

DM(17)/85
4/2/14

INDRAPRASTHA POWER GERNERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED

No.:DM(HR)Policy/2013-14/349

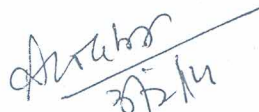
Dated: 3/2/2014

CIRCULAR

The Board of Directors, IPGCL/PPCL vide Item No. 67.2.11 & 64.2.5 respectively in its meeting held on 20th December 2013 has accorded its approval for the following additions in the existing Leave Rules of the company, in line with CCS (Leave) Rules. The guidelines are in respect of encashment of earned leave in case of resignation by employees (appointed after 01.07.2002) from the company:

- i) The cash equivalent will be half of earned leave at his credit subject to maximum of 150 days and no encashment of half pay leave is admissible.
- ii) In case the leave already availed of is more than the credit due to him/her, necessary adjustment shall be made in respect of leave salary, if any, overdrawn at the time of his/her resignation, and
- iii) In case of dismissal/removal of an employee from the Company, no encashment of earned leave will be admissible.

This issues with the approval of Competent Authority.


(Alok Kumar)
DM(HR)Policy

Copy 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. Dy. Manager (IT) for uploading the same in the company website
6. Notice Boards