OFFICE ORDER

During the meeting held on 14.08.2008 vide item No. 37.2.9, the Board of Directors, IPGCL have adopted the new policy of Electricity Concession for all regular employees of IPGCL.

Accordingly, the guidelines in respect of Electricity Concession Policy are being notified in the form of Policy Manual attached herewith. These will be effective from 1st September, 2008.

This is in supersession of all earlier orders issued on the subject.

(S.R. SAGAR)
DY. MANAGER(HR)-IV

Copy to:
- PS to all MD/ Sr. PS to all Directors/ ED(HR)
- All GMs
- Manager(HR)-I/II/ Manager(Fin)
- AM(HR)Billing, RPH/GTPS
- AM(Fin)Works/ Misc.
- All Notice Boards of the Company.
MANUAL-ON REIMBURSEMENT OF ELECTRICITY CONCESSION

1.0 SHORT TITLE

The facility of Electricity Concession for all regular employees of IPGCL.

2.0 APPLICABILITY

This will be applicable to all regular employees including deputationists excluding persons engaged on contract basis in IPGCL.

3.0 SCOPE

To provide electricity concession to employees by way of reimbursement irrespective of their place of residence.

4.0 Accordingly, in supersession of all earlier office orders issued on the subject, the new policy for providing Electricity Concession is introduced for the regular employees including deputationists in IPGCL.

5.0 ELIGIBILITY

5.1 All regular employees of IPGCL, including those who are residing outside Delhi including Non-DISTCOM areas shall be eligible for claiming reimbursement under the new scheme.

5.2 In case more than one family member is employed in IPGCL, only one reimbursement shall be allowed in respect of one particular connection.

5.3 The categories of employees and the applicable concessional units of electricity consumption shall be as follows:

a) New Electricity Concession Units

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation/ Grade</th>
<th>No. of Units per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MD/ Directors/ ED</td>
<td>1000</td>
</tr>
<tr>
<td>2.</td>
<td>GM and Equivalent</td>
<td>750</td>
</tr>
<tr>
<td>3.</td>
<td>DGM and Equivalent</td>
<td>500</td>
</tr>
<tr>
<td>4.</td>
<td>Manager/ Dy. Manager and Equivalent</td>
<td>400</td>
</tr>
<tr>
<td>5.</td>
<td>AM and Equivalent</td>
<td>350</td>
</tr>
<tr>
<td>6.</td>
<td>Group B</td>
<td>300</td>
</tr>
<tr>
<td>7.</td>
<td>Group C</td>
<td>250</td>
</tr>
<tr>
<td>8.</td>
<td>Group D</td>
<td>200</td>
</tr>
</tbody>
</table>
b) The concession of electricity units, if any, already being availed by the employees as per the policy continued from the erstwhile DVB period, shall be reduced from the units allowed under the above said new electricity concession units; and

c) Additional electricity concession units (i.e., a-b) above shall be compensated as allowance at the applicable domestic tariff rates in Delhi, commencing from the lowest slab in the tariff subject to deduction of 12 paisa per unit from the tariff rate.

6.0 PROCEDURE FOR CLAIMING REIMBURSEMENT

6.1 The reimbursement of electricity concession charges to all the regular employees shall be made along with salary on monthly basis. The officers/officials concerned shall submit a certificate as per Annexure-I on yearly basis at the end of the every financial year certifying that the amount reimbursement on account of electricity concession have actually been incurred by him/her during the year.

6.2 All the eligible employees will also certify to AM(F)Wages (Annexure-II) that no concession of any type is being claimed on the electricity connection from any other sources on yearly basis at the starting of the financial year.

6.3 In case the employees who are repatriated or cease to be in employment of IPGCL, the payment of electricity concession facility shall stop from the date of such repatriation or cessation of employment.

7.0 OTHER TERMS AND CONDITIONS

7.1 The monetary ceiling for reimbursement will automatically change in event of promotion/reversion etc. of the officers subject to the condition that officers concerned shall send an intimation in this regard to AM(Fin)Wages to update their records.
CERTIFICATE

SUBJECT: Policy on Electricity Concession to the employees of IPGCL.

I, ________________________, S/o / W/o Shri ________________________, R/o ________________________, E. No. ________, working as ________ in ______________ Department hereby certify that I have actually incurred the amount on electricity charges as per my entitled units i.e. ________ (annual basis) paid to me on monthly basis.

I also certify that no reimbursement or concession of any type is being claimed or availed from any other source against the electricity connection (K. No. _______________), by me or any of my family members.

Signatures of the employees

Name ________________________

E. No. ________________________

Countersignature of the Sectional Head/ Controlling Officer
CERTIFICATE

SUBJECT: Policy on Electricity Concession to the employees of IPGCL.

I, ________________________, S/o / W/o Shri _______________________,
R/o ________________________, E.
No. ______, working as ________ in ________________ Department hereby
certify that:

a) I am getting electricity concession @ ______ units p.m. from
   BRPL/BYPL/NDPL

   OR

b) I am not getting electricity concession of any kind.

   OR

c) I am residing outside Delhi and not getting any electricity concession.

Signature of the employee

Name ______________________

E. No. ______________________.

Countersignature of the Sectional Head/
Controlling Officer