OFFICE ORDER

The Board of Directors, IPGCL/PPCL vide item no. 65.2.2 & 62.2.2 respectively in its meeting held on 6th June 2013 has accorded its approval to the Amendment / Modification in the LTC Rules of the Company (Annexure A). The revised policy 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.

[Signature]

AM[HR]Policy

CC to:
- OSD to Chairman
- 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
INDRAPRASTHA POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED

PART A:

1. The entitlements of any employee/executives will be same as that of Tour on duty (As per GOI rules).
2. In a Block' of 04 years, an employee will be entitled for one Home Town and one LTC anywhere in India. In case of fresh recruits, an employee may be allowed to travel to their Home Town along with their families on 03 (three) occasions in a Block of 04 years and to any place in India on one occasion in the same block year. This facility may be made available to the fresh recruits only for the first two blocks of 04 years from the initial date of joining IPGCL or from the date of their joining in Govt./PSU/Govt.-aided organization. (An Undertaking to this effect shall be submitted by the individual employee availing the facility). (As per GOI rules).
3. However, the travel by air will be restricted to “Economy Class” only in LTC (As per GOI rules).

PART B:

LTC for Senior Executives (Not provided in GOI rules):
It is proposed that Sr. Executives of the company of the level of DGM and above may be allowed to travel abroad with their families under LTC without putting any extra financial liability on the company.

1. The executives in the substantive post of DGM and above level may be allowed to travel/visit abroad once in a Block of 04 years in lieu of LTC to anywhere in India which is allowed once in four years.
2. The executives opting to visit abroad may be reimbursed the fare of Delhi-Port Blair (By the cheapest route) as per the fare offered by NACIL (Air India Fares) from time to time under LTC-80 Scheme or the actual fare whichever is less. This Scheme will be applicable only to the serving executives of IPGCL.
3. Tax liability, if any, shall solely be borne by the employee himself/herself as per Income Tax Act.

GENERAL TERMS & CONDITION

1. Executives may be allowed to travel by any Airlines including Private Airlines. However, the reimbursement will be subject to maximum of Air fare as declared under LTC-80 Scheme by Air India/GOI from time to time. Further, employees may procure the tickets directly from the offices of the Airlines or the Govt. authorized Travel Agencies like Ashoka Travels, Balmer Lawrie, DTTDC.
& IRCTC or the renowned Travel Agencies like Make my trip.com, Yatra.com, Clear trip.com, IBIBO.com, Ezeego.com. The employee will have to submit the proof of payment of air fare as well as boarding passes while making claim of reimbursement/settlement of claims.

2. For any of the clarifications, the provisions of LTC as per the GOI guidelines shall be applicable/may be referred to.