

17 REP/11/12/101
28/7/11

INDRAPRASTHA POWER GENERATION COMPANY LIMITED

(HR DEPARTMENT)

NO: AM (HR) Policy/2011-12/1365

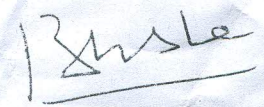
DATE: 22/07/2011

OFFICE ORDER

In the normal circumstances and as a matter of routine, the normal work should be so organized as ordinarily to be capable of being done during the normal working hours. The requirement of doing work beyond normal working hours should arise only under compelling circumstances, for disposal of urgent work, which could not be postponed until the next working day. With a view to regulate the overtime system, the Board of Directors of IPGCL in its meetings held on 11.06.2011, and vide item no. 55.4.2 has accorded its approval for implementation; of new Overtime Policy in the Company w.e.f. 1st July 2011 on the following terms and conditions:-

1. The employees falling under non supervisory category & working in the O&M of the plants will be eligible for the payment of overtime allowance. Further, Drivers working in any department, category C & D employees working in Fire deptt. will also be eligible for the payment of overtime allowance.
2. All overtime working must be approved in advance by the line manager or shift supervisor of the respective plants.
3. Overtime will be paid for periods of more than one hour in any day of usual working hours i.e. if worked beyond 9 hours in a day and 48 hours in a week. Total no. of hours of under OTA component may be kept as fifty for any one quarter. Any exemption beyond this limit may be done after approval of Director/ MD / Competent authority under Factories Act.
4. Holiday pay will be paid to AM's, Manager-Shift (Who qualifies to be shift in charge for shift operations in plant), & B,C & D category employees deployed in O&M activities. A maximum up to two (2) days in a month will be en-cashed and beyond that only compensatory off should be given in lieu of work done on holiday to be availed within a month.
Holiday pay will be there in non-O&M activity also. Executives upto the level of AM and equivalent in Category 'A' & category B, C & D may be granted holiday pay maximum up to two (2) days in a month, beyond which only compensatory off should be given in lieu of work done on holiday, to be availed within a month.
5. The sanctioning authority for grant of OTA will be as prescribed in DOP.
6. Biometric Attendance Control System has to be implemented in right spirit integrating it with payroll for execution of correct overtime hours.
7. Overtime allowance if any, will be paid through ERP System only. No manual OTA voucher will be entertained. However, for time being the payment of overtime on the basis of manual vouchers will be made till the stabilization of ERP system.

This issues with approval of the competent authority.



(B B Sharma)
Dy. Manager (HR) V

Copy to :

1. Sr P.S. to MD
2. Sr PS / PS/ Sr. PA to All Directors
3. All GMs/ DGM (I/C)
4. Manager (HR)/ Manager (F)/All Sectional Heads
5. All Notice Boards
6. ~~HR (IT)~~ → with a Request to Upload the same in the Company website.