

IT Dept/10-11/1274
02/11/10

PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)


NO: AM(HR) Policy/10-11/258

DATE:) - 11 -) °

AM (IT)

Enclosed herewith please find softcopies of the following issues, duly approved by Board of Directors of PPCL, for uploading the same in the website of IPGCL-PPCL for dissemination of the information to all concerned.

- 1 Revised limits for the entitlement for the reimbursement of expenditure for purchase of briefcase / ladies purse.
- 2 Revised limits for the entitlement of Single package communication Facility.
3. Revised limits for the Entitlement of electricity concession.



(B B Sharama)
Dy. Manager (HR)-V

PRAGATI POWER CORPORATION LIMITED

Subject-Agenda note for re-imbusement of expenditure for purchase of Briefcase / Ladies purse, extending Single Package Communication Facility and Electricity Concession to the executives of PPCL.

Board Preamble

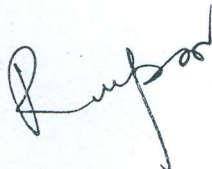
Item for Approval

Background

There are existing policies regarding Reimbursement of expenditure incurred by the executives of the company for procurement of Brief case / Ladies Purse, providing for Single Package Communication Facility and Electricity Concession for regular / employees serving on deputation basis in IPGCL. These policies were duly notified vide office order Nos. DM (HR)-IV/07-08/03, DM (HR)-IV/85-09/43 dated 03.04.2008 and 06.10.2008 respectively and as decided by the board of Directors in its meeting held on 14.08.2008. The same policies are applicable to the executives of PPCL also. But in PPCL there are two new posts of Sr. Manager and AGM which does not exist in IPGCL Hierarchy and for those the policy is required to be framed to cover them also.

Proposal

In order to make the prevailing policy more compact and bringing desirable changes to keep pace with the changing times, it is suggested that for the post of Sr. Manager and AGM of PPCL following ceilings are proposed:-

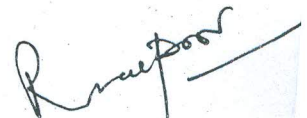


Sl. No.	Items	Entitlement for the post of Sr. Manager	Entitlement for the post of AGM
1	Reimbursement for procurement of Brief case / Ladies Purse	Rs.3500/-	Rs. 4500/-
2	Single Package Communication Facility	Rs.2800/-	Rs. 4000/-
3	Electricity Concession for regular / employees serving on deputation basis	450 no. of units	625 no. of units electricity per month on concessional rates

All other conditions as mentioned in the office order Nos. DM (HR)-IV/07-08/03, DM (HR)-IV/85-09/43 dated 03.04.2008 and 06.10.2008 respectively and as decided by the board of Directors in its meeting held on 14.08.2008 shall remain unchanged. The Managing Director of the Company is authorized to carry out any modification or give any relaxation in the above policy as may be required in the interest of the work. The detailed recommendations are enclosed as Annexure 'A', 'B' and 'C'.

Specific request to the Board

It is proposed that the Board of directors may kindly consider and approve the revised policy for the entitlement of re-imbusement of expenditure for the purchase of Briefcase / Ladies purse, Single Package Communication Facility and entitlement of Electricity Concession to Sr. Manager & AGM as proposed above, so that it may come into force with immediate effect.


(R. K. Kapoor)
DGM (HR) I/C

Company Secretary

ANNEXURE 'A'

Detailed table of the recommendations for the entitlement of Reimbursement of Brief Case / Ladies Purse.

S. No.	Pay Band	Grade Pay		Existing Limit	Proposed Limit
1	10900-34800	Above 4200 and below 5400		2000	2000
2	19000-39100	5400		2500	2500
3		6600		2750	2750
4		7600		3000	3000
5		8300		--	3500
6		8900		4000	4000
7	37400-67000	9500		--	4500
8		10000		5000	5000
9	75500-80000	10000	(ED)	6000	6000
10	80000 (Fixed)	Nil	(Directors/ MD)	6000	6000
11		Nil	(Chairman/ CMD)	6000	6000

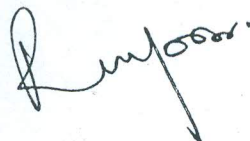
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Annexure 'B'

Detailed table of the recommendation for the entitlement for Single Package Communication Facility to the Executives of PPCL.

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	AGM & equivalent	3200 <i>Alumf</i>	Initial one time reimbursement up to Rs. 8000/-
3	DGM & equivalent	3200	Initial one time reimbursement up to Rs. 5000/-
4	Sr. Manager & equivalent	2800	No entitlement
5	Manager & equivalent	2400	Not entitlement
6	Dy. Manager & equivalent	2000	Not entitlement
7	Asstt. Manager & equivalent	1200	Not entitlement
8	Executive Trainees	1000	Not entitlement
9	JE/ Foreman/ Controller/ Chemist Gr. II/ Sr. PA/ Security Inspector/ APRO	500*	Not entitlement
10	Drivers	350*	Not entitlement

* Payable for Mobile only



Annexure 'C'

Detailed table of the recommendation for the entitlement for Policy of Electricity Concession for the Executives of PPCL.

S. NO.	Designation/ Grade	No of Units per month
1	CMD/ Director/ Executive Director	1000
2	GM & Equivalent Grade	750
3	AGM & Equivalent Grade	625
4	DGM & Equivalent Grade	500
5	Sr. Manager & Equivalent Grade	450
6	Manager/ Dy. Manager & Equivalent Grade	400
7	Asstt. Manager & Equivalent Grade	350
8	Group B	325
9	Group C	300
10	Group D	250

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