

INDRAPRASTHA POWER GENERATION COMPANY
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

IT Department

Inward / Dispatch

Diary No. P. 89

Date: 19/10/2020

No.DM(HR)Policy/2020-21/9

Dated: 19th October, 2020

OFFICE ORDER

In the interest of uninterrupted first aid medical service to the employees working in shifts in all the three Plants of IPGCL / PPCL, following is the SOP to be followed by the First Aid Centres along with supervision / monitoring for quality service:-

- i. Sr. Dresser in each shift will report to the office of Manager (Opn.) / Time office for attendance in all the shifts.
- ii. The Sr. Dressers in each shift will ensure that all the medicines/ dressing items / equipments / First Aid Box in FAC are available and functional.
- iii. In case of Ambulance on contract stationed in the plant, Sr. Dresser on duty in the shift will check and keep the Ambulance in functional condition (including Oxygen cylinder) and report to Manager (Operation) in-charge of the particular shift.
- iv. During dispensary hours the Sr. Dresser will report to Doctor in-charge of the dispensary also.
- v. Doctor in-charge of GTPS dispensary will supervise and monitor the FACs and Ambulance of GTPS & PPS-I Plant, in coordination with Plant in-charge.
- vi. Doctor in-charge of PPS-III dispensary will supervise and monitor the FAC and Ambulance of PPS-III Plant, in coordination with Plant in-charge.
- vii. The attendance of the staffs posted in FACs shall be verified by the Manager (Operation) in-charge of that particular shift, which shall be certified by AGM I/c (Operation).
- viii. The attendance for night duty allowance and holiday duty allowance may be sanctioned by Manager / AGM I/c (Operation) of the plant, as there is no doctor present in the plant during that time to monitor and verify.

This has approval of competent authority.


(Anil Taneja)
Dy. Manager (HR)
Policy

Copy for information to:

1. ES to Managing Director
2. Sr. PS to All Directors
3. Sr. PS to AGM (HR) / All Plant GMs / CMO
4. Sr. Manager (IT): For uploading in the website of the Company. [FAC SOP]
5. Notice Board