

DM(17)/61  
20/11/13

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**  
&  
**PRAGATI POWER CORPORATION LIMITED**

No. Mg-2(CHR)IV/13-14/294

**CIRCULAR**

Date: 19/11/2013

In partial modification of the circular no. DM(HR)V/IPGCL/08.09/426 dated 12.12.2008, the revised timings for Technical/Non-technical officials in the plants and corporate office/headquarters are indicated below:

S. No		Timing		Working days in a week
		From	To	
<b>Technical</b>				
1	Officials posted under following deptt. i) Corporate office, ii) Commercial deptt. iii) ERP & IT deptt. (executives other than posted in plants) iv) Environment cell v) Corporate Civil (Manager & above and their secretarial staff)	09.30 AM	06.00 PM	5 working days
2	Officials at all levels including executives working in shifts for O&M of plants	8 hours shift as per roster		
3	Officials posted at all levels working in the plants in general shift	09.30 AM	05.00 PM	6 working days
<b>Non-Technical</b>				
4	General shift for officials working in corporate office/HQ	09.30 AM	06.00 PM	5 working days
5	Officials working in general shift in the plants under the control of GM(T) and in time office	09.30 AM	05.00 PM	6 working days
6	Officials working in the time office and first aid centers in plants	8 hours shift as per roster		

**Note: Overtime payment will be paid to the officials who are working beyond 48 hours in a week as per the Factories Act. However, if they will work for more than nine hours (more than two extra hours) a day will be entitled for the payment of overtime for the extra hours beyond 9 hours in a day.**

The modified circular has been uploaded in the website of the company i.e. [www.ipgcl-ppcl.nic.in](http://www.ipgcl-ppcl.nic.in) for dissemination of the information to all concerned.

This issues with the approval of Competent Authority.



(Ruchi Goel)  
Manager (HR)IV

CC to:

- Sr. PS to MD
- Sr. PS/PS to all Directors
- Sr. PS/PS to all GMs
- ✓ • Dy. Manager (IT)- with a request to upload the same on the website of the company.
- Notice Board