



ISO: 9001,14001
& OHSAS: 18001

नॉर्थ ईस्टर्न इलैक्ट्रिक पावर कॉरपोरेशन लि.

(भारत सरकार का उपक्रम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

[OFFICE OF THE GENERAL MANAGER (HR) ER]

CIRCULAR

The decision of the Competent Authority to issue redesigned & reoriented Photo Identity card to the serving employees and extend the facility of providing Photo Identity card to the retired employees is hereby conveyed as follows:-

a) Issuance of Photo Identity Card to serving employees

The laminated Photo Identity Card presently possessed by the serving employees shall be replaced by reoriented & redesigned PVC Photo Identity Card with lace & card holder, for which, all serving employees shall be required to submit the following through their respective HoD/ HR Wing so as to reach the Office of the General Manager (HR) ER, NEEPCO, Shillong-793003 latest by 31st January 2013.

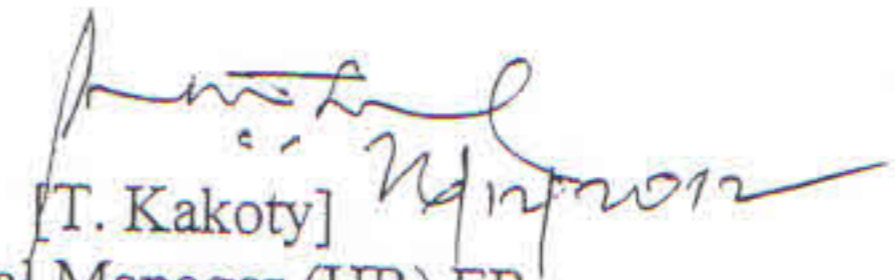
- i. Application in the prescribed format (enclosed)/ available in NEEPCO's web portal/ website
- ii. 02 (two) stamp sized coloured photograph with 75% area covered with image of the face.

b) Issuance of Photo Identity Card to retired employees

The facility of providing Photo Identity Card is extended to the retired employees, for which, all retired employees shall be required to submit the following so as to reach the Office of the General Manager (HR) ER, NEEPCO Limited, Shillong- 793003.

- i. Application in prescribed format available in the Retired Employees Desk in our website (<http://www.neepco.gov.in>)
- ii. 02 (two) Stamp sized coloured photograph with 75% area covered with image of the face.

The employees due for superannuation in the near future are advised to submit the same on priority to enable the issuance of the PVC Photo Identity card on the date of their superannuation.


[T. Kakoty]

General Manager (HR) ER

dtd. 26.12.2012

Memo No. PERS-01/F-45/ 15, 883-915

Copy to:-

1. The ES to CMD, NEEPCO, Shillong for favour kind information of CMD please.
2. The Sr. ES/ ES to Director (Personnel/Finance/Technical) for favour of kind information of Director (Personnel/Finance/Technical) please.
3. All Executive Directors/ General Managers/ HODs, NEEPCO, Shillong/ Guwahati/ New Delhi/ Tezpur for kind information & necessary action please.
4. All Head of Projects, NEEPCO, KHEP/DHEP/RHEP/AGBP/AGTP/ KaHEP/ TGBP/ PaHEP/TrHEP/MHEP for kind information & necessary action please.
5. All Head of HR, NEEPCO, Shillong/Guwahati/ New Delhi/ Tezpur/ KHEP/ DHEP/ RHEP/AGBP/AGTP/ KaHEP/ TGBP/ PaHEP/TrHEP/MHEP for kind information & necessary action.
6. All Co-ordinators, NEEPCO, New Delhi/Kolkata/ Itanagar/ Agartala for kind information & necessary action.


26/12/2012
Dy. Manager (HR) Admn.
NEEPCO, Shillong