

DM(IT)/60  
19/11/13

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**  
&  
**PRAGATI POWER CORPORATION LIMITED**

No. Mg-(HR)II/13-14/292

Date: 19/11/2013

**CIRCULAR**

The Board of Directors of IPGCL/PPCL vide item no. 66.2.6 and 63.2.6 respectively and in its meeting held on 20.09.2013 have approved for payment of all such allowances of a higher post (officiating post) which are linked to the functional requirement of that post may be allowed to the regular employee who is officiating on a higher post.

The terms & conditions for regulating the above approval are as follows:-

1. All allowances based on the functional requirement of the officiating post shall only be provided to the officiating executive, if the officiating charge is given to him against the sanctioned post.
2. All such allowances may be provided only to such officials who given the charge of the officiating post against the sanctioned post and the complete charge instead of only Financial vetting powers, or Financial powers, or administrative powers.
3. The allowances of officiating charge may not be permitted for more than one functional level up to posts to the substantive post of the official.
4. All such additional/higher charge shall be given with the approval of MD.
5. Such allowances may be allowed to the officials officiating on a higher post only if the higher responsibility actually requires higher allowance and the proposal must be recommended by the concerned functional Director.
6. All orders issued till date for officiating higher level may be reviewed and rationalized with respect to the present sanctioned strength and a fresh order may be issued in this respect.
7. All HoDs may therefore submit fresh proposal for giving officiating charge to the official with due recommendations of concerned functional Director.

This issues with the approval of Competent Authority.

  
(Ruchi Goel)  
Manager (HR)IV

CC.

- OSD to Chairman
- Sr. PS to MD
- Sr. PS/PS to all Directors
- Sr. PS/PS to all Gms/AGM(I/C)
- Manager (HR)Estt.
- Dy. Manager (Fin.)Wages
- ✓ Dy. Manager (IT)- with a request to upload the same on the website of the company.
- Notice Board