

Sr. Mgr (IT)/61
Dt. 27/8/2020

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/2020-21/12

Dated: 26th August, 2020

OFFICE ORDER

The Board of Directors of IPGCL & PPCL vide Resolution No. CIR.2020-21.02 & CIR.2020-21.03 respectively have approved for substituting the existing 'clause no. 4.1' of the Employees' Vehicle Policy of the Company with the following new clause w.e.f. 3.1.2020:

"Reimbursement of monthly Running & Maintenance Charge (RMC) to cover the fuel and maintenance charges of the vehicle being used by the officers for performing their official duties shall be paid by the **Misc. Section of Finance Department** as per Table-3, by submitting claim form as per annexure attached".

Further, the Office order No. DM(HR)Policy/2019-20/37, Dated 16.3.2020 be considered as withdrawn in view of the aforesaid amendment to the Policy.

This issues with the approval of Competent Authority.

Encl.: As above.


(Anil Taneja)
Dy. Manager (HR)
Policy

Copy for information to:

1. ES to MD
2. Sr. PS to Director (HR) / Director (Tech.) / Director (Finance)
3. Sr. PS to AGM (HR) / All GMs
- ✓ 4. Sr. Manager (IT) : For uploading in the Company's website
[Amendment in Employees Vehicle Policy]
5. Notice Board

ANNEXURE

**CLAIM FOR MONTHLY RUNNING AND MAINTENANCE COST OF THE VEHICLE
AS PER EMPLOYEES' VEHICLE POLICY.**

1. NAME OF THE EXECUTIVE :
2. EMPLOYEE NUMBER :
3. DESIGNATION :
4. PLACE OF POSTING :
5. MONTH OF CLAIM :
6. REGISTRATION NUMBER :
7. APPLICABLE RMC :

I have gone through and understood the rules and conditions governing admissibility of Monthly Running & Maintenance Cost as detailed in the scheme. I certify that the maintenance and use of conveyance was in the interest of the Company's work. Reimbursement may be made as per rules / Employees' Vehicle Policy.

(Signature of the Officer)

Name: _____

E.No. _____

Designation _____

Department _____

Date _____

Miscellaneous Section, Finance, IPGCL / PPCL