

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

No.DM(HR)Policy/2019-20/09

Dated: 15th May, 2019

CIRCULAR

Following guidelines in respect of Standard Operating Procedure (SOP) with regard to verification of credentials / testimonials etc. as issued by the Services Department, Govt. of NCT of Delhi vide circular no. F.14(5)/7/2018/ Misc./S-III/794 dated 25.04.2019 are adopted by IPGCL / PPCL for new recruitment:-

- i) The Offer of Appointment issued by the Appointing Authority shall invariably direct the candidate(s) to produce all the documents (in original) for verification of educational / professional qualification / experience, etc. in accordance with Recruitment Rules for the post and confirmation of reservation status.
- ii) The Appointing Authority should ensure that the verification of document(s) is appropriately made from the issuing authority through the fastest available mode such as online verification, speed post, etc. It may be ensured that timely reminder, if required, are issued for verification report. If the verification report is not received, the matter may be taken up at higher level in the hierarchy of authority required to verify the document(s). For verification of Caste certificate i.e. SC/ST/OBC, the instructions issued by DoPT, Govt. vide letter dated 14.03.2016 may be followed (available on DoPT website).
- iii) The Attestation Form shall be sent to the candidate along with the offer of appointment. The duly filled attestation form be submitted by the candidate at the time of reporting to the appointing authority for document verification. Regarding verification of Character and Antecedents, attention is invited towards the DoPT OM dated 29.06.2016 circulated to all HoDs vide Services Department letter no. 1/12361/2016 dated 31.08.2016 for compliance.
- iv) The verification report(s) shall invariably be placed in the dossier of the candidate.
- v) In case, the appointing authority / indenting department feels that there is any candidate recommended by the Recruiting Agency, does not fulfill any of the eligibility condition then his/her dossier along with comments of the Department be returned immediately to the Recruiting Agency after cancellation of candidature.

- vi) The Appointing Authority may issue appointment order after getting satisfied itself about the credentials / testimonials have been verified in terms of the Govt. of India guidelines issued from time to time inter alia reiterated herein above.

This issues with the approval of Competent Authority.

Anil Taneja
15/5/2019

(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)
3. Sr. PS to GM(HR)
4. Sr. Manager (IT) : For uploading on Company's website
5. Notice Board