

DM(IT)/61  
30/10/14

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED  
(HR DEPARTMENT)**

No. DM(HR)Pol/14-15/ 93

Dated: 30-10-2014

**CIRCULAR**

In continuation of Office Order No. AM (HR) Policy/ 2011-12/1365 dated 22.07.2011, the Board of Directors, IPGCL vide Resolution No. 72.2.4 dated 25.09.2014 has accorded its approval for the following policy on overtime in respect of drivers attached with Sr. Officers.

1. Overtime hours are allowed upto maximum 35 hours per month;
2. Enhanced limit will be applicable only to;
  - (iii) Driver attached with the Directors, limited to one driver for each Director including Managing Director;
  - (iv) One reserve driver in case of Managing Director; and
  - (iii) One driver attached with the official vehicle of Power Department.

This issues with the approval of Competent Authority.

  
30/10/14

**(Ravi Kumar Agarwal)  
Manager (HR) -II**

**Copy to:**

- OSD to Chairman
- Sr. PS to MD
- Ex.PS/Sr. PS/PS to all Directors
- Sr. PS/PS to all GMS
- Mgr(HR)I/II/III
- DM(Fin) Wages
- ✓ DM(IT): for uploading in the company's website