

UTTARAKHAND POWER CORPORATION LTD

Urja Bhawan, Kanwali Road, Dehradun-248 001
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EPBX No. 0135-2763672-73-74-75 Extn. -102/116



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No. 196 @ D(O)/UPCL

Dated: 24. 01.2008

Subject: Instructions No.8: Regarding Tour Diary.

General Manager (Distribution)
Uttarakhand Power Corporation Ltd
Gharwal/Kumaun Zone
Pauri/Haldwani.

It is being observed that field officers are not visiting their respective areas of jurisdiction to monitor the various activities being carried out by their sub-ordinates. The regular and proper supervision by the higher officers is very essential to improve the working culture of UPCL.

In view of proper supervision by senior officers, close monitoring of working of field units and to provide better services to our consumers, you are hereby instructed as under:

1. Chalk out a planned Tour Diary every month w.e.f. February 2008 to visit critical sites/Sub-stations / offices by yourself, all DGMs,EDC and all EEs,EDD which invariably cover 25% of the offices and sub-stations.
2. Yourself and DGMs, EDC must spare one day in each month for every Division as “**Public Grievances Day**” to receive and resolve public complaints.

Please ensure to follow the above instructions strictly by you and all field officers under your Zone and compliance be reported to this office.

(J.M. LAL)
DIRECTOR (OPERATION)

No. 196 @ D(O)/UPCL

Dated: 24. 01.2008

Copy forwarded to following for strict compliance of above instructions: -

1. Dy.General Manager,EDC(R), Dehradun / UDCDehradun/ Srinagar(G)/ Rudrapur/ Ranikhet/ Roorkee for immediate necessary action.
2. Executive Engineer, E.D.D.,UPCL.....

(J.M. LAL)
DIRECTOR (OPERATION)