

IT Department

Inward / Dispatch

Diary No.: 53

Date: 7/8/2020

**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

No.F.159/Policy/2020-21/09

Dated: 6th August, 2020

CIRCULAR

In consonance with the OM No. F.No.14029/5/2019-Estt.(L)(Pt.2) dated 28.07.2020 issued by Ministry of Personnel, Public Grievances and Pensions, DoPT, Govt. of India following clarification on regularisation of absence during COVID-19 epidemic lockdown period will be implemented in IPGCL / PPCL accordingly :-

S.No.	Situation	Clarification
1.	Employees who were on official tour and were unable to return to duty due to non-availability of public transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport / flights, has been given by the employee to the office.
2.	Employee who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport / flights, has been given by the employee to the office. In case of leave on medical grounds, this is subject to production of medical / fitness certificate.
3.	Employee who left HQ on the weekend prior to lockdown, i.e. 20.03.2020 (Friday), but could not return on 23.03.2020 (Monday) due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport / flights, has been given by the employee to the office.
4.	Employee who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lockdown period, but who wish to curtail the leave before expiry and join duty.	Curtailment of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.

This is issued with the approval of competent authority.


(Anil Taneja)
Dy. Manager (HR)
Policy

Copy for information to:

1. ES to MD
2. Sr. PS / PS to all Directors
3. Sr. PS / PS to Executive Directors / CVO / GM (HR) DTL, Shakti Sadan, New Delhi
4. Sr. PS / PS to all GMs / CMO
5. Sr. Manager (IT): For uploading the same in Company Website
(clarification on regularisation of absence during lockdown).
6. Notice Board