

IT Deptt./105
28/7/11

PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)

NO: AM (HR) Policy/2011-12/1374

DATE: 28/7/11

OFFICE ORDER

In its meeting held on 11.06.2011, the Board of Directors of PPCL vide item no. 52.2.5 have accorded its approval for the adoption of revised Leave Rules w.e.f. 1st July 2011 for the employees of the company who have been recruited either by the PPCL or IPGCL, post unbundling of DVB, i.e. 01.07.2002, subject to keeping the numbers of leaves in the rules at par with the Government set-up. The details of the leave rules are enclosed as Annexure 'A'. These Rules shall not be applicable to employees of DVB origin, who have been absorbed / transferred in PPCL on as is where basis / secondment basis is. The office order has also been uploaded in the website of PPCL i.e. www.ipgcl-ppcl.nic.in for dissemination of the information to all concerned. **The revised leave rules shall be applicable w.e.f. 01.07.2011.**

This issues with approval of the competent authority.

Vishal D Yagyik
(Vishal D Yagyik)
Dy. Manager (HR) Policy

CC:-

1. Sr. Ps to MD
2. Sr. PS/ PS /Sr. PA to all Directors
3. PS to All GMs / DGM (I/C)
4. Notice Board

Manager (IT) - with a request to upload the same in the website
29/7/2011
Sh. Pradeep.

LEAVE RULES

1.0 **SHORT TITLE:**

These Rules may be called '**PPCL Leave Rules**'.

2.0 **COMMENCEMENT:**

These Rules will be effective from 1st July, 2011.

3.0 **SCOPE OF APPLICATION:**

These Rules shall apply to:

- i) All regular employees of the Company;
- ii) Probationers;
- iii) Temporary employees;
- iv) Trainees / Apprentices, other than Apprentices under the Apprentices Act, 1961;
- v) Employees engaged on contract but shall not apply to employees on deputation Foreign Service to the Corporation.

4.0 **DEFINITIONS:**

In these Rules, unless there is anything repugnant in the subject or context:

- (a) "**The Corporation**" - Means Pragati Power Corporation Limited.
- (b) "**Board**" - means the Board of Directors of the Corporation.
- (c) "**Management**" - means the Board of Directors of the Corporation, the Managing Director or any other Officer of the Corporation authorized to act on their behalf.
- (d) "**Competent Authority**" - with reference to the exercise of any powers under these Rules means the Officer or authority to whom such powers are delegated either in general or in particular.

