

**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/2019-20/32

Dated: 3<sup>rd</sup> January, 2020

**OFFICE ORDER**

The Board of Directors of IPGCL & PPCL vide Item No.97.4.5 and No.95.4.6 respectively in their meetings held on 13<sup>th</sup> December, 2019 have approved for providing laptop as per New Laptop Policy to the executives of the Company of the level of Asstt. Managers & equivalent and above with immediate effect.

The old policy of desktop / laptop computer replaced with the 'New Laptop Policy is given below:

1. **Title**

This policy shall be called as New Laptop Policy of the Company.

2. **Objective**

In order to move towards paperless offices in IPGCL / PPCL, the potential of everyday improving information technology in day to day work needs to be utilised. Hence, laptop computer device or similar categories with latest software shall be provided to officers of the rank of AM & above through direct purchase.

3. **Eligibility**

The MD and Directors of the company and the officers of the rank of Executive Director, General Manager, Addl. General Manager, Dy. General Manager, Sr. Manager, Manager, Dy. Manager & Assistant Manager shall be eligible for Laptop Computers/ Notebook/Tablet or device of similar categories for discharge of official works.

4. **The ceiling limit**

The ceiling limit for purchase of Laptop Computers/Notebook/Tablet or device of similar categories shall be as under:-

S.No.	Designation	Ceiling Limit*
1.	CMD / MD & Directors	As per actual.
2.	ED / GM / Addl. GM & equivalent	Rs. 60,000/-
3.	DGM / Sr. Manager / Manager & equivalent	Rs. 50,000/-
4.	DM / AM & equivalent	Rs. 40,000/-

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