

Department
Inward / Dispatch
Diary No.: 176
Date: 19/3/2020

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.Gen/HR/Policy/2019-20/ 39

Dt. 19th March, 2020

CIRCULAR

In accordance with the directions issued by the Department of GAD, Govt. of NCT of Delhi, dated 5.3.2020 that consequent upon the widespread threat of Corona virus; which is a contagious virus that causes respiratory infections, can transfer from human to human on their touch of common object(s), so the biometric attendance of all officers / officials of the respective departments shall be suspended in the interest of all staff of IPGCL / PPCL till further orders.

Till such time, attendance of the officers / officials may be marked in the relevant registers as per past practice in the Companies and GM (T) / In-charge of respective Plants / Departments / Sections etc. shall forward the attendance to concerned Department / Section for needful action accordingly.

This issues with the approval of Competent Authority.

Anil Taneja
19/3/2020

(Anil Taneja)
Dy. Manager (Policy)

Copy for information to:

1. ES to MD
2. Sr. PS / PS to all Directors
3. Sr. PS / PS to Executive Directors / CVO
4. Sr. PS / PS to all GMs / CMO
5. Sr. Manager (IT): For uploading the same in Company Website
[Bio metric attendance].
6. Notice Board

✓ Sr. PS to GM (IT)

Sh. Pradip Chander
Dy Mgr (IT)

Please upload in Company Website

Demalder

19/3/20

PS to GM (IT)