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INDRAPRASTHA POWER GENERATION COMPANY LIMITED
(HR DEPARTMENT)

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi – 110 002)

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Website: www.ipgcl-ppcl.gov.in

No:DM(HR)/Policy/16-17/44

Dated: 19th July, 2016

OFFICE ORDER

**Sub: Procurement of Briefcase / Office Bags / Ladies Purse by the
Officers / Officials of IPGCL / PPCL – reg.**

The Board of Directors, IPGCL / PPCL in their meetings held on 8th June, 2016 vide Resolution no. 80.2.1 and 77.2.2 respectively has resolved to modify the Policy and rates for procurement of Briefcase / Office Bags / Ladies Purse by the officers / officials of IPGCL / PPCL. Following guidelines are adopted:

1. **Entitlement**

(i) The entitled officials / officers can purchase brief case / office bag / Ladies purse of their own choice from any private / public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits or cost of the purchase, whichever is less.

(ii) The brief case / office bag / ladies purse shall be provided to the above officers / officials on joining or on completion of three years from the date of purchase of earlier brief case / office bag / ladies purse as per the eligibility. A certificate needs to be given by the individual to DM(F) Misc. / AM (F) Misc that he / she has not purchased any brief case / office bag / ladies purse during the last three years from the date of purchase of new one.

