

IT Department

Inward / Dispatch

Diary No.: 180

Date: 23/2/18

**INDRAPRASTHA POWER GENERATION COMPANY 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:AM(HR)/Housing/17-18/200

Dated:23rd February, 2018

CIRCULAR

IPGCL / PPCL have already issued the terms and conditions on the format of booking of Community Centre at SKK Colony to be followed by the employees of the Company who avail this facility extended to them by the Company as Welfare measure, in order to utilize the space for various occasions in day to day social life.

However, feedback from various channels has revealed that the laid down norms and other terms & conditions are not being followed by the concerned employees while utilizing Community Centre, especially loud speakers after prescribed time.

In view of the above, this is reiterated that employees who avail the facility of Community Centre are bound to follow the laid down terms & conditions and in case of violation in this regard, shall invite appropriate action deemed fit shall be initiated against them as per rules of IPGCL / PPCL.

Anil Taneja
23/2/2018

**(Anil Taneja)
AM(HR) Housing**

Copy for information to:

1. Sr. PS to MD
2. Sr. PS / PS to All Directors
3. Sr. PS / PS to ED (Comp Secretary) / ED (Safety) / CVO
4. Sr. PS / PS to All GMs / CMO
5. Sr. Manager (IT) : For uploading the same in Company Website.
6. Notice Board