

INDRAPRASTHA POWER GENERATION COMPANY LIMITED

&

PRAGATI POWER CORPORATION LIMITED

DM(IT)/20
12/6/14


(HIMADRI Rajghat Power House Office Complex, Rajghat, New Delhi -110 002)

No. AM(HR)-DC/2014-15/246

Dated: 12th June, 2014C I R C U L A R

All the employees of IPGCL/PPCL are hereby directed to maintain punctuality and observe the office timings strictly. The Officers/Officials of the Company must report for duty on time and not leave the office before the stipulated office time. Further, in case an Officer/Official leaves the office for official duty or for some urgent personal work, he/she must take prior permission from his/her next Superior/Controlling officer before leaving the office. If any officer/official is not found in his/her office during office hours without any information to his/her Superior/Controlling officer, their absence will be treated as unauthorized absence from duty and it would render him/her liable for strict disciplinary action as the provision of disciplinary/conduct Rules applicable in the Company. Specifically, the Plant Heads shall strictly remain present in the plant area unless they have gone outside for some official/personal purpose with prior permission of Director(Tech.).

All the Departmental Heads/Plant Heads are, therefore, requested to ensure that all employees maintain punctuality and office decorum while performing their duty.


 (SANJAY GOEL)
 Managing Director

Copy to:

1. All Directors.
2. All GM(T)s/GM(F)/GM(HR)/ACMO./Comp.Secy./DCM(Corporate).
3. All Notice Boards.

✓ 4. Manager (IT) with the request to upload the circular on Company web-site.


 12/6/14

Sr. Anoop