

INDRAPRASTHA POWER GENERATION COMPANY LIMITED  
&

PRAGATI POWER CORPORATION 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

IT Department

Inward / Dispatch

Diary No.: 206

Date: 26/12/2018

No: DM(CHR)/Policy/18-19/13


Date: 26/12/18

**OFFICE ORDER**

In supersession to all previous orders, the CMD/MD, IPGCL/PPCL is pleased to lay the following guidelines for transfer / posting of employees of IPGCL/PPCL.

1. (i) Executives at the level of DGM & above and all executives working in sensitive place of posting may be considered for transfer/rotation of jobs in every three (03) years.
- (ii) Executives at the level from AM to Sr. Manager may be considered for transfer / Job rotation in every five (05) years.
- (iii) Every Executive at the level of AM (T), while inducted on promotion/ Direct Recruitment, will have to serve at least one (01) year in Shift Duty in Plant.
- (iv) Technical Executives / employees shall have to serve at PPS-III, Bawana for at least two (02) years at all functional posts up to the DGM level.
2. No representation against any transfer order shall be entertained. However in exceptional cases/in public interest, the management (MD/CMD) may relax the applicability of this policy on an employee.
3. The official transferred shall be relieved within three (03) working days from the date of transfer order failing which the official shall stand relieved in the forenoon of the 04<sup>th</sup> working day. If he/she still continues to default his salary shall be withheld.
4. The cases of Transfer on promotion to functional posts shall be dealt on case to case basis as per the requirement of the Company.

This shall come in to force with immediate effect.

  
(Samapan Padhi)  
DM (HR) Policy

**Copy to:**

1. Sr. PS to MD
2. Sr.PS / PS to all Directors / EDs
3. Sr. PS / PS to all GMs / CMO
4. Sr. Manager (HR)-I
5. Sr. Manager (IT): For uploading on the Company's Website.
6. Notice Boards