

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
फोन : 0124-2571700-719, फ़ैक्स : 0124-2571760, 2571761 तार 'नेटग्रिड'
Corporate Office : "Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001. Haryana
Tel. : 0124-2571700-719. Fax : 0124-2571760, 0124-2571761 Gram : 'NATGRID'

पदभ संख्या / Ref. No

C/CP/RTI/2015/42

Date: 12th October, 2015

Shri Jatinder Singh
S/o Shri Ranjit Singh
Harnam Nagar, Ward No.-10
Street No.-3, Samrala
District- Ludhiana-141114

Sub: Information under Right to Information Act, 2005.

Dear Singh,

This has reference to your online RTI request dated 12th May, 2015 and 7th September, 2015 seeking information under RTI Act, 2005.

The information sought available at Corporate Centre 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 मिश्रा) 12.10.15

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

Reply to RTI Query by श्री जतिंदर सिंह

1	Information sought	Recruitment procedure and rule followed by POWERGRID to recruitment of List 1 employees.
	Reply 1	Refer to the document attached at Annexure I .
2	Information sought	If any print media/electronic media advertisement used for the posts filled by List 1 employees then supply copy of the advertisement of PGCIL.
	Reply	Information pertains to NRTS I, ERTS I, WRTS I, ERTS II, WRTS II & NERTS and is not available in complied from at corporate centre. Accordingly your request has been forwarded to concerned CPIOs for providing information directly to you are per the provisions of RTI Act, 2005.
3	Information sought	Copy of relaxation in respect of their education, age and department test waiver if any provided to List 1 employees before recruitment either recruiting them on work charge or regular basis in PGCIL.
	Reply	Available information has been produced in Annexure I .
4	Information sought	Certified copy of ministerial approval or POWERGRID Competent Authority approval before recruiting List 1 employees on work charge or regular basis.
	Reply	Engagement of personnel on work charge/temporary basis is done on casual/temporary requirement. Accordingly, the information may be available in individual files which may be inspected by the requester by visiting our respective office on any working day with prior intimation of at least 45 days for any particular/specific case. For approval regarding recruitment on regular basis, refer to the document attached at Annexure II .
5	Information sought	Certified copy of PGCIL competent authority details with their designation who was or in power to recruit List 1 employees on work charge or regular basis.
	Reply	Refer to clause 1 and 4 of Section III and 1,3 & 4 of section V of POWERGRID's Delegation of Powers along with Office Order No. 34/98 dated 20.05.1998 and No. 53/2003 dated 01.07.2003. (Copies of documents enclosed at Annexure III)
6	Information sought	Certified copy of officials of PGCIL with their designation who has power to recruit Non-manual or manual posts between W0 and W1 only.
	Reply	Refer to reply at para 5 above.
7	Information sought	From List 1 if any employee recommended by ministerial or departmental executive reference then supply the name of employee/minister along with their designation/department.
	Reply	Information pertains to NRTS I, ERTS I, WRTS I, ERTS II, WRTS II & NERTS and is not available in complied from at corporate centre. Accordingly your request has been forwarded to concerned CPIOs for providing information directly to you are per the provisions of RTI Act, 2005.
8	Information sought	Supply copy of the name from List 1 employees whose any relatives already working in POWERGRID.
	Reply	Refer to reply at para 7 above.

**POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HUMAN RESOURCES DEPARTMENT**

Confidential**INTER OFFICE MEMO**

From : GM(HR-Estt&Admn)

To : DGM(HR), ER-I

Ref : C:HR:IE:30:0422

Copy to : GM(HRD&Recrt)

Date : 16.04.2009

Sub : **Vacancies in Workmen cadre**

1.0 Following vacancies are hereby released for ER-I for recruitment in workmen cadre :

Jr.Assistant (Level W3) : 07
Jr.Attendant (Level W0) : 03

The job specification for Attendant and Jr.Assistant will be as follows :

Designation	Qualification	Experience (in years)	Age Limit (Years)
Attendant (Level-W0)	VIII Pass	NIL	30 years
Jr.Assistant (Level-W3)	Matric + Typing 30.w.p.m.	01	30 years

- a. The short listed candidates will undergo the selection test and interview by the duly constituted Selection Board.
 - b. The relaxation and concession as per the Government directives to the SC/ST/OBC and Physical Handicapped and Ex-serviceman will be extended as per the rules.
 - c. Appointment will be based on the panel recommended by Selection Board.
- 2.0 Further the vacancies shall be circulated internally also inviting applications. Attendants and Assistants presently engaged on daily rated / temporary basis shall also be provided opportunity alongwith the candidates sponsored by the Employment Exchange to compete in the selection process referred to above after granting necessary relaxation in age, qualification and preference in selection process, keeping in view their engagement for a significant period of time. Also, opportunity shall be provided to the Project affected Persons (PAP), if any, to participate in the selection process.
- 3.0 Recruitment procedure as mentioned above and as per POWERGRID Recruitment Policy and Procedures shall be followed and recruitment shall be done in co-ordination with Corporate Recruitment Group.

This issues with the approval of competent authority.

22/04/09
17.04.2009

(I. R. KIDWAI)

**POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HUMAN RESOURCES DEPARTMENT**

Confidential

INTER OFFICE MEMO

From : GM(HR-Estt&Admn)

To : DGM(HR), NR-I

Ref : C:HR:IE:30: 6422

Copy to : GM(HR&Recrt)

Date : 16.04.2009

Sub : **Vacancies in Workmen cadre**

1.0 Following vacancies are hereby released for NR-I for recruitment in workmen cadre :

Jr.Assistant (Level W3) : 17
Jr.Attendant (Level W0) : 55

The job specification for Attendant and Jr.Assistant will be as follows :

Designation	Qualification	Experience (in years)	Age Limit (Years)
Attendant (Level-W0)	VIII Pass	NIL	30 years
Jr.Assistant (Level-W3)	Matric + Typing 30.w.p.m.	01	30 years

- a. The short listed candidates will undergo the selection test and interview by the duly constituted Selection Board.
 - b. The relaxation and concession as per the Government directives to the SC/ST/OBC and Physical Handicapped and Ex-serviceman will be extended as per the rules.
 - c. Appointment will be based on the panel recommended by Selection Board.
- 2.0 Further the vacancies shall be circulated internally also inviting applications. Attendants and Assistants presently engaged on daily rated / temporary basis shall also be provided opportunity alongwith the candidates sponsored by the Employment Exchange to compete in the selection process referred to above after granting necessary relaxation in age, qualification and preference in selection process, keeping in view their engagement for a significant period of time. Also, opportunity shall be provided to the Project affected Persons (PAP), if any, to participate in the selection process.
- 3.0 Recruitment procedure as mentioned above and as per POWERGRID Recruitment Policy and Procedures shall be followed and recruitment shall be done in co-ordination with Corporate Recruitment Group.

This issues with the approval of competent authority.

22/4/09
17.04.2009

(I. R. KIDWAI)

APPLICATION FORM

1. Post Applied for : Affix recent
Passport size
2. Name : Photograph
3. Father's /Husband's Name :
4. Category (Gen/OBC (NCL)/SC/ST/PH) :
(Attach copy of certificate in support of Category)
5. If belongs to PH indicate the sub-category of PH
(Orthopaedic Handicapped, Hearing Handicapped
Visual Handicapped) :
6. Date of Birth :
7. Sex (Male/Female) :
8. Communication Address :
9. Employee Number :
10. Present Designation :
11. Cadre (Regular/ Daily rated/ Temporary) :
12. Date of entry in the present post :
13. Place of Posting :
14. Qualification Details :
(Attach copy of Certificate in support of Qualification)

Qualification	Name of Board/ University	% of Marks	Division	Year of Passing

15. Experience Details :
 (Attach copy of certificate in support of Experience)

Organisation	Post Held	Pay Details	Duration		Nature of Duties
			From	To	

I certify that the information furnished above is true to the best of my knowledge

Signature of the candidate

Place :

Date :

CERTIFICATE

This is to certify

1. ----- (Name), ----- (Employee Number), ---
 -----(Designation), is at present working in-----
 (Department)----- (Region)
2. He is working in the department since-----
3. His performance during the above mentioned period is -----

Forwarded to HR Department

Signature of the Head of Department

Name

Designation

POWER GRID CORPORATION OF INDIA LIMITED

Extracts from the minutes of the 217th meeting of POWERGRID Board of Directors held on Wednesday, 28th January, 2009 at 4.30 p.m. at POWERGRID Board Room, 4th Floor, B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi.

Item No. 217.2.7 :- (Para No.217.2.7.1.)

Proposal to fill up vacancies in Non-executive Cadre

217.2.7.1. The Board deliberated and noted that there are a number of personnel engaged on daily rated and temporary basis from time to time who have been engaged for a significant period of time. Some of them have been engaged by relaxation of age and qualifications. The proposal seeks that they may be allowed to compete for the recruitment giving weightage in selection for having been engaged for a significant period of time as well as by granting relaxation in age and qualifications. The Board further deliberated that in the case of unskilled employees, these employees should have opportunity to move further up in the organization after acquiring requisite skill-sets which will meet the objective of the organization as well as the individual aspiration of the employee. The Board passed the following resolution:

“Resolved that subject to the above direction of the Board, the proposal for filling up vacancies in non-executive cadre as detailed in the background note be and is hereby approved”.

For kind information & further action at your office.

Shriya Pandey
13/1/09

POWER GRID CORPORATION OF INDIA LIMITED
Katwaria Sarai, New Delhi

DELEGATION OF PERSONNEL ADMINISTRATIVE POWERS IN REGIONS / PROJECTS

S.No.	Nature of power	Authority	Extent of Power
I.	PERSONNEL		
1. *	Creation /abolition /operation of non-executive posts, subject to provision in approved manpower Budget	ED/GM	Full powers
2. *	Creation /abolition /operation of casual/daily rated posts equivalent to W1 to W4 and below for a duration of not more than 90 days in respect of each such post, within the allotment made in the approved manpower Budget	ED/GM/DGM	Full powers
3. *	To constitute selection Boards and to approve selection in respect of non-executive posts.		
	a) Supervisory rank	ED/GM	Full powers
	b) Non-supervisory rank	DGM/SM	Full powers
4. *	Appointment in respect of sanctioned regular non-executive posts casual/daily rated posts subject to observant of policies, rules and regulations and provision in the manpower budget		
	a) Supervisory rank	ED/GM	Full powers
	b) Non-supervisory rank	DGM/SM	Full powers

POWER GRID CORPORATION OF INDIA LIMITED

11053/...

DC:20.5.1998

OFFICE ORDER NO.34/98

The need to ensure a lean and fit organisation has been brought out in various forums and has been appreciated. Accordingly, efforts have been made to maintain strictest control in creation of new posts and appointments, under any circumstances and on any basis i.e. on regular/probationer/temporary/casual/daily rated/muster roll/part-time apprentice/trainee/on foreign service. Attention is invited to IOM dated 12.11.97 under reference C:HRM:IF in this regard. (Copy enclosed for ready reference).

2. As a further step in this direction, in exercise of powers vested in CMD vide board resolution dt. 9.11.90 the Chairman & Managing Director, POWERGRID withdraws and revokes the following powers delegated to various Executives of the Corporation as under:

SECTION	Subject	Clause No.
III.	PERSONNEL POWERS IN CORPORATE CENTRE.	1 & 4.
V	PERSONNEL, ADMINISTRATIVE POWERS IN REGIONS/PROJECTS.	I: PERSONNEL 1,2 & 4.

3. In view of the revocation of powers as stated in para-2 above any creation or sanction of posts shall require specific prior written approval of CMD. Further any induction or appointment against any post in any category (i.e. executives, supervisory or workmen) or of any type/class viz. regular/probationer/temporary/casual/daily rated/muster roll/part-time/apprentice/trainee/on foreign service shall have prior approval of Chairman & Managing Director.

This order comes into force with immediate effect.

This issues with the approval of the competent authority.

Dinesh Tandon
(Dinesh Tandon)
Company Secretary

Distribution:-

- All Directors at CC
- All EDs at CC
- All Regional Heads

Handwritten notes:
11053/...
20/5/98

Handwritten notes:
Dinesh Tandon
Company Secretary

POWER GRID CORPORATION OF INDIA LIMITED

DI:01.07.2003.

C/COS/11022/88

OFFICE ORDER No: 53/2003

The powers vested under clauses 1 & 4 of Section-III (Personnel Powers in Corporate Centre) and under S.No.1 (Personnel) - clauses No.1, 2 & 4 of Section-V (Delegation of Personnel & Administrative powers in Regions/Projects) were revoked vide office Order No.34/98 dt. 20.5.1998. CMD has now approved the delegation of the said powers in favour of Director(Personnel) and accordingly the earlier Order NO.34/98 dated 20.5.1998 stands modified to that extent. The cases approved by Director (Personnel) are to be put up for information of CMD on six monthly basis.

This issues with the approval of the Competent Authority and comes into force with immediate effect.

Divya Pandey
(Divya Pandey)
Company Secretary

Dol ke liye nahi hai

CD

वि.स. भा.

भा.स. (प.स.)

प.स. व. 1

→ श्री कृष्ण लाल

श्री राजू

श्रीमती भावना

श्री मारवाह

श्री सरीन

Distribution:-

Director(Fin)/Director(Operns)/Director(Projs.)/Director(Pers.)

ED(HR);CC

ES to CMD

Regional EDs

Heads of HR - Regions

PS

Pl. get 5 photocopies.

9/07/03

PO(S)