

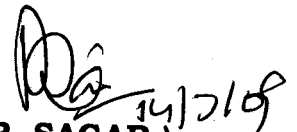
INDRAPRASTHA POWER GENERATION COMPANY LIMITED
(O/o DY. MANAGER(HR)-IV)

Manager(IT),
RPH.

IT Department
IPGCL-PPCL
Dy. No. IT Dept. <u>25</u>
Date <u>14/7/09</u>
Time

With the approval of Competent Authority, the guidelines in respect of Electricity Concession Policy and Single Package Communication Policy were notified in the form of Policy Manual (copy enclosed).

You are, therefore, requested to upload the said Policy Manuals on IPGCL-PPCL website, at the earliest.


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

Encl: As above.

No. DM(HR)-IV/2009-10/ 66

Dated: 14.7.2009.

*To be uploaded
on website
still pending.*

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/ 43.

Dated 6.10.2008

OFFICE ORDER

During the meeting held on 24.07.2008 vide item No. 36.2.3, the Board of Directors, IPGCL have approved as under:

- 1) To adopt the new Single Package Communication Policy for providing telephone, mobile and internet facility etc. to the employees of IPGCL subject to necessary review after introduction of the Corporate Connections/CUG (Closed User Group) facility in the Company.
- 2) The eligibility and terms & conditions regarding Communication Policy.

Accordingly, the guidelines in respect of Single Package Communication Policy are being notified in the form of Policy Manual attached herewith. These will be effective from 1st 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)-II/ Manager(Fin)
- AM(HR)Billing, RPH/GTIPS
- AM(Fin)Works/ Misc.
- All Notice Boards of the Company.

GUIDELINES FOR SINGLE PACKAGE COMMUNICATION FACILITY

1.0 SHORT TITLE

The Single Package Communication facility for the employees of IPGCL.

2.0 APPLICABILITY

This will be applicable to all regular employees including deputationists of the Company.

3.0 SCOPE

The single package communication facility will include all the facilities such as landline phone, mobile, internet etc. and the employee will be free to use these facilities within a single monetary limit.

4.0 Accordingly, in supersession of all earlier office orders issued on the subject, a single package communication scheme is introduced for the executives/employees of IPGCL as under.

5.0 Eligibility

The eligible categories of officers/officials, details of the facilities allowed, maximum monthly amount reimbursable will be as follows:

S. No.	Category	Monthly consolidated ceiling limit per month (Landline, Mobile & Internet)	Procurement of mobile handset
1	GM equivalent & above	No ceiling	By the company
2	DGM & equivalent	Rs.3200	Initial one time reimbursement upto Rs.5000/-
3	Manager & equivalent	Rs.2400	Not entitled
4	Dy. Manager & equivalent	Rs.2000	Not entitled
5	AM & equivalent	Rs.1200	Not entitled
6	ET's	Rs.1000	Not entitled
7	JE/ Foreman/ Controller/ Chemist Gr.II/Sr. PA/ security Inspector/ APRO	Rs. 500*	Not entitled
8	Drivers	Rs. 350*	Not entitled

*Payable for Mobile only.

Note:- The normal life of the mobile handset will be assumed to be four years from the date of purchase and can be replaced after the expiry of the four years, subject to the ceiling as stated above. Officers are at liberty to purchase mobile handsets according to their choice and the reimbursement will be restricted to limit

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specified. In the event of loss/damage to Mobile set (provided by the Company) by an Officer/Official, he will deposit the depreciated cost of the set to the extent as follows before he is issued a new mobile set.

S. No.	Loss of set within	Cost of set to be deposited
1	Six Months of 1 st year of purchase	100% of cost
2	Second Half of 1 st Year of purchase	90% of cost
3	2 nd Year of purchase	75% of cost
4	3 rd Year of purchase	50% of cost
5	4 th Year of purchase	25% of cost
6	5 th Year of purchase	Nil

*However, MD is competent to condone the cost depending on the circumstances as a special case.

The expenditure on a limit of maintenance or replacement of battery, charger, etc shall be the responsibility of the officer concerned.

6.0 Procedure for claiming reimbursement

6.1 The reimbursement of communication charges to be officers/officials 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 every financial year certifying that the amount reimbursed on account of communication charges on monthly basis have actually been incurred by him/her during the year.

6.2 The officers/officials will also certify to AM(Fin)Misc. (Annexure II) indicating the residential telephone number, mobile number being used for communication purpose, that no reimbursement of any type is being claimed on those telephone numbers from any other sources.

6.3 AM(F)Misc. will send a list of telephone/mobile numbers to PRO for incorporating in the IPGCL diary published every year for information of all concerned. In case of any change in mobile/landline number due to shifting of residence, change in exchange code, etc. the officer concerned shall intimate the changed number, through concerned Sectional Head, to AM(F)Misc. AM(Fin)Misc. may ensure that such changes are intimated PRO.

6.4 In case of the officers of the rank of GM and above, separate record of all residential landline/mobile numbers availed by the officers will be maintained by AM(F)Works. In case the officers/officials who are repatriated or cease to be in employment of IPGCL, the payment against communication facility will be ceased from the date of such repatriation or ceasing of employment.

7.0 Other terms & conditions

7.1 The officers are free to avail the facility of landline/mobile/internet within the stipulated monetary limits of reimbursement. However, all

(1)

entitled officers/officials are mandatorily required to take mobile connection of one service provider i.e. M/s Airtel individually in the name of employee concerned.

7.2 Monthly bills in respect of GM equivalent and above will be paid directly by the company where the telephone connections are provided by the company. However, the payment in respect of landline connection/personal mobile shall be made to GM equivalent & above only on submission of respective bills to Finance Deptt. as there is no ceiling applicable to them.

7.3 The mobile handset/landline instrument shall remain in working condition at all the times and the concerned officers should be available on call.

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

7.5 The benefit of reimbursement will not be available during the period when an officer is placed under suspension.

7.6 The ceiling of reimbursement includes all the facilities of landline connection/mobile connection/broadband internet.

7.7 The ceiling of reimbursement is also inclusive of service tax etc. at the prevailing rate.

7.8 All the officials are requested to register their names for new mobile connection by M/s Airtel under the CUG facility

7.9 The facility of broadband internet and STD can also be availed within the prescribed ceilings.

ANNEXURE- I

Certificate for reimbursement of communication charges as per prescribed limit.

I _____, E. No. _____ working as _____ in _____ Deptt. hereby certify that I have actually spent the communication charges as per prescribed limit for the period from _____ to _____ (yearly basis) paid to me on monthly basis.

I also certify that no other reimbursement of any type is being claimed against the landline/mobile/internet connection being utilized by me from any other source, whatsoever.

Signature of the Executive

Name _____

E. No. _____

ANNEXURE - II

I _____, E. No. _____ working as
_____ in _____ Deptt.

hereby certify that I am utilizing the following telephone numbers against
which the communication charges as per the prescribed limit may be
reimbursed to me on monthly basis.

- 1. Residential telephone number
- 2. Mobile number

Signature of the Executive

Name _____

E. No. _____