

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, सैक्टर-29, गुडगाँव-122 001, हरियाणा
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Corporate Office : "Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001, Haryana
Tel. : 0124-2571700-719, Fax : 0124-2571760, 0124-2571761 Gram : 'NATGRID'

संदर्भ संख्या / Ref. No.
C/CP/RTI/2015/19

Date: 22nd April, 2015

Shri Kishor Kumar Roy
L-148, Sector-X
7th Main, 8th Cross
Jeevan Bhima Nagar
Bangalore-560075

Sub: **Information under Right to Information Act, 2005.**

Dear Mr. Roy,

This has reference to your RTI request dated 7th April 2015 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 मिस्तल) 23/4/15

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



TRANSFER GUIDELINES FOR EXECUTIVES

- 1.0 **Introduction:**
To fulfill the manpower requirement in various POWERGRID locations and also for self-development of employees, executives shall be generally transferred as per the said guidelines provided herein.
- 2.0 **Objectives:**
- (i) To ensure transparency in transfer & posting.
 - (ii) Enable planned deployment of executives across the Regions/ Corporate Centre and from one location to another and to site/hardship station in order to meet operational requirements and/ or administrative requirements of the organization from time-to-time.
 - (iii) Enable executives acquire multi-dimensional knowledge and skills for self- development to shoulder higher managerial responsibilities through exposure to diversified geographical and operational environment.
 - (iv) Enable executives develop their own career path so as to have effective linkage with their career development.
 - (v) Enable executives acquire multi-facet expertise in different areas of transmission systems like sub-station operation, HVDC system, line maintenance, line construction, grid management etc. which shall be useful in later stages of career when assuming higher positional responsibilities.
 - (vi) To enable cross functional rotations at senior positions in the strategic interest of organization.
- 3.0 **Applicability:**
These transfer guidelines shall be applicable to executives in regular pay scale from E-1 to E-7 grade but excluding executives appointed on fixed tenure or contractual basis.



4.0

Broad Principles:

Transfer of executives will be made against functional requirement of Corporate Centre / Region/ Location. The requirement of sparing department/ region as well as recipient department/region shall be taken into consideration.

4.1

Site Posting:

- (i) All executives during service period shall generally serve in site locations for minimum of 3 years before the executives becomes eligible for E7A.

For technical executives site shall mean and include places other than Corporate Centre and Regional Head Quarter. For other executive site shall mean and include places other than Corporate Centre. Other executive shall mean executives in HR, Fin, Vigilance, Law, Company Secretary or any other function which may be included from time to time by the approval of Competent Authority.

(Those who have fulfilled the above conditions on the date of issue of these guidelines are deemed to have already complied with the specified requirements)

- (ii) Executives shall be encouraged to indicate a time period for site posting to minimize their disturbance. The Company shall consider the same to the extent possible.
- (iii) No executives shall generally be in the same job/ location for more than 10 years except in specialized field for the job required with specific approval.

4.2

Hardship Station:

- (i) Executives posted in Hardship locations such as locations in NRTS-II like Leh Transmission System, Kashmir valley and Doda on completion of single tenure posting of 02 years, North-Eastern Region and Andaman & Nicobar Islands on completion of single tenure posting of 03 years shall be considered for transfer.
- (ii) Executives who have completed the tenure of hardship station and desire to continue in the present station shall preferably not be transferred unless otherwise in the interest of work.
- (iv) On joining the hardship station, the tenure of posting and date of release will also be mentioned in their joining order. During his tenure posting, if an executive avails leave for more than 01 month, then his date of release shall be correspondingly extended.

4.3

Transfer on Promotion:

- (i) Transfer on promotion shall be done based on Company exigencies and requirement and shall be treated as administrative transfer.
- (ii) Employees promoted as executives in E-1 grade shall generally be considered for transfer out of region/ location.



- (iii) About 5% of executive promoted in the grade of E2 to E5 in each region/CC shall be transferred to other regions (Inter- Region transfer).
- (iv) Executives in the rank upto E5 and having completed 10 years (inclusive of training period of 01 year) at a particular location shall be transferred to a different location/ different region on promotion, except in specialized field.
- (v) In case of transfer on promotion, the promotion shall be effective from the standard date, provided the concerned executives joins at the new place of posting within a period of not more than 60 days from the date of issuance of promotion order failing which the matter shall be treated as a case of foregone and the promotion order shall stand automatically withdrawn & cancelled and the executive shall continue to exist on post prior to promotion.

4.4

Request transfer:

- (i) Notwithstanding 4.2 above;
 - a) In case of initial appointment, Executives can be considered for transfer including request transfer outside the region/ corporate centre after they have spent a minimum of 03 years at a particular location in the region/ corporate centre.
 - b) However, transfer request to location within the Region of posting on initial appointment shall be considered on completion of 03 years stay at existing location.
- (ii) Executive due to superannuate within 02 years shall generally not be shifted from their existing place of posting.
- (iii) Any transfer request shall be recorded in personal file and will be placed before CPC.

4.5

Posting in Special situation:

- (i) Preference shall be given for request transfer to otherwise abled/ differently-abled executives.
- (ii) To the extent possible, efforts shall be made that husband and wife, if both are working in POWERGRID are accommodated at nearest places.

5.0

Procedure:

- (i) Inter-Region transfer: Generally, in the month of February, every year Corporate Centre will generate the list of executives who shall be eligible for transfer. The list shall be provided to Head of Region who after consultation with Heads of Departments like O&M, Projects, HR etc. shall recommend in respect of inter-region transfer. Similarly Heads of Department at CC shall recommend inter region transfer in respect of executives posted under them in consultation with Corporate HR and respective



Functional Director. The list of such executives will be placed before Director (Personnel) who shall give his recommendation to CMD for approval. Such transfer shall generally be affected in the month of April/May.

- (ii) Intra- Region transfer: Transfer of executives within the region shall be carried out by Head of the region in consultation with Head of Departments like O&M, Projects, HR department etc. Such transfer shall generally be affected in the month of April/ May.
- (iii) Request transfer/ Transfer on special situations: Request for such transfer of executives shall be forwarded after recommendation of Head of Department/Head of Region to Corporate HR-Establishment Department. The Corporate HR department shall process the individual cases and after consultation with Head of Region and respective Functional Directors and thereafter shall place the transfer request for approval of Chairman & Managing Director. Generally, executives suffering from extreme medical conditions shall not be shifted.
- (iv) Transfer on Promotion: Transfer on promotion shall take place at the time of CPC. Each Regional Head / Head of Department, CC shall identify executives eligible for transfer on promotion. Such transfer shall take place after consultation with Heads of Regions/ Department, CC and shall be recommended by Director (Personnel) for approval of Chairman & Managing Director.

6.0

General:

- (i) Notwithstanding anything contained above, the management reserves the right to make transfers on administrative grounds.
- (ii) The powers to review, modify/ amend or to make changes/ add in the guidelines shall vest with the Chairman & Managing Director (CMD).
- (iii) An incubation period of 05 years to implement the clause 4.1(i) is allowed by Competent Authority which may be further extended from time to time.
- (iv) These guidelines come into force with immediate effect and subject to be reviewed after one (1) year.
