



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, फैक्स : 0124-2571762,
"Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001, (Haryana) Tel. : 0124-2571700-719, Fax : 0124-2571762, Web.: www.powergridindia.com

C/CP/RTI/2014/114

Date: 2nd Decemeber 2014

Shri K . K Singh,
House No -57, Sector-19,
Faridabad- 121008.

Sub: Information under Right to Information Act, 2005.

Dear Mr Singh,

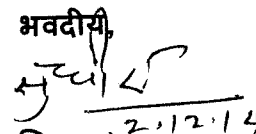
This has reference to your RTI request dated 19th September 2014 (received on 22nd September 2014) seeking information under RTI Act, 2005.

The information sought is attached at **Annex-A**.

Details of Appellate Authority, as per the provisions of RTI Act, 2005 is as under:

Shri B. Mishra
Executive Director (CP & IT) & Appellate Authority
Corporate Centre
Power Grid Corporation of India Limited
"Saudamini", Plot No. 2, Sector-29
Gurgaon – 122007, Haryana

Thanking You,

भवदीय,

(सुधीर मित्तल) 2.12.14

महाप्रबंधक(के.आ.)एवंके.लो.सू.अधिकारी

Information sought by Shri K.K Singh, under RTI Act, 2005.

- 1** Minimum qualification for recruiting technicians is ITI

Minimum qualification for recruiting Junior Engineers as Trainee is "Diploma in Electrical Engineering from recognized technical Board/Institute with minimum 70% marks for General/OBC(NCL) candidates and pass marks for SC/ST/PH".

Minimum qualification for recruiting Assistant Engineers is "B.E/B.Tech/B.Sc (Engg)/AMIE in relevant discipline from recognized University/Institute with minimum 65% marks for General/OBC(NCL) candidates and pass marks for SC/ST/PH".

- 2,3,4 & 11** Policy regarding promotion of employees is attached.

- 5** Minimum qualification required for recruiting Assistant Finance is "B.Com with 1st Division for General/OBC(NCL) , candidates and pass marks for SC/ST/PH". Further no recruitment is done so far as Assistant (HR).

6&7 No seprate guidelines for providing official vehicle for pickup& drop from their respective residence to all employees.

8&9 The scheme of monthly reimbursement of conveyance expenditure is enclosed.

- 10** Packing material like wood, iron frame etc are normally property of POWERGRID until unless specified in the specific contract.



STATEMENT OF COMPANY POLICY REGARDING PROMOTION OF EMPLOYEES IN SUPERVISORY CATEGORY

1.0 OBJECTIVE

The objective of the Company's Promotion Policy for employees in the supervisory categories is to provide, keeping in view the organisational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 GENERAL PRINCIPLES

The following factors will be taken into account in promotion from one grade to the next higher grade :

- 2.1 Promotions will be effected only against vacant sanctioned posts.
- 2.2 Channel of Promotion : All the functional areas/disciplines will be suitably grouped into well defined channels of promotion taking into account the nature of duties and other relevant considerations; and the promotions will be effected strictly in accordance with the channels so laid down. The channel of promotion charts will also indicate the test interview and minimum qualification and relevant experience, if any which will be required for promotion to a certain grade.
- 2.3 Eligibility Period : The eligibility period for promotion in various grades to available posts in respective next higher grades will be three years. However, Supervisors in S4 Grade not meeting the prescribed qualification for promotion to Executive grade, will eligible for consideration for promotion to Selection Grade on completion of 4 years of service in S4 Grade.
 - 2.3.1 Meeting of the Departmental Promotion Committee for promotion of supervisors will be held once in a year.
 - 2.3.2 Supervisors who are found suitable for promotion by the Departmental Promotion Committee will be considered for promotion effective from the dates as mentioned below :
 - i) Supervisors who complete the eligibility period together with the grace period as on 31st July will be considered for promotion w.e.f. 1st January of the following year.
 - ii) Supervisors who complete the eligibility period together with the grace period as on 30th April will be considered for promotion w.e.f 1st April of that year.
 - 2.3.3 E.O.L. on account of illness or for prosecution of higher scientific and technical/professional studies duly supported by a medical certificate from an authorised medical officer of the Company in case of illness, and by a certificate from the Head of Region that the higher scientific and technical/professional studies are in interest of Company's work in case of leave for prosecution of such higher studies, will count for the purposes of computing the period of eligibility for the purpose of promotion.



E.O.L. taken on account of reasons other than illness or prosecution of higher scientific and technical/professional studies will also count for computing the period of eligibility for the purpose of promotion provided it is for less than 3 months.

- 2.3.4 Where the employee placed under suspension pending enquiry, is held guilty by the disciplinary authority, the period spent under suspension shall not be treated as duty/service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as duty/service.

Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as duty/service and will be excluded while working out the minimum eligibility period required to be put in by such employee in service/on duty under the promotion policy for being considered eligible for promotion to the next higher grade/scale of pay.

- 2.3.5 In case of both inter-unit and intra-unit transfers (irrespective of whether the transfer is inter-departmental or intra-departments of employees) the employees will be allowed credit for the entire period of service put in by them in a grade if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject, however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.
- 2.4 Seniority : The seniority lists of the employees in various grades/channels will be prepared and updated from time to time by the concerned Human Resource Department in accordance with the rules framed for this purpose.
- 2.5 Confidential/Merit Rating Reports : Confidential Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every calendar year. Such reports may, however, also be asked for any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned Human Resource Department.
- 2.6 Test/Interview Qualification Bar : In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test(s) and interview if any, laid down for consideration for promotion to the next higher post.
- 2.7 Reservation for SC/ST : The directives of the Central Government/company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.



2.8 Debarring

2.8.1 No employee whose latest confidential/merit rating report whether annual or special is adjudged as "Adverse" will be considered for Promotion.

2.8.2 No employee under suspension or against whom decision has been taken to charge-sheet, or where the charge-sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order. However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge-sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

The cases of employees against whom disciplinary proceedings are pending or contemplated but are otherwise eligible for consideration for promotion shall also be considered by the DPC (Department Promotion Committee) along with all other cases. The recommendations of the DPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed findings regarding suitability for promotion to the grade/post of in respect of Shri not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri The proceedings of the DPC need only contain the note, "The findings are contained in the attached sealed cover". The same procedure will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual DPCs from the date of the meeting of the first DPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of employee, provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by DPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the adhoc promotion or to revert, at any time the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.

2.8.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under :

- (i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective



from the date as would otherwise have been announced as if there were no proceedings against him. The financial benefits accruing due to promotion will be allowed with effect from the date promotion order is issued and no arrear will be payable on this account, unless specifically mentioned otherwise in the promotion order.

- (ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment where adhoc promotion has been given as at 2.8.2 above will be cancelled/revoked.

3.0 PROCEDURE

- 3.1 Written Test/Trade-Test/Interview, wherever prescribed, for the candidates fulfilling all the eligibility conditions as mentioned hereinbefore, will be conducted once in a year in the same order. The number of eligible candidates to be trade-tested will be limited to three times the number of anticipated vacancies and all those who qualify in the test will be allowed to appear for an interview before the Departmental Promotion Committee. The test will be conducted by a Committee comprising of Executive Director's nominee, representative of the Head of the Department where the vacancy exists/is likely to occur, an officer of the Training Department and Personnel Officer/Senior Personnel Officer as nominated by the concerned Head of Human - Resource.

Where, in addition to Trade-Test and Interview, the candidates are required to appear for Written Test also, the number of eligible candidates to be called for the written test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade-Test and/or Interview will be limited to three times the number of anticipated vacancies.

- 3.2 Departmental Promotion Committees for selecting candidates for promotion to various grades/posts will be constituted by the authority competent to approve the selection panels (Executive Director).
- 3.3 The promotion will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows :

| | | |
|-------------------------------|---|-----------|
| Seniority | - | 30 marks |
| Appraisal Report/Merit Rating | - | 30 marks |
| Test, Trade Test & Interview | - | 40 marks |
| Total | - | 100 marks |

In cases where no test and/or interview is involved, the total maximum marks will be 60. The merit rating reports for the last three consecutive years will be taken into account for the above purpose.



- 3.4 Based on the seniority position, the merit rating/Appraisal Reports and results of the test/interview, the position of the candidates will be arranged in order of merit by the committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST candidates will be 40% in each of the items assessed.
- 3.5 Based on the above mentioned criteria, the panel of the successful candidates will be drawn up by the committee on which every member of the Committee will affix his signature. Thereafter the panel will be put up for the approval of the competent authority who will be the Executive Director of the concerned project/Unit in all cases of promotions to non-executive posts. The panel thus approved will be valid for a period of six months which can be renewed by the Executive Director for a period not exceeding six months.
- 3.6 The approved panel as well as the connected papers/documents will be kept in the custody of the concerned Human Resource Department, and the promotion orders in respect of the successful candidates will be issued by the concerned Human Resource Department as per the vacancies. The promoted employees will be placed on probation for a period of six months, which may be extended wherever necessary.

If the performance of an employee during such probation, including extended period is not found satisfactory, he shall be reverted to the lower post and he shall not be considered for promotion for one year from the date of his reversion.

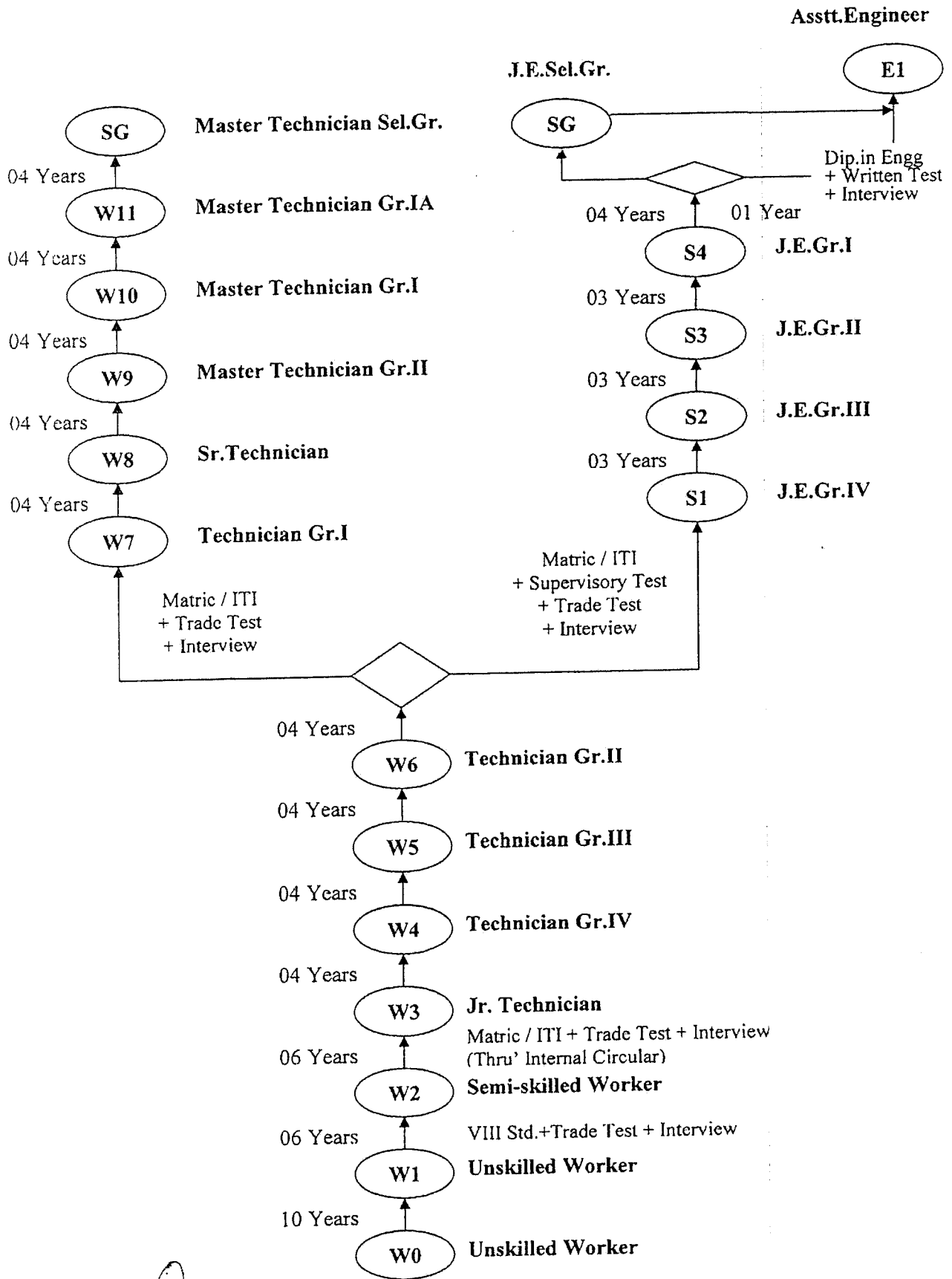
4.0 APPEAL

An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.

5.0 GENERAL

The Management reserves the right to modify, cancel, add or amend any of these rules at any time.

Trade : Technician
Area : Transmission System



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STATEMENT OF COMPANY POLICY REGARDING PROMOTION OF EMPLOYEES IN WORKMEN CATEGORY

1.0 OBJECTIVE

The objective of the Company's Promotion Policy for employees in the Workmen Categories is to provide, keeping in view the organisational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 GENERAL PRINCIPLES

The following will be taken into account in promotion from one grade to the next higher grade :

2.1 Promotions will be effected only against vacant sanctioned posts.

2.2 Channel of Promotion : All the functional areas/disciplines will be suitably grouped into well defined channels of promotion taking into account the nature of duties and other relevant considerations; and the promotions will be effected strictly in accordance with the channels so laid down. The Channel of Promotion charts will also indicate the test, interview, minimum qualification and relevant experience if any which will be required for promotion to a certain grade.

2.3 Eligibility period

2.3.1 The grades will be grouped into the following skill levels :

| | | | |
|----|---------------------|---|------------------------|
| a) | W-0 | - | Unskilled |
| b) | W-1/W-2 | - | Unskilled/Semi-skilled |
| c) | W-3 to W-6 | - | Skilled |
| d) | W-7 to W-11 & SG | - | Highly Skilled |

2.3.2 The minimum length of service required to be rendered by an employee in his existing grade for being considered for promotion will be termed as Eligibility Period. The Eligibility Periods for promotion shall be as follows :



| Promotion from a grade falling in the group of | Eligibility Period (years) |
|--|----------------------------|
| W-1 & W-2 | 5 |
| W3 and above | 4 |

- 2.3.3 E.O.L. on account of illness or for prosecution of higher scientific and technical/professional studies duly supported by a medical certificate from an authorised medical officer of the Company in case of illness and by a certificate from the Head of Region that the higher scientific and technical/professional studies are in the interest of Company's work, in case of leave for prosecution of such higher studies, will count for the purposes of computing the period of eligibility for the purpose of promotion.
- E.O.L. taken on account of reasons other than illness or prosecution of higher scientific and technical/professional studies will also count for computing the period of eligibility for the purpose of promotion provided it is for less than 3 months.
- 2.3.4 Where the employee placed under suspension pending enquiry, is held guilty by the disciplinary authority, the period spent under suspension shall not be treated as duty/service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as duty/service.
- Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as duty/service and will be excluded while working out the minimum eligibility period required to be put in by such employee in service/on duty under the promotion policy for being considered eligible for promotion to the next higher grade/scale of pay.
- 2.3.5 In case of both inter-unit and intra-unit transfers (irrespective of whether the transfer is inter-departmental or intra-departmental) of employees, the employees will be allowed credit for the entire period of service put in by them in a grade if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject, however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.
- 2.4 Seniority : The seniority lists of the employees in various grades/channels will be prepared and up-dated from time to time by the concerned Human Resource Department in accordance with the rules framed for this purpose.
- 2.5 Annual Appraisal/Merit Rating Reports : Appraisal Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every calendar year. Such reports may, however, also be asked for at any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned Human Resource Department.



- 2.6 Test/Interview/Qualification Bar : In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test(s) and interview, if any, laid down for consideration for promotion to the next higher post.
- 2.7 Reservation for SC/ST: The directives of the Central Government/Company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.
- 2.8 **Debarring**
- 2.8.1 No employee whose latest confidential/merit rating report, whether annual or special is adjudged as "Adverse" will be considered for promotion.
- 2.8.2 No employee under suspension or against whom decision has been taken to charge-sheet, or where the charge-sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order. However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge-sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

The case of employees against whom disciplinary proceedings are pending or contemplated but are otherwise eligible for consideration for promotion shall also be considered by the DPC (Department Promotion Committee) along with all other cases. The recommendations of the DPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed 'findings regarding suitability for promotion to the grade/post of in respect of Shri not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri The proceedings of the DPC need only contain the note, "The findings are contained in the attached sealed cover". The same procedure will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual DPCs from the date of the meeting of the first DPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee, provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by DPC keeping in view the totality of the case, the availability of vacancy



etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the adhoc promotion or to revert, at any time the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.

- 2.8.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under :
- (i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. The financial benefits accruing due to promotion will be allowed with effect from the date promotion order is issued and no arrear will be payable on this account, unless specifically mentioned otherwise in the promotion order.
 - (ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment and where adhoc promotion has been given as at 2.8.2 above, it will be cancelled/revoked.

3.0 PROCEDURE

- 3.1 Written Test/Trade-Test/Interview, wherever prescribed, for the candidates fulfilling all the eligibility conditions as mentioned hereinbefore will be conducted twice in a year in the same order. The number of eligible candidates to be trade-tested will be limited to three times the number of anticipated vacancies and all those who qualify in the test will be allowed to appear for an interview before the Departmental Promotion Committee. The test will be conducted by a Committee comprising of Executive Director nominee, representative of the Head of Department where the vacancy exists/is likely to occur, an officer of the Training Department and Personnel Officer/Senior Personnel Officer as nominated by the concerned Head of HR. Where, in addition to Trade-test and Interview, the candidates are required to appear for written test also, the number of eligible candidates to be called for the Written Test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade-Test and/or Interview will be limited to three times the number of anticipated vacancies.
- 3.2 Departmental Promotion Committees for selecting candidates for promotion to various grades/posts will be constituted by the competent authority to approve the selection panels (Executive Director).



3.3 The promotions will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows :

| | | |
|-------------------------------|---|-----------|
| Seniority | - | 30 marks |
| Appraisal Report/Merit Rating | - | 30 marks |
| Test, Trade Test & Interview | - | 40 marks |
| Total | - | 100 marks |

In cases where no test and/or interview is involved the total maximum marks will be 60. The merit rating reports for the last three consecutive years will be taken into account for the above purpose.

3.4 Based on the seniority position, the Merit Rating/Appraisal Reports and results of the test/interview, the position of the candidates will be arranged in order of merit by the Committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST candidates will be 40% in each of the items assessed.

3.5 Based on the above mentioned criteria, the panel of the successful candidates will be drawn up by the Committee on which every member of the Committee will affix his signature. Thereafter the panel will be put up for the approval of the competent authority who will be the Executive Director of the concerned region/unit in all cases of promotions to non-executive posts. The panel, thus approved, will be valid for a period of six months which can be renewed by the Executive Director for a period not exceeding six months.

3.6 The approved panel as well as the concerned papers/documents will be kept in the custody of the concerned Human Resource Department, and the promotion orders in respect of the successful candidates will be issued by the concerned Human Resource Department as per the vacancies. The promotions will be effected from two standard dates, namely 1st of January and 1st of July of every calendar year. The promoted employees will be placed on probation for a period of six months, which may be extended wherever necessary.

If the performance of an employee during such probation including the extended period is not found satisfactory, he shall be reverted to the lower post and he shall not be considered for promotion for one year from the date of his reversion.

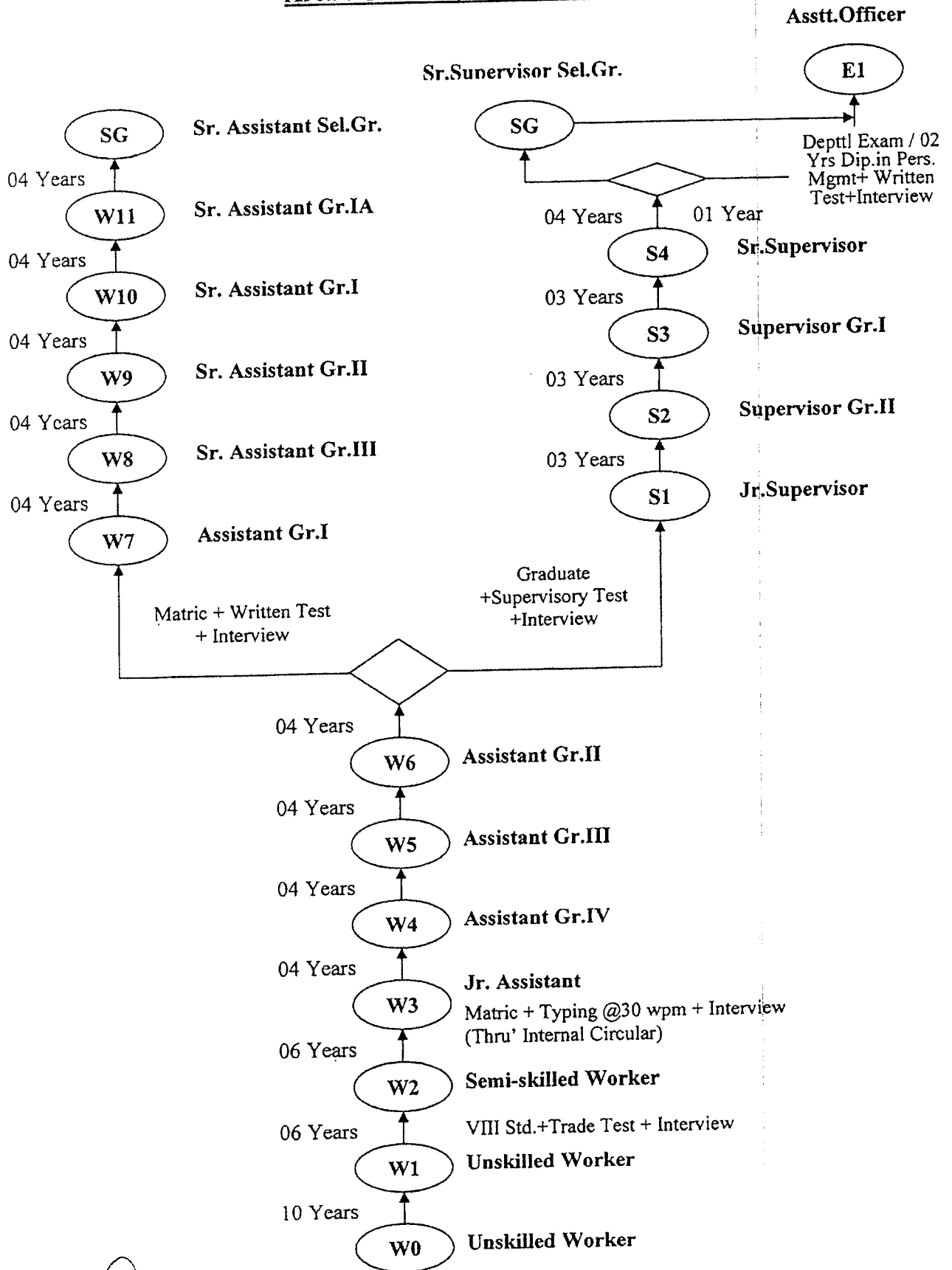
4.0 APPEAL

An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.

5.0 GENERAL

The management, reserves the right to modify, cancel add or amend any of these rules at any time.

Trade : Assistant
Area : General (HR & Admn)



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MONTHLY REIMBURSEMENT OF CONVEYANCE EXPENDITURE

- 1.0 **Objective**
- 1.1 The Scheme of Reimbursement of Conveyance Expenditure is introduced with a view to encouraging the employees of the Company to own and maintain their own conveyance and to use such conveyance on journeys undertaken for official purposes thereby reducing demands on use of the Company's vehicles and promoting speedy and efficient performance of official duties.
- 2.0 **Scope and Coverage**
- The Scheme will cover all employees of the Company, including the deputationists.
- 3.0 **Eligibility**
- Reimbursement shall be admissible to the employee subject to fulfilment of the following conditions of eligibility:
- 3.1 Ownership and maintenance of conveyance by the employee is required on functional basis in the interest of the Company and it will be useful in the efficient and effective discharge of his official duties.
- 3.2 The employee is required to perform frequent local journeys on the Company's business.
- 3.3 He is required to attend to official business beyond normal duty hours for which no Company transport or extra compensation is admissible.
- 3.4 Reimbursement will be allowed for one vehicle only provided it is owned and registered in the name of the eligible employee and he holds a regular and valid driving licence (including learner's driving licence), to drive the vehicle so registered.
- Note: The employee in receipt of reimbursement of conveyance expenditure under these Rules will not be entitled to Transport Subsidy.
- 4.0 **Rates**
- 4.1 Expenditure incurred on conveyance and use of the same in the performance of journey on official business shall be reimbursed monthly to eligible employees, subject to the limits as mentioned in Annexure-A.
- 5.0 **Terms and Conditions**
- Grant of monthly reimbursement of conveyance expenditure will be governed by the following terms and conditions:



For the above purpose, the concerned employee will be required to submit the claim in the enclosed Proforma only on two occasions in a calendar year i.e. April and October in respect of conveyance expenditure reimbursed to him/her for the preceding 6 monthly period of October to March and April to September, respectively. The claim for a given 6 monthly period must be submitted in the prescribed format within the following two months, failing which the claim shall become time-barred and the conveyance expenditure reimbursed for the 6 monthly period shall be recovered from the salary/wages of the employee concerned.

8.0 The claims for reimbursement of journey in excess of 200kms in a month under rule 5.1 shall be made in the prescribed form (Annexure-D, D-I) incorporating the details of all official journeys performed by the employee at the end of each calendar month provided that he certifies to the effect that Company's vehicles were not used by him in performance of such journeys for which the claim is preferred. The claim will be sanctioned by the concerned Head of Department.

9.0 **Cancellation**

The employee entitled to reimbursement of conveyance expenditure under these rules will, if he is no longer in possession of the vehicle through loss, sale, theft etc., immediately report the matter to the HR Department with a copy to the Accounts Department. The HR Department shall thereupon notify cancellation of the earlier order sanctioning monthly reimbursement of conveyance expenditure under these rules.

10.0 **General**

Monthly reimbursement of conveyance expenditure under this scheme being on a purely functional basis and not expected to be a source of profit and thus taxable under the Income Tax Act 1961, it shall be expected of each employee in receipt of the same to maintain full records of their official journeys in their own vehicles for production before the Income Tax Department if and when required to establish that what is paid under the scheme is by way of reimbursement of actual expenses on travel in the performance of official duties in connection with Company's business. Such records will also form the basis for payment of conveyance charges as envisaged in Clause 5.1 above.



- 5.4 Conveyance reimbursement will be admissible only on proportionate basis where an employee is absent from the Headquarters/place of duty on leave/tour/temporary transfer or otherwise or where the vehicle is not utilised for official purposes owing to the same not being maintained in running condition for a period in excess of 15 days inclusive of holidays in any calendar month.

The period in case of absence from the Headquarters/place of duty on account of tour on transfer is to be reckoned with reference to the actual dates and time of departure from and arrival at Headquarters/place of duty. In case of absence on account of leave of any kind, the holidays pre-fixed and/ or suffixed are to be ignored for the purpose of computation of total period of absence. The intervening holidays, if any, occurring during the leave period shall however be taken into account for this purpose irrespective of the nature of leave.

6.0 **Procedure**

An employee who satisfies the conditions of eligibility laid down herein may apply in the prescribed form (Annexure-A) through proper channel to his Head of the Department for the grant of monthly reimbursement of conveyance expenditure under the rules. If the Head of the Department is prima facie satisfied that it is necessary for the applicant (employee) to maintain and use his own conveyance in the interest of company's work, he will recommend for the grant of the reimbursement and refer the application for the consideration of the Competent Authority, viz. G.M. (HR) for Corporate Centre and GMs for respective Projects. The General Manager, or at his discretion a Committee constituted by him, will examine the application with reference to the conditions of eligibility as provided herein. If he is satisfied, or based on the recommendations of the said committee, as the case may be, he will record his approval to the grant of the monthly reimbursement with effect from the first day of the month following the date of application or the date of registration of the vehicle, whichever is later.

However, in cases where the Competent Authority is satisfied that the registration of the vehicle in the name of the applicant is likely to be delayed because of reasons beyond his control, reimbursement may be granted provisionally with effect from the first day of the month following the date of application provided that the applicant produces satisfactory documentary evidence in support of the purchase and ownership of the vehicle from the date specified in the application.

The said Committee wherever appointed should meet at least once in a month preferably in the first week of every month to consider the applications received during the proceeding month.

- 7.0 The expenditure incurred by an employee on account of conveyance expenditure will be reimbursed every month along with the monthly salary/wage of the employee concerned on the basis of the Sanction order.



- 5.1 An employee who is entitled to reimbursement of conveyance expenditure shall use his own conveyance for official journeys within the municipal limits of the Headquarters or within a radius of 30 kms from the Headquarters, whichever is more, for which he will not be entitled to claim any Local Travelling Allowance.

Provided, however, that when the local distance covered in such official journeys is in excess of 200 kms in any single month, claim for local conveyance charges will be admissible at rates prescribed under the rules. For this purpose an employee will be required to furnish the details of official journeys performed during the month by him indicating date, place, mileage and purpose of visits.

For the purpose of this rule, journeys from and to residence shall not be treated as official unless taken on holidays.

- 5.2 An employee who is in receipt of reimbursement of conveyance expenditure under this Scheme will not be eligible to avail of the Company's staff car facilities or any other subsidised transport facility.

Provided that clause Nos. 5.1 and 5.2 will not be applicable to official journeys to/from Railway Station/Airport/Bus-Stand at the commencement of and on return from tours to outstations.

Provided further that keeping in view the fact that some of the work place/sites may not be accessible by motorable roads owing to the project being located on virgin land with difficult terrain, in the new Project the Head of the Region wherever he is satisfied that it will be unreasonable to expect the employees to travel to such work places/sites in their own scooters, cars etc., may declare, depending on the stage of development of the roads etc., from time to time that the employee in receipt of reimbursement of conveyance expenditure posted for work to such work places/sites, may be permitted the use of Company transport for official journeys for travel to the said work places/sites in special relaxation of provisions of these rules. However such workplace/sites shall not include any place/site which is approachable by motorable roads up to a point which is within a reasonable walking distance from the said places/sites. A copy of each of such orders of the Head of the Region containing the list of such work places/sites will be sent by the Region for information and record of Corporate HR Department and Corporate Finance.

Provided, however, that where, subject to availability and in exceptional circumstances, staff cars/Company transport are used in the performance of official duties within the Headquarter limits, in the circumstances other than those covered in the above provision, such user will be charged at the Company's private hire rates in force from time to time.

- 5.3 Employees who usually travel to and from the places of work in staff vehicles by reason of such vehicles being parked in their residences or otherwise shall not be eligible for reimbursement under these Rules.



Rates of Conveyance Reimbursement

| GRADE | CAR (Rs./PM) | SCOOTER/ MOTORCYCLE (Rs./PM) | MOPED (Rs./PM) |
|--------------------|-----------------|------------------------------------|-------------------|
| <u>Executives</u> | | | |
| E1- E2 | 3295 | 1595 | 860 |
| E2A-E4 | 4250 | 1595 | 860 |
| E5-E6 | 4710 | 1595 | 860 |
| E7 & above | 5175 | 1595 | 860 |
| <u>Supervisors</u> | | | |
| S1-S4 | 2000 | 1190 | 645 |
| Selection Grade | 2000 | 1595 | 685 |
| <u>Workmen</u> | | | |
| W0 | NA | NA | 540 |
| W1-W6 | NA | 790 | 540 |
| W7-W11 | 2000 | 1190 | 645 |
| Selection Grade | 2000 | 1595 | 685 |

**SCHEME OF MONTHLY REIMBURSEMENT OF CONVEYANCE EXPENDITURE****APPLICATION FORM**

Name :
Employee No :
Department Code No. :
Designation :
Salary Grade :
Department :
Type of vehicle owned :
& used for official work
Whether vehicle :
is registered in your name
Type and Number :
of Driving Licence
in possession
Date of purchase of vehicle
Registration No. :
Date from which vehicle :
is being used for official
journeys
Place of posting :

I have gone through and understood the rules and conditions governing admissibility of monthly reimbursement of conveyance expenditure as detailed in the Scheme. I certify that the maintenance and use of my own conveyance will be in the interest of Company's work. I do hereby undertake that, if the reimbursement of conveyance expenditure is granted under the Scheme, I will abide by the terms and conditions laid down therein.

I have declared the information regarding purchase of the conveyance to HR/Vigilance Department and copy of the same is enclosed.

Date :

Signature of the employee



(Recommendation of the Controlling Officer)

May/May not be sanctioned.

Date :

Signature

(Recommendation of the Head of Department)

It is certified that the applicant is functionally required to undertake journeys for official work. As such maintenance and use of his own conveyance will be the interest of Company's work.

I, therefore, recommend sanction of reimbursement to Shri
under the Company rules.

Date :

Signature

(For Official Use only)

The application has been duly examined with reference to the conditions of eligibility prescribed under the relevant rules. I am satisfied that the applicant is eligible for reimbursement of conveyance expenditure under the Scheme.

Date :

**Head of Personnel
Not below the rank of Chief Manager**

Shri is hereby granted reimbursement of conveyance expenditure subject to a maximum of Rs. per month with effect from

Head of Personnel



| Project | | Deptt. Code | | Name | | Employee No | | Claim Month | |
|---------|-------------|-------------|--|------|--|-------------|---------------------|-------------|--|
| S. No. | Claim Month | Year | Period of Non-utilisation of Vehicle(Tour All types of Leave, C-off etc) | | Type of Vehicle (Car/Motor Cycle/ Scooter/Moped) & Vehicle No) | | Amount Claimed (Rs) | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |

Grand Total _____

CERTIFICATE

- I have maintained the above mentioned vehicle in proper running condition and utilised the same in performance of official journeys except during the period indicated above.
- The Company's vehicle has not been used by me in performance of official journeys in any month in the above period or to any of the places/sites other than those specifically excluded/allowed by orders under the second provision to Rule 5.2.

Signature of the Claimant

Name
 Designation
 Department
 Date

(For use in Accounts Department)

| | | | | | | | | | | | |
|--|---|---|----|---|---|--|--|--|---|--|--|
| Passed for payment of Rs. (in words) | | | | | | Received Rs..... Rs..... Only | | | | | |
| 1 | 4 | 0 | 6 | 0 | 4 | | | | | | |
| Account Code | | | Rs | | | Amount | | | P | | |
| Acctt/Accounts | | | | | | Asstt A.O/Sr.A.O | | | | | |
| Date: | | | | | | Date:..... | | | | | |
| | | | | | | <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> Signature of Employee | | | | | |



ANNEXURE-D

**CLAIM FOR REIMBURSEMENT
FOR EXCESS JOURNEYS IN A MONTH**

To

Accounts Officer

1. Name :
2. Employee No. :
3. Department Code No. :
4. Designation :
5. Salary Period :
6. *Total Distance Covered in official journeys: (_____ kms.)

*Details of official journeys performed during the salary period mentioned above are given in the prescribed proforma at Annexure D-1.

7. Rate : Rs. _____/km.
 8. Amount Claimed : Rs. _____
-

I certify that :

1. The journeys were performed for official purposes.
2. The Company's vehicles were not used by me in performance of official journeys to any of the places/sites.

Signature of the Employee

Signature of Head of the Department

(For use in Accounts Department)

Passed for payment of Rs. _____ (Rupees _____ only)

Accountant

Accounts Officer

ACQUITTANCE

Recovered Rs. _____ (Rupees _____ only)

Date

Signature of the Claimant



DETAILS OF OFFICIAL JOURNEYS

(____ Month 20 ____)

1. Name :
2. Employee No. :
3. Department :
4. Designation :

| S.No | Details of Visit | | | Distance (Km.) | Mode of Transport | Purpose | Remarks |
|------|------------------|----|------|----------------|-------------------|---------|---------|
| | From | To | Date | | | | |
| | | | | | | | |