

IT Dept/10
28/4/16
DM(IT)/I/8
28/4/16

INDRAPRASTHA POWER GENERATION COMPANY LIMITED

&

PRAGATI POWER CORPORATION LIMITED

(Policy Dept., RPH Complex, Rajghat, New Delhi-2)

Mgr(HR)/Pol./2016-17/11

Dt. 27.04.2016

CIRCULAR

Sub.: Policy Guidelines to process the request of employees for N.O.C. for acquiring additional educational qualification.

The Board of Directors of IPGCL and PPCL vide its resolution no. 78.4.1 and no. 75.4.1 respectively dated 26.12.2015 have approved the guidelines to process the request of employees for N.O.C. for acquiring additional educational qualifications.

GUIDELINES

On the recommendation of the Committee dated 31.08.2015, the following guidelines has been approved by BoD:-

- a) Prior permission is required for pursuing higher studies by serving employee in case he/she wants to include such additional qualification in their service record. However, employees can pursue any course for knowledge sake beyond office hours without disturbing official duties. However, such qualifications obtained without seeking prior permission will not be added in their service records or considered for departmental promotions.
- b) Before seeking permission, employee shall confirm the recognition status of the course/ university /institute and the territorial jurisdiction of the university. The courses should also have the approval of AICTE /UGC, wherever required. Official may obtain a document to prove this point from the concerned University.

YH

