

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.ipqcl-ppcl.gov.in

No.F.Gen/Policy/2020-21/08

Dated: 5<sup>th</sup> August, 2020

CIRCULAR

As per Department of Power, Govt. of NCT of Delhi Circular dated 4.8.2020 for ensuring punctuality in attendance and in continuation to Circular no. F.Gen./Policy/2020-21/07, dated 4.8.2020, it is directed that since the Biometric System has been suspended temporarily, all the officials shall mark their attendance in the Attendance Register kept in respective Section / Department with concerned authority and to be in their seats in time. Late coming and early going must always be reported to the immediate controlling officer and for any lapse on this account; the officer / staff concerned would personally be held responsible. Appropriate administrative action should be taken against habitual late comers / early goers.

This is issued with the approval of competent authority.

  
(Anil Taneja)  
Dy. Manager (HR)  
Policy

Copy for information to:

1. ES to MD
2. Sr. PS / PS to all Directors
3. Dy. Secretary, Department of Power, Govt. of NCT of Delhi  
(copies of the Circular dated 4.8.2020 enclosed for ref.)
4. Sr. PS / PS to Executive Directors / CVO
5. Sr. PS / PS to all GMs / CMO
6. Sr. Manager (IT): For uploading the same in Company Website  
[Punctuality in attendance].
7. Notice Board