

IT Department

Inward / Dispatch

Diary No.: .../10.....

Date: 18/5/2020

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.159/Policy/2020-21/02

Dated: 18th May, 2020

CIRCULAR

As per Order no. DM(HR)/Policy/2020-21/46, dated 5.5.2020, duty arrangements to be implemented with immediate effect till midnight of 17.5.2020 were made. It has been observed by higher authorities that some of the officers / officials are not attending the office as per above order or on their assigned dates as per respective roster etc.

In order to ensure smooth functioning of all the offices / Plants of IPGCL / PPCL, it is directed that:

- i) Those officers who have not attended office after issuance of order dated 5.5.2020 have to submit leave for the respective period till they resume duties.
- ii) If any official who has not attended the office on specific allotted day as per roster, he / she has to submit leave application from the day he / she attended the office last, till he / she resumes duty.

This is issued with the approval of competent authority.

Anil Taneja
18/5/2020

(Anil Taneja)

Dy. Manager (HR)

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
[Guidelines for not attending office].
6. Notice Board