

INDRAPRASTHA POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED
(GOVT. OF NCT OF DELHI UNDERTAKINGS)
Himadri, Rajghat Power House Office Complex, New Delhi-110 002

Manual 4
Norms set for the discharge of functions
[Section 4 (1)(b)(iv)]

S.No.	Activity	Level of action	Time frame
1	Application/representation received	Any authority	
2	Send to dealing section	Dealing section staff	Same day
3	Examination and putting up	Through AM	Three days
4	AM to further examine the matter and report to immediate superior and if warranted may seek financial concurrence	AM	One day
5	Immediate superior either to dispose off if the matter is within his jurisdiction or to seek approval of competent authority	DM/Manager	One day
6	After approval of competent authority, matter will come back to dealing section for implementation/issuance of orders	Dealing section	Two days