

IT Dept/H/S2
16/5/13
DM(10)/14
17/5/13

INDRAPRASTHA POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED

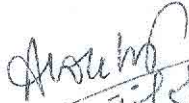
No. DM(HR)/Policy/48

Date: 15/5/13

CIRCULAR

The Board of Directors, IPGCL/PPCL vide item no. 64.2.6 & 61.2.6 respectively in its meeting held on 30th April 2013 has accorded its approval to the amendments in the scheme for Company Sponsorship for higher studies with immediate effect. The amended scheme has been uploaded in the website of the company i.e. www.ipgcl-ppcl.nic.in for dissemination of the information to all concerned.

This issues with the approval of Competent Authority.



15/5/13
(Alok Kumar)
AM(HR)Policy

CC to:

- Sr. PS/PS to MD
- Sr.PS/PS/Sr. PA to all Directors
- PS/PA to all GMs
- ✓ Sr. Manager (IT): for uploading the same in the company's website.
- All notice boards

Sr. Manager

H. Upad


17/5/2013

INDRAPRASTHA POWER GENERATION COMPANY LIMITED

&

PRAGATI POWER CORPORATION LIMITED

Scheme for Company Sponsorship for higher studies

1. Applicable courses:

| Sl. No | Pre-requisites | Allowed courses |
|--------|--|---|
| 1 | All categories of employees | MBA/PG Diploma in any stream |
| 2 | Officials holding the substantive post of Asstt. Manager and above in technical stream | M.Tech./ME |
| 3 | Officials holding the substantive post of Asstt. Manager and above in HR stream | LLM |
| 4 | Officials holding the substantive post of Asstt. Manager and above in Legal stream | LLM |
| 5 | Officials holding the substantive post of Asstt. Manager and above in Finance stream | MBA /PG Degree / PG Diploma in Finance stream |
| 6 | Officials holding the substantive post of Asstt. Manager and above in Medical stream | MD, MS, MBA(H&A) |
| 7 | Officials holding the substantive post of Company secy. (Asstt. Manager level) and above | LLM |

Note:- (i) Courses for which Graduation is the pre-requisite is only considered as Higher qualification. (ii) Higher qualification will be a qualification higher / equivalent (different qualification) to the qualification as mentioned in the R&P rules of the company, in respect with the post of the Candidate.

2. Inclusion of short duration specialized courses or any other courses for consideration of sponsorship for higher studies as

may be recommended by the Committee, constituted under the scheme.

3. Only those officials are eligible under this scheme whose at least 5 years of service is left after completion of Course.
4. Only regular employees completing five years service in the company will be eligible under this scheme.
5. Officials being selected through written test / interview for the admission of the above courses only be eligible under this scheme.
6. Officials will have to clear the examination / pass the course within the stipulated time. The extension for the maximum of one year can be granted in the worthy cases with the approval of MD.
7. Company's sponsorship for Full time courses/Part time courses will be 75% of the fee and other charges, if any, of the institute subject to a maximum of Rs. Five lacs for the total course.
8. List of colleges for the courses:
 - a. M.Tech courses- IITs and NITs, and Govt. institutions only (Recognized from AICTE) and UGC.
 - b. LL.M- Only Govt. institutions (recognized from Bar Council of India).
 - c. MD/MS - Only Govt. institutions (recognized by Medical Council of India).
 - d. MBA / PG Degree / PG Diploma - IIMs, IITs, and following premier institutes :
Faculty of Management Studies Delhi, Jamia university (Recognized from AICTE). Only institute / universities run by Central / State govt. or the autonomous bodies under Central / State govt. duly recognized by UGC & AICTE.

e. Any other reputed Institution as may be decided by the Committee in the list of Colleges/educational institution as constituted under the Scheme.

9. If the employee resigns or retires or otherwise quitting service for any other reason within 5 years after availing the above facility, the actual amount of leave salary, study allowance, cost of fee, TA, and other expenses, if any, incurred by the company shall be refunded back to the company.
10. A committee consisting of Dir (HR), Dir (T), Dir (F), and GM(HR), as member secretary, will recommend the suitable case for a maximum period of two years beyond which approval of MD will be mandatory. All service benefits/entitlements will be protected during the period of study.
11. Committee constituted under the scheme may give recommendations from time to time in respect of the administration of the scheme including type of courses, educational institutions and number of candidates to be sponsored.
12. Cases already in the process may also be covered under this rule.
13. All other conditions as stated in Companies Sponsorship for Higher Studies policy will remain same as issued vide office order no. AH(HR)Trg/2010/46.
14. In case of any interpretation of the above rule the decision of MD / Director (HR) will be final.