

**IT Department**

Inward / Dispatch

Diary No.: 13

Date: 9.5.2019

**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.DM(HR)Policy/2019-20/08

Dated: 09, May, 2019

**CIRCULAR**

Power Plants of IPGCL / PPCL run on 24x7 basis and thus energy generation is a round the clock process. Now, the summer season is on its peak and number of outages in Power Plants have also increased. With a view to have all the Power Plants of the Company operating smoothly on 24x7 basis, it has been decided that no leave except on medical grounds shall be sanctioned by the Controlling Authority to the officials of IPGCL / PPCL with immediate effect up to 31<sup>st</sup> August, 2019. This arrangement shall also be applicable on training programmes.

This issues with the approval of Competent Authority.

*Anil Taneja*  
9/5/2019

(Anil Taneja)  
Dy. Manager (HR)  
Policy

Copy for information to:

1. Sr. PS to MD
2. Sr. PS to Director (HR) / Director (Tech.) / Director (Finance)
3. Sr. PS to GM(HR) / GM (Vig) GM (F) / GM(Civil) / CMO / All GM(T)s
4. Sr. Manager (HR).I
- ✓ 5. Sr. Manager (IT) : For uploading on Company's website.