

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**

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**PRAGATI POWER CORPORATION LIMITED**

**(GOVT. OF NCT OF DELHI UNDERTAKINGS)**

**Himadri, Rajghat Power House Office Complex, New Delhi-110 002**

**Manual 4**

**Norms set for the discharge of functions**

**[Section 4 (1)(b)(iv)]**

<b>S.No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time frame</b>
1	Application/representation received	Any authority	
2	Send to dealing section	Dealing section staff	Same day
3	Examination and putting up	Through AM	Three days
4	AM to further examine the matter and report to immediate superior and if warranted may seek financial concurrence	AM	One day
5	Immediate superior either to dispose off if the matter is within his jurisdiction or to seek approval of competent authority	DM/Manager	One day
6	After approval of competent authority, matter will come back to dealing section for implementation/issuance of orders	Dealing section	Two days