

POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED
(Office of the Chief Vigilance Officer)
(Rajghat Power House Office Complex, Rajghat, New Delhi -110 002)

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16/8/16
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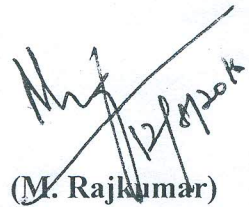
Dated: 16/08/2016

CIRCULAR

It has been noticed during routine inspection of attendance in various offices by vigilance team that some of the employees of IPGCL/PPCL are neither maintaining the punctuality nor observing the office decorum. Some of the officials have also been found under the influence of liquor, playing games on their office Computer, playing cards in the office premises and its surroundings. Such type of activities are against the instructions/provisions contained in the CCS(Conduct) Rules 1964. The violation of the provisions/instructions of ibid rules renders the delinquent employee liable for disciplinary action. It has also been observed that some of employees are not marking their attendance regularly in register maintained in respective section.

All the employees of IPGCL/PPCL are hereby directed to maintain punctuality and observe the office timings strictly. The Officers/Officials of the Company must report for duty on time and not leave the office before the stipulated office time. Further, in case an Officer/Official leaves the office for official duty or for some urgent personal work, he/she must take prior permission from his/her next Superior/Controlling officer before leaving the office. If any officer/official is not found in his/her office during office hours without any information to his/her Superior/Controlling officer, their absence will be treated as unauthorized absence from duty and it would render him/her liable for strict disciplinary action as per the provisions of disciplinary/conduct Rules applicable in the Company. It is the duty of controlling officers to keep a watch on punctuality and office decorum of their sub-ordinate staff. The controlling officers are supposed to check attendance of their staff daily and counter sign below it and mark late comers in register if he/she is coming late without intimation to the officer.

All the Departmental Heads/Plant Heads are, therefore, requested to bring the above instructions into the notice of employees under their control and ensure that all employees maintain punctuality and office decorum while performing their duty.



(M. Rajkumar)
Chief Vigilance Officer

Copy to:

1. Managing Director. IPGCL/PPCL
2. Director(HR)/Director(T)/ Director (F)
3. Executive Director(Fin.)/General Manager (HR), IPGCL/PPCL.
4. All GM(T)s/CMO, IPGCL/PPCL
5. All Notice Boards.

DM Manager (IT) - Please upload the website on IPGCL.