

**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](http://www.ipgcl-ppcl.gov.in)

No.F.Gen/Policy/2020-21/ 07

Dated: 4th August, 2020

CIRCULAR

It has been observed by higher authorities that complaints of non-attendance by some of the officers / officials of IPGCL / PPCL on clumsy grounds are being reported to them. Employees are seemingly not complying with the guidelines as issued by HR Department in accordance with DDMA and evading office on flimsy excuses.

Hence, it is decided to undertake Surprise Attendance Checking drive by the random teams from HR / DC / Vigilance in Plants / Offices to control unauthorised absence of staff from their respective place of duties. If any of the staff is found to be absent, leave needs to be deducted on first such occasion and on second occasion disciplinary action will be initiated against the concerned staff at fault.

This is issued with the approval of competent authority.


(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
[Surprise Attendance Checking].
6. Notice Board