs.P.M |                     |        |
|----------------------|----------------------------------------------|---------------------|--------|
| Levels               | Car                                          | Motor cycle/Scooter | Moped  |
| E1 to E3             | 800.00                                       | 600.00              | -      |
| E4 & E5              | 900.00                                       | 700.00              | -      |
| E6 & above           | 1000.00                                      | Nil.                | -      |
| S1 to S4             | 700.00                                       | 600.00              | -      |
| W1 to W11            | Nil.                                         | 350.00              | -      |
| W1 to W6             | Nil.                                         | 200.00              | 200.00 |

Rest of the conditions for reimbursement of conveyance expenditure to the various categories of employees shall be same as communicated vide letter Dt.30.6.2009 under item No.3.07.

*(Signature)*  
**MANAGER (PERS & ADMN.)**

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Copy forwarded to:-

- (i) The PS to Managing Director HPPTCL Shimla-2.
- (ii) The PS to Director (Planning & Contract) HPPTCL Shimla-2.

- (iii) The General Manager (Projects/Plg. & Contract), HPPTCL Shimla-2.
- (iv) The PA to Director (Projects) HPPTCL Shimla-2.
- (v) DGM (Contract) HPPTCL Shimla-2.
- (vi) DGM (Projects) HPPTCL Shimla-2.
- (vii) All the Sr. Managers working in HPPTCL Shimla & its Divisions located at Bhabanagar, Paonta Sahib, Sarabai & Chamba respectively.
- (viii) The Sr. Accounts Officer, HPPTCL Shimla-2 for information & n.a.
- (ix) Concerned File.
- (x) G/File.

*(Signature)* 17/5/19  
MANAGER (PERS & ADMN.)