

**IT Department**

✓ Inward / Dispatch

Diary No.: ...13.....

Date: ...20/5/2020.....

**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.DM(HR)/Policy/2020-21/ 04

Dated: 20<sup>th</sup> May, 2020

**Office Order**

In view of the guidelines issued by the Addl. Chief Secretary, Govt. of Haryana vide communication dated 15.5.2020, Sh. Ravi Aggarwal, Sr. Manager (HR) has been nominated as Nodal Welfare Officer for registering IPGCL / PPCL with Haryana Government and upload the applications of those employees who reside in Haryana and wish to commute to NCT of Delhi as per duty requirement.

Following is the step-wise process involved for generation of e-passes by Haryana Government:

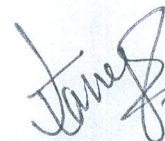
- a) Registration of Departments of Delhi Government / PSUs on Haryana Web portal <https://saralharyana.gov.in>.
- b) Approval of Delhi Govt. departments' credentials by Haryana State Nodal Officer.
- c) Uploading of applications of employees residing in Haryana by Delhi Govt. department.
- d) Generation of e-Passes by Haryana Government.

Detailed procedure has been enclosed as Annexure.

The contact number of Sh. Ravi Aggarwal, Sr. Manager (HR) : Mobile – 9818706633, and email ID is [rka1206@rediffmail.com](mailto:rka1206@rediffmail.com).

This is issued with the approval of competent authority.

Encl: As above

  
(Anil Taneja)  
Dy. Manager (HR)  
Policy

**Copy for information to:**

1. ES to MD
2. Sr. PS / PS to all Directors
3. Sr. PS / PS to Executive Directors / CVO
4. Sr. PS / PS to all GMs / CMO
- ✓ 5. Sr. Manager (IT): For uploading the same in Company Website [Nodal Officer e-Passes Haryana Govt].
6. Officer concerned
7. Notice Board

## **Issuance of e-Passes for Delhi Government Employees**

Reference Delhi High Court order dated 14.5.2020 in W.P.(C) 3068/2020  
Shri OP Gupta vs Union of India & others.

### **Annexure**

#### **(E-pass issuance process for employees of Delhi Government residing in State of Haryana.)**

The following details of an employee are required:

1. Service Details of official.
2. Haryana address of the official.
3. Details of vehicle.
4. Confirmation of Arogya Setu application installed on phone of employee.
5. Health parameters of the official.
6. Details of family members of the official.
7. Details of Covid test of official or family member (if any).

After scrutiny, Haryana shall generate the e-pass for the said employee within 30 minutes.

#### **Process involves four stages:**

- a) Registration of Departments of Delhi govt. on Haryana web portal <https://saralharyana.gov.in>.
- b) Approval of Delhi govt. department credentials by Haryana State Nodal Officer.
- c) Uploading of applications of employees residing in Haryana by Delhi department.
- d) Generation of e-Passes by Haryana State.

#### **Detailed process:**

##### **a) Registration of Department: Department has to enter the following:**

- i. Department's Name
- ii. Department's Address
- iii. Nodal Officer's Name
- iv. Nodal Officer's Designation
- v. Nodal Officer Mobile No.
- vi. Nodal Officer email id

##### **b) Approval by Haryana State Nodal Officer (Principal Secretary GAD, Haryana)**

Once the registration information is submitted by Delhi Government Department, this information would move to State Nodal Officer i.e. PS GAD, Shri Vijayendra Kumar, IAS (9779749080; email-secretarygadharyana@gmail.com) for approval.

