

IT Department

Inward / Dispatch

Diary No : 01

Date: 4/4/2022

**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.ipgcl-ppcl.gov.in](http://www.ipgcl-ppcl.gov.in)

No.F.69(5)/Policy/2022-23/ 27

Dated: 4<sup>th</sup> April, 2022

**OFFICE ORDER**

In the interest of work, the working days and office timings of C&M Department have been revised with immediate effect as under:

- 05 days' a week working days.
- Office timings of 09:30 am to 06:00 pm.

This has approval of Competent Authority.

*Anil Taneja*  
4/4/2022  
(Anil Taneja)  
Dy. Manager (HR)  
Policy

Copy for information to:

1. Sr. PS to MD
2. Sr. PS to Director (HR) / Director (Tech.) / Director (Finance) / CVO
3. Sr. PS to All GMs
4. Sr. Manager (IT): For uploading in the Company's website.  
[Office timings of C&M Department]
5. Notice Board

✓ Sr. PS to G.M (IT)