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

No: DM(HR)Policy/2012-13/313

Date:04/01/13

**CIRCULAR**

A Scheme for "procuring company's vehicle and payment of running and maintenance cost to the executives of the company of the level of Manager and above" has been approved by the BoD IPGCL/PPCL vide Item No. 62.2.6 & 59.2.5 in its meeting held on 7.11.2012. A copy of the scheme is enclosed herewith.

The present system of providing vehicle on hired basis to the executives of AGM and above level will continue only upto 31.03.2013. Further, if any of the executives in AGM and above level provided vehicle by the company may avail the monthly reimbursement as per the scheme (Column No. V of the Table-II) w.e.f. 01.01.2013 and he will have to inform the General Administration to discontinue the officially provided vehicle.

This issues with the approval of Competent Authority.

*Ruchi Goel*

(Ruchi Goel)  
Manager (HR)II

CC to:

1. Sr.PS / PS to Chairman
2. Sr. PS to MD
3. Sr. PS / PS / Sr. PA to all Directors
4. PS / PA to all GMs
5. All Notice Boards
- ✓ 6. Sr.Mgr - IT : For uploading in Company's website

*for upload*  
↓  
*4/1/13*  
Sr. Manager



**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**

**&**

**PRAGATI POWER CORPORATION LIMITED**

**Scheme for procuring Company Vehicles and payment of running and maintenance cost to the Executives of the Company of the level of Manager and above.**

## **1.0 BACKGROUND**

Company is providing official vehicle to the Sr. Executives of Company (DGMs- functional basis & AGM/GM as per eligibility) to perform various journeys for official purpose. The process involves administrative works like process to hire vehicles, running/maintenance, availability of Company drivers, overtime & other contractual issues etc. To reduce demands on use of the Company's vehicles and promoting speedy and efficient performance of official duties, it is proposed to introduce a scheme for providing a Car and Payment of Running and Maintenance cost to the Senior Executives (Managers and above) with a view to encourage the eligible executives of the Company to own, maintain and use a car on journeys undertaken for official purposes.

## **1.1 OBJECTIVE**

Making available a conveyance under the scheme will promote efficient/timely movement of the executives, less administrative works like process to hire vehicles, running/maintenance, availability of Company drivers, overtime & other contractual issues etc. The scheme would also work as a retention strategy for the company.

*dyr*

## 1.2 ELIGIBLE EXECUTIVES

Executives of the level of Manager and above are eligible as per their entitlement vide Table I under the scheme. Executives recruited as Manager & above will only be eligible after the completion of one year regular service in the Company. However, MD/Directors, if they opt for this scheme, they would become eligible from day one.

## 2.0 PROCUREMENT OF VEHICLE

The Company would procure cars/vehicles as per choice of the eligible desirous executives after getting it financed through a Nationalised Bank. The company would continue to bear EMIs against loan component within the prescribed ceiling as per Table 1 and subject to terms and conditions that follow:-

Table I

S.No.	Designation	Maximum Ceiling (Amount in Rs.)	Annual grant towards Insurance to be borne by the Company (Amount in Rs.)
1	MD/ Director	7.50 lakhs	15000
2	General Manager / Additional General Manager	5.00 lakhs	11000
3	Dy. General Manager	4.00 lakhs	8000
4	Manager / Sr.Manager	3.00 lakhs	6000

*[Handwritten signature]*

