

DM(17)/86
4/2/14

INDRAPRASTHA POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)

No.DM(HR)/Policy/2013-14/ 348

Dated: 3 | 02 | 2014

CIRCULAR

The Board of Directors, IPGCL/PPCL vide item no. 64.4.1 & 67.4.4 in its meeting held on 20.12.2013 has accorded its approval for following revision and/or extending certain allowances to employees of the company:-

1. **Shift/Night Duty Allowance, Holiday Pay and Compensatory Off:**

- a) Officials working in Shift Duty shall be paid the Holiday Pay for Gazetted Holidays falling in the month, in addition to the maximum of two Holiday Pay per month being paid as of now.
- b) The Officials working in normal working hours shall continue to get the maximum of two Holiday Pay per month as per existing practice.
- c) The period allowed for availing Compensatory Off may be enhanced to 3 months instead of existing 1 month.
- d) Staff posted in Medical, Security Department who are deputed to work in Shifts including Night Shift, may be paid Shift / Night Allowance as per the existing orders so as to keep parity with the other staff posted in Shifts. They will not be allowed for payment of Special Duty Allowance.
- e) Introduction of Shift / Night Duty Allowance to staff of Category 'C' and Category 'D' as per details below:

Category	Recommended Amount (per month)	Recommended Amount payable / recoverable (per night shift worked / not worked extra)
C	1200	150
D	900	100

Note:- BoD did not agree with the proposal of waiving off the recoveries for the period from 01.04.2010 to 30.06.2011 to be made on account of shift/night duty allowance, holiday pay for all employees falling under these criteria as a one time measure. (Finance deptt. to carry out recoveries.)

2. Special Allowance:

Payment of Special Allowance to the Secretarial Staff posted in the Office of General Managers even when such position is occupied by an Officer designated as AGM / DGM (I/C), subject to the condition that the post of General Manager / Equivalent is sanctioned as per the Sanctioned strength of Manpower of respective Plant / Office / Department.

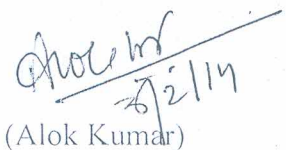
3. Special Duty Allowance:

Payment of Special Duty Allowance to employees working in Protection, Safety, Plant Civil, Plant HR, Plant Finance, Plant IT, Fuel Management, Stores, CMC and Chemistry departments if they are actually posted in plants. All such employees posted in plants will be eligible for this allowance.

Further, payment of Special Duty Allowance to employees working in specified departments, if they are actually posted in plants. Special Duty Allowance shall be payable to all employees posted in plant and observing six days week working and shall not be payable to the employees posted in those departments which are merely located in the plant campus. Further, it will not be applicable to secretarial staff who are otherwise eligible for special allowance.

The above order are effective w.e.f. 20.12.2013 i.e. the date of approval of BoD.

This issues with the approval of competent authority.


2/1/14

(Alok Kumar)

Dy. Manager (HR)Policy

CC for kind information to:

1. OSD to Chairman
2. Sr. PS to MD
3. Sr. Ps / PS / Sr. PA to all Directors
4. PS / PA to all GMs
5. DM(IT) for uploading the same in the company website
6. Asstt. Manager (Fin.)Wages