

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./Policy/2022-23/ 18

Dated: 9th February, 2023

IT Department

Inward / Dispatch

Diary No.: ... 27

Date: ... 10/02/2023

OFFICE ORDER

In order to avoid the duplicacy of work & optimum utilization of SAP to speed up processing of proposals, it is directed that all the activities shall be exclusively processed in SAP only wherever provisions in the modules of SAP are available without moving the case in hard copy.

Compliance in this regard is required to be given to MD, IPGCL / PPCL by all Departments every Friday.

This issues with the approval of the Competent Authority.

Anil Taneja
9/2/2023

(Anil Taneja)
Dy. Manager (HR)
Policy

Copy for information to:

1. ES to MD
2. Sr. PS to All Directors
3. Sr. PS to GM (HR) / All GMs / CMO
- ✓ 4. Sr. Manager (IT): For uploading on Company's website. [Purchase Requisition in SAP]
5. Notice Board