

IT Deptt./105
28/7/11

PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)

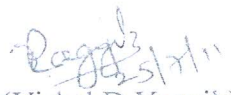
NO: AM (HR) Policy/2011-12/1374

DATE: 28/7/11

OFFICE ORDER

In its meeting held on 11.06.2011, the Board of Directors of PPCL vide item no. 52.2.5 have accorded its approval for the adoption of revised Leave Rules w.e.f. 1st July 2011 for the employees of the company who have been recruited either by the PPCL or IPGCL, post unbundling of DVB, i.e. 01.07.2002, subject to keeping the numbers of leaves in the rules at par with the Government set-up. The details of the leave rules are enclosed as Annexure 'A'. These Rules shall not be applicable to employees of DVB origin, who have been absorbed / transferred in PPCL on as is where basis / secondment basis is. The office order has also been uploaded in the website of PPCL i.e. www.ipgcl-ppcl.nic.in for dissemination of the information to all concerned. **The revised leave rules shall be applicable w.e.f. 01.07.2011.**


This issues with approval of the competent authority.


(Vishal D Yagyik)
Dy. Manager (HR) Policy

CC:-

1. Sr. Ps to MD
2. Sr. PS/PS/Sr. PA to all Directors
3. PS to All GMs / DGM (I/C)
4. Notice Board

Manager (IT) - with a request to upload the same
in the website


29/7/2011
Sr. Pradeep.

LEAVE RULES

1.0 **SHORT TITLE:**

These Rules may be called '**PPCL Leave Rules**'.

2.0 **COMMENCEMENT:**

These Rules will be effective from 1st July, 2011.

3.0 **SCOPE OF APPLICATION:**

These Rules shall apply to:

- i) All regular employees of the Company;
- ii) Probationers;
- iii) Temporary employees;
- iv) Trainees / Apprentices, other than Apprentices under the Apprentices Act, 1961;
- v) Employees engaged on contract but shall not apply to employees on deputation Foreign Service to the Corporation.

4.0 **DEFINITIONS:**

In these Rules, unless there is anything repugnant in the subject or context:

- (a) "**The Corporation**" - Means Pragati Power Corporation Limited.
- (b) "**Board**" - means the Board of Directors of the Corporation.
- (c) "**Management**" - means the Board of Directors of the Corporation, the Managing Director or any other Officer of the Corporation authorized to act on their behalf.
- (d) "**Competent Authority**" - with reference to the exercise of any powers under these Rules means the Officer or authority to whom such powers are delegated either in general or in particular.

- (e) "**Employee**" - means a person appointed to any position in the Corporation and will include a probationer.
- (f) "**Regular employee**" - means an employee who has been engaged against a vacancy on the regular establishment of the Corporation and has been declared in writing to have satisfactorily completed probation period in one or the other post.

Note :

Wherever probation has not been closed pending receipt of police verification report from district Authorities/ Intelligence Bureau or previous employers, the employee will be allowed the benefit of leave encashment, sick leave, commuted leave, special disability leave and maternity leave {in case of female married employees) on completion of one year's service, subject to the condition that the employee is otherwise eligible for closing of probation and a written undertaking to the effect that in case verification reports received subsequently are found to be adverse, the employee shall refund the entire amount of leave encashment and apply for another kind of leave as admissible if commuted leave/maternity leave etc. has been sanctioned earlier on completion of one year's satisfactory service.

- (g) "**Probationer**" - means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.
- (h) "**Temporary employee**" - means an employee who has been engaged on a temporary basis for a specified period or for work which is of an essentially temporary nature likely to be completed with a stipulated period.
- (i) "**Apprentice/Trainees**" - is a learner who is paid a stipend during the period of his apprenticeship training.

Note :

The terms and conditions of employment and the period of training of all

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apprentices / trainees will be governed by the apprenticeship contract and / or any special rules or orders framed by the Corporation from time to time.

- (j) **"Foreign Service"** - when an employee of some other organization is deputed for service in the Corporation at its request he is said to be on "foreign service."
- (k) **"Notice"** - means a notice in writing required to be given or affixed on the Notice Board for the purpose of these Rules
- (l) **"Notice Board"** - means the Notice Board specially maintained in a conspicuous place at or near the main entrance or entrances of the establishment for the purpose of displaying notices.
- (m) **"Registered Medical Practitioner"** and **"Attending Medical officer"** means any person registered as such under any Law for the time being in force and includes any practitioner in the fields of Allopathy, Homeopatahy, Ayurveda and Unani System of Medicines. However, the certificates given by registered medical Practitioner shall not hold good at places where Company has its own hospitals and employee falls sick there.
- (n) **"Authorised Medical Officer"** - means a doctor authorized by Company to treat its employees, and would include all doctors empanelled by Company.
- (o) **"Government Hospital"** - means any hospital established by any authority under the control of Central or State Government, municipal authorities, autonomous body, public sector undertakings or a hospital recognised by Company as such.
- (p) **"Executive"** - means an employee who is employed mainly in a managerial and administrative capacity.
- (q) **"Supervisor"** - means an employee who is employed in a supervisory capacity.

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