उत्तराखण्ड पावर कारपोरेशन लि०

(उत्तराखण्ड सरकार का उपक्रम)

Uttarakhand Power Corporation Ltd.

(A. Govt. of Uttarakhand Undertaking)

CIN : U40109UR2001SGC025867

Email ID: edhr@upcl.org, Website: www.upcl.org

No. 4968 /ED (HR)/UPCL/ S-I (T&D) **Date: 17/10/2026**

OFFICE MEMORANDUM

In order to ensure the timely disposal of service-related pending matters of Group 'C' and 'D' personnel under the Corporation, to compile service histories and various other information of all categories of personnel as required by the Hon'ble Uttarakhand Electricity Regulatory Commission (UERC), and to ensure compliance with the directives issued by the Government from time to time for the timely promotion of departmental personnel, it is essential to expedite action on the following points in the interest of the Corporation and its employees:

1. **Constitution of Committees:** In circles/divisions where Committee Nos. 1 and 2 have not yet been constituted, the respective offices must constitute these committees in accordance with the rules within **10 days**.
2. **Meetings:** Convene meetings of Committee Nos. 1 and 2 at the earliest.
3. **Annual Confidential Reports (ACRs):** Complete the ACRs for all personnel.
4. **Service Books:** Update the service books of all personnel.
5. **Confirmation Cases:** Disposal of pending cases regarding the confirmation of employees.
6. **Financial Upgradation (ACP):** Disposal of pending cases concerning the Assured Career Progression (ACP) of employees.
7. **Promotion Cases (DPC):** Disposal of pending cases related to employee promotions.
8. **Pension Cases:** Prompt disposal of pending pension cases.
9. **UERC Information Requirements:** Compilation and provision of various information sought by the Hon'ble Uttarakhand Electricity Regulatory Commission.
10. **Seniority Lists:** Preparation of cadre-wise seniority lists for Group 'III' and 'IV' (clerical and operational) categories of personnel.
11. **Electrical Accident Cases :** Compile all pending accident cases in a report.
12. **Medical Cases :** List of all pending medical cases with reasons.
13. **UERC HR Issues:** Compliance regarding HR issues indicated in the Hon'ble UERC Letter No. UERC/5/Tech/99-II/2025-26/1243 dated November 10, 2025 & subsequent letter no. 4839 dated 08.10.2026.
14. Other types of pending actions arising due to business requirements, and requiring HR assistance.

Nomination of Officers for Field Review & Guidance

With the objective of collecting sector-wise and circle-wise data, reviewing progress, providing necessary guidance, and ensuring time-bound disposal of the aforementioned actions across all zonal, circle, and divisional offices, the following Personnel Officers from the Human Resources Department are hereby nominated for field visits as per the schedule :

Sl. No.	Nominated Officer	Assigned Circle	Start Date	End Date
1	Sh. Pranay Kaparwan	Electricity Distribution Circle, Haldwani	28-10-2026	30-10-2026
2	Sh. Lalit Singh	Electricity Distribution Circle, Chakrata	17-11-2026	19-11-2026
3	Sh. Krishnakant Gayagwal	Electricity Distribution Circle, Ranikhet	26-11-2026	28-11-2026
4	Sh. Nakul Dev Mishra	Electricity Distribution Circle Kashipur	01-12-2026	03-12-2026

"विक्टोरिया क्रास विजेता गबर सिंह ऊर्जा भवन", कांवली रोड, देहरादून–248001, दूरभाष: 91–135–2763901 फैक्स: 91–135–2769771"

Victoria Cross Vijeta Gabar Singh Urja Bhawan", Kanwali Road, Dehradun-248001. Phone: 91-135-2763901 Fax: 91-135-2769771

5	Sh. Devendra Singh Kharayat	Electricity Distribution Circle Tehri	17-12-2027	19-12-2027
6	Sh. Ashish Kumar	Electricity Distribution Circle Pithoragarh	27-01-2027	29-01-2027

A report of all the activities audited above shall be submitted by the concerned Officer to the undersigned within 10 days of joining back.

(Dr. R.J. Malik)
Executive Director (HR)

No. 4968 /ED (HR)/ UPCL/ S-I (T&D) dated as above:

Copy forwarded to the following for information and necessary action please: -

1. Staff Officer, O/o The Managing Director, Urja Bhawan, UPCL, Dehradun.
2. PS to Director (D&P) & Executive Directors (HR/Technical), Urja Bhawan, UPCL, Dehradun.
3. Concerned Chief Engineers, UPCL.
4. EE (IT), UPCL, Urja Bhawan, UPCL, Dehradun to upload the order on UPCL website.
5. EE (HQ), UPCL, Urja Bhawan, UPCL, Dehradun for necessary arrangements, as per rules.
6. Concerned Employees.
7. OM File.

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