



पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**POWER GRID CORPORATION OF INDIA LIMITED**  
(A Government of India Enterprise)



केन्द्रीय कार्यालय: "सौदामिनी" प्लॉट सं. 2, सेक्टर-29, गुडगाँव-122 001, (हरियाणा) दूरभाष: 0124-2571700-719, फ़ैक्स : 0124-2571762,  
"Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001, (Haryana) Tel. : 0124-2571700-719, Fax : 0124-2571762, Web.: www.powergridindia.com

Ref: C/CP/RTI /2013/ 205

Date: 25<sup>th</sup> March, 2014

Shri V.N.Ramesh  
E7 Krumbigal Road Cross,  
Chikka Mavalli,  
Bangalore 560 004

Sub: **Information sought under RTI Act, 2005.**

Dear Mr.Ramesh,

This has reference to your letter dated 6<sup>th</sup> February, 2014 seeking information under RTI Act, 2005.

The information sought regarding Rules on Shift Duty allowance and Compensatory off is attached at **Annex-I**.

Thanking you,

भवदीय,

(सुधीर मित्तल) 25.3.14

महाप्रबंधक (के.आ.) एवं के.लो.सू.अधिकारी

Attach::As above

**16.0 Compensatory Off****16.1 For Workman**

- a) If a worker works on his weekly off/rest day which is not a National Holiday (although it may be a paid closed holiday), he will be allowed one day's compensatory off in lieu of this extra one day/shift work.
- b) If a worker works on a weekly off/rest day which is also a National Holiday, he will be allowed two days single wage (Basic plus D.A.).
- c) The compensatory offs as regulated in terms of (a) & (b) above can be allowed to be accumulated during a calendar year after which this will lapse.
- d) If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as for overtime) will be admissible.

**16.2 For Supervisors**

Subject to the provision of law in force, supervisors will be entitled to avail the compensatory-off/holiday admissible to them at their choice after making prior application and obtaining sanction for the same.

**16.3 For Executives**

The compensatory off shall be granted for working extra one day/shift work beyond normal hours of work/shift to the executives of all establishment of POWERGRID which have been commissioned and where O & M work is going on or, wherever such control rooms are in operation to assist the exigencies of work. The grant of compensatory offs in such case will be regulated in the following manner:

- a) i) Executives in all the establishment of POWERGRID doing shift duties (and required to work on staggered weekly off) may be allowed one day's compensatory off if they work in an extra shift in addition to their normal shift duty.
- ii) If the weekly holiday, being a day other than Sunday in case of such executives doing shift duties in any establishment of POWERGRID and meeting the criteria defined at 16.3, coincides with either a closed holiday or a national holiday and the executive does not work on such a day, one day's compensatory off will be allowed to him.
- b) The compensatory off can be availed within six months immediately following the month in which it becomes due and maximum accumulation of six days compensatory off shall be allowed at any given time after which it shall lapse.
- c) For availing of Compensatory Off, prior permission and sanction shall be necessary and the same cannot be availed of on medical grounds.

**16.4** The compensatory off will be allowed to be clubbed with all types of leave viz. casual leave, earned leave, half-pay leave, special additional leave etc. However, not more than two compensatory off will be allowed to be clubbed with such types of leave at a time.



## SHIFT ALLOWANCE

1.0 Shift Allowance is payable to Executives normally rostered for duties in three shifts throughout the month including night shift (i.e. shift commencing from 21:00 Hrs. or thereafter)

2.0 Rates of Shift allowance for Executives are as follows:

Level	Per Month Amount (Rs.)	Amount payable/ recoverable (Rs. per night shift extra/ not worked)
(1)	(2)	(3)
E-1/E-2/E-2A	900/-	115/-
E-3/E-4	1200/-	150/-
E-5/ E-6	1500/-	190/-

For executives who are not rostered for three shift duty but are called for night shift shall be paid as per column (3) above for each night shift worked.

3.0 For Supervisors:

Night Shift allowance will be payable to the Supervisors who are rostered for whole month in three shifts.

Level	Per Month Amount (Rs.)	Amount payable/ recoverable (Rs. per night shift extra/ not worked)
(1)	(2)	(3)
S1 - S4	520/-	65/-
SG	700/-	88/-

For Supervisors who are not rostered for three shift duty but are called for night shift only, the allowance shall be paid as per col.(3) above for each night shift work.

4.0 For Workmen

Level	Monthly Amount (Rs. Per month)	Amount payable/recoverable (Rs. per night shift extra/not worked)
(1)	(2)	(3)
W1-W7	320/-	40/-
W8 -W11	520/-	65/-
SG	700/-	88/-

For workmen, who are not rostered for three shift duty but are called for night shift only, the allowance shall be paid as per col.(3) above for each night shift work.

**POWER GRID CORPORATION OF INDIA LTD.  
CORPORATE HR DEPARTMENT**

Ref : CC/HR/Policy/10...

Date : 17<sup>th</sup> Feb. 2010

**Circular No. 264/10**

Sub: Shift Allowance.

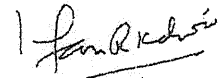
- 1.0 During the O&M conference held at Faridabad on 8<sup>th</sup>-9<sup>th</sup> Jan. 2010, it was deliberated to cover Executives in the rank of DGM within the scope of Shift Allowance as some of the DGMs are performing shift duties.
- 2.0 Accordingly, clause 2.0 of Shift Allowance stands modified as under:

Level	Monthly Amount (Rs. per Month)	Amount payable/ recoverable (Rs. per night shift extra/ not worked)
(1)	(2)	(3)
E-1/E-2/E-2A	900/-	115/-
E-3/E-4	1200/-	150/-
E-5/E-6/E-7	1500/-	190/-

For executives who are not rostered for three shift duty, but are called for night shift, shall be paid as per column (3) above for each night shift worked.

- 3.0 The above revision shall be applicable from 01.01.2010. All other terms and conditions shall remain unchanged.

This issues with the approval of Competent Authority.



(I.R. KIDWAI)  
Executive Director(HR)

**Distribution:**

- All EDs/GMs-Corporate Centre.
- All Heads of Regions/ RLDCs.
- All Heads of HR/ Finance of the Regions/ RLDCs.
- All Group Heads-Corporate Centre.
- Company Secretary.
- ES/PS to CMD/ Director (Personnel/Finance/Operations/Projects)/ CVO.