

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED**  
**(O/o Dy. Manager(HR)-IV)**  
**( Rajghat Power House Office Complex, Rajghat, New Delhi – 02 )**

No. DM (HR) IV/08-09/

Dated

**OFFICE ORDER**

During the meeting held on 14.08.2008 vide item No. 37.2.9, the Board of Directors, IPGCL have adopted the new policy of Electricity Concession for all regular employees of IPGCL.

Accordingly, the guidelines in respect of Electricity Concession Policy are being notified in the form of Policy Manual attached herewith. These will be effective from 1<sup>st</sup> September, 2008.

This is in supersession of all earlier orders issued on the subject.

**( S.R. SAGAR )**  
**DY. MANAGER(HR)-IV**

Copy to:

- PS to all MD/ Sr. PS to all Directors/ ED(HR)
- All GMs
- Manager(HR)-I/II/ Manager(Fin)
- AM(HR)Billing, RPH/GTPS
- AM(Fin)Works/ Misc.
- All Notice Boards of the Company.

## **MANUAL-ON REIMBURSEMENT OF ELECTRICITY CONCESSION**

### **1.0 SHORT TITLE**

The facility of Electricity Concession for all regular employees of IPGCL.

### **2.0 APPLICABILITY**

This will be applicable to all regular employees including deputationists excluding persons engaged on contract basis in IPGCL.

### **3.0 SCOPE**

To provide electricity concession to employees by way of reimbursement irrespective of their place of residence.

**4.0** Accordingly, in supersession of all earlier office orders issued on the subject, the new policy for providing Electricity Concession is introduced for the regular employees including deputationists in IPGCL.

### **5.0 ELIGIBILITY**

**5.1** All regular employees of IPGCL, including those who are residing outside Delhi including Non-DISTCOM areas shall be eligible for claiming reimbursement under the new scheme.

**5.2** In case more than one family member is employed in IPGCL, only one reimbursement shall be allowed in respect of one particular connection.

**5.3** The categories of employees and the applicable concessional units of electricity consumption shall be as follows:

#### **a) New Electricity Concession Units**

Sl. No.	Designation/ Grade	No. of Units per month
1.	MD/ Directors/ ED	1000
2.	GM and Equivalent	750
3.	DGM and Equivalent	500
4.	Manager/ Dy. Manager and Equivalent	400
5.	AM and Equivalent	350
6.	Group B	300
7.	Group C	250
8.	Group D	200

- b) The concession of electricity units, if any, already being availed by the employees as per the policy continued from the erstwhile DVB period, shall be reduced from the units allowed under the above said new electricity concession units; and
- c) Additional electricity concession units (i.e., a-b) above shall be compensated as allowance at the applicable domestic tariff rates in Delhi, commencing from the lowest slab in the tariff subject to deduction of 12 paise per unit from the tariff rate

## **6.0 PROCEDURE FOR CLAIMING REIMBURSEMENT**

- 6.1 The reimbursement of electricity concession charges to all the regular employees shall be made along with salary on monthly basis. The officers/officials concerned shall submit a certificate as per **Annexure-I** on yearly basis at the end of the every financial year certifying that the amount reimbursement on account of electricity concession have actually been incurred by him/her during the year.
- 6.2 All the eligible employees will also certify to AM(F)Wages (**Annexure-II**) that no concession of any type is being claimed on the electricity connection from any other sources on yearly basis at the starting of the financial year.
- 6.3 In case the employees who are repatriated or cease to be in employment of IPGCL, the payment of electricity concession facility shall stop from the date of such repatriation or cessation of employment.

## **7.0 OTHER TERMS AND CONDITIONS**

- 7.1 The monetary ceiling for reimbursement will automatically change in event of promotion/reversion etc. of the officers subject to the condition that officers concerned shall send an intimation in this regard to AM(Fin)Wages to update their records.

**CERTIFICATE**

**SUBJECT: Policy on Electricity Concession to the employees of IPGCL.**

I, \_\_\_\_\_, S/o / W/o Shri \_\_\_\_\_,  
R/o \_\_\_\_\_, E.  
No. \_\_\_\_\_, working as \_\_\_\_\_ in \_\_\_\_\_ Department hereby  
certify that I have actually incurred the amount on electricity charges as per my  
entitled units i.e. \_\_\_\_\_ (annual basis) paid to me on monthly basis.

I also certify that no reimbursement or concession of any type is being  
claimed or availed from any other source against the electricity connection  
(K. No. \_\_\_\_\_), by me or any of my family members.

Signatures of the employees

Name \_\_\_\_\_

E. No. \_\_\_\_\_

Countersignature of the Sectional Head/  
Controlling Officer

**ANNEXURE-II**

**CERTIFICATE**

**SUBJECT: Policy on Electricity Concession to the employees of IPGCL.**

I, \_\_\_\_\_, S/o / W/o Shri \_\_\_\_\_,  
R/o \_\_\_\_\_, E.  
No. \_\_\_\_\_, working as \_\_\_\_\_ in \_\_\_\_\_ Department hereby  
certify that:

a) I am getting electricity concession @ \_\_\_\_\_ units p.m. from  
BRPL/BYPL/NDPL

OR

b) I am not getting electricity concession of any kind.

OR

c) I am residing outside Delhi and not getting any electricity concession.

Signature of the employee

Name \_\_\_\_\_

E. No. \_\_\_\_\_.

Countersignature of the Sectional Head/  
Controlling Officer