

**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.DM(HR)Policy/2019-20/ 10

Dated: 15th May, 2019

OFFICE MEMORANDUM

Sub: Revised guidelines for sanction of Ex-India leave on private visit for officials of IPGCL / PPCL – Reg.

1. It has been noticed that requests for permission to visit abroad on private visit(s) or as tourist(s) often reach competent authority only a few days prior to the scheduled departure. It has been further noticed that officials book their air tickets and hotel accommodations much before sanction of ex-India leave by the competent authority, and thereby present fait accompli for the competent authority. This not only hampers proper scrutiny of such requests due to paucity of time, but also puts the officer to undue hardship and inconvenience. In view of this, the matter of granting permission for visits abroad on private visit or as tourist (funded by self / family / near relatives) has been considered and it has been decided that the competent authority to grant permission to officials of IPGCL / PPCL visiting abroad on private affairs or tourist will be as follows:

S.No.	Level of officials / officers	Competent Authority	Remarks
1.	Category A & B	CMD / MD	Subject to Vigilance Clearance
2.	Category C & D	Directors	-do-

2. Such Ex-India leave will be in fulfilment of the following conditions:
- The authority sanctioning the visits abroad on private affairs or as tourist, shall satisfy itself, before granting such permission, that the visits is funded by self / family / near relatives of the officer, and not from any other source.
 - The officer may not be allowed to visit abroad on private visit for more than twice a year. The total period of visit abroad in a year should not exceed 30 days. Cases exceeding the said limits may be referred to the CMD for granting relaxation sufficiently in advance.
 - Any extension of stay abroad shall not be entertained under any circumstances. A mechanism to keep track of the return of the concerned official should be evolved, and responsibility for reporting delay / overstay is assigned to the concerned GM in IPGCL / PPCL.
 - Any extension of stay abroad will be treated as unauthorised absence and may also result in initiation of disciplinary proceedings against the officer.
 - The officer will not be allowed to draw his / her salary or any part thereof in foreign exchange.

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