



**INDRAPRASTHA POWER GENERATION
CO.LTD.**

&

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F.DTL/1014/F.1()/HR-Sports/09-10/90

Dated: 04.06.2009

C I R C U L A R

DTL/IPGCL Foundation Day Celebration-2009

'STHAPANA DIWAS' (Foundation Day) of DTL and IPGCL will be celebrated on 1st July 2009 at Mavlankar Hall, Rafi Marg, New Delhi with the joint efforts of both the companies. The programme will consist of lighting the achievements of both the companies. Prize distribution followed by a cultural presentation by in-house talent.

For the conduct of the said event and programme, the following committees are constituted:-

➤ Organizing Committee

1. Director (HR) DTL/IPGCL
2. Director (Fin) DTL
3. Director (Fin) IPGCL
4. Director (Ops.) DTL
5. Director (Tech.) IPGCL
6. Executive Director (HR) IPGCL
7. General Manager (HR) DTL
8. General Manager (T) Store, DTL
9. General Manager (Legal) DTL/IPGCL
10. Secretary, Sports Cell, DTL/IPGCL

The Organizing Committee will proposed the structure of the events, dignitary for inauguration, process material and method of souvenirs and finalize invitation cards (with detail of events for the guests of participate, if desired) and decide about number and types of prizes, financial details and sanction etc. The Organizing Committee will also finalize the event, snacks, publication of souvenirs and arrangement for transportation etc.

➤ Cultural /Magazine Committee

1. Executive Director (HR) IPGCL
2. Dy. General Manager (Protection) DTL
3. Dy. General Manager (HR)I DTL
4. Dy. General Manager (Fin.)-III, DTL
5. Public Relation Officer, DTL (Ms. Madhu Malti Videh)
6. Public Relation Officer, IPGCL (Shri S. Thakran)
7. Sh. Sanjay Tripathi, Asstt. Manager(T)

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The Cultural Committee will report to Director (HR). The Cultural Committee will arrange in house talent of DTL/IPGCL to provide a programme i.e. Saraswati Vandana, Swagat Gaan and National Anthem/Corporate Anthem. The said committee will also suggest finalizing new corporate joint magazine of DTL & IPGCL. This committee will decide setup such as stage, equipments, decoration, seating, light and sound, ceremonial installation as mark of adoption of vision, mission, motto by Yatra team electronically (remote system) etc. at the venue.

➤ Reception Committee

1. General Manager (Legal) DTL/IPGCL
2. Dy. General Manager (Fin.)-I, DTL
3. Dy. General Manager to Director (Oprs.) DTL
4. Dy. Manager (HR)-I DTL
5. Asstt. Manager (HR)-I
6. Public Relation Officer-II DTL (Shri Rishi Raj)

The Reception Committee will obtain list of invitees from the Organizing Committee to finalize the method and procedure for preparation booking of Hall, distribution of invitation cards, including printing thereof and will maintain protocol with reference to invitation, reception, seating, looking after departure of guests on the cultural day evening. The Reception Committee will also organize the lay out and distribution of refreshment/Lunch packets on the day at the end of programme.

➤ General Administration Committee

1. General Manager (HR) DTL
2. General Manager (O&M) DTL
3. Dy. General Manager (HR)-II DTL
4. Asstt. Manager (HR)-II DTL
5. Asstt. Manager (HR)P-I IPGCL (Ms. Monisha Ekka)
6. Asstt. Manager (T) DTL (Ms. Meghna Gill)
7. Sh. B.B.Sharma, DM(HR.IV)
8. Hindi Translator DTL

➤ Co-ordination / Sports Committee

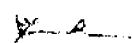
1. Shri V.P. Dutta, General Manager (T) Store, DTL
2. Shri Ranjeet Singh, Asstt. Manager (HR) DTL
3. Shri Sandeep Babuta, Asstt. Manager (T) Vigilance DTL
4. Shri Shirish Srivastava, Asstt. Manager (HR/Sports) DTL

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The Sports Committee will finalize entertainment and sports events in consultation with Director (HR). The Sports Committee will also organize first aid and medical cover, preparation, display of banners, places and methods, for declaration of winners/runners-up etc. The Committee will also procure DTL/IPGCL browse, trophies, sports related certificates, etc.

The General Administration Committee will collect the information about talented students (X/XII class, who secured 85% and above marks), Best Power Station, Best Run Sub/Station and Second Best Run Sub/Station Grid, award for winner in Essay competition and Meritorious Employees of DTL/IPGCL. The said committee will arrange the trophies, certificates, cash awards, mementoes to the dignitaries.

All the above mentioned Committees will submit its day to day progress report to Director (HR).


(RAJ K. SAXENA)
DIRECTOR (HR)

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➤ All Concerned