



पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)



पावरग्रिड

केन्द्रीय कार्यालय: "सौदामिनी" प्लॉट सं. 2, सैक्टर-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/2015/87

Date: 13th July, 2015

Shri Abhinav Kumar
BH-66, NFL Township
NFL Vijapur, Guna
Madhya Pradesh-473111

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

Dear Mr. Kumar,

This has reference to your online RTI request dated 22nd June, 2015 seeking information under RTI Act, 2005.

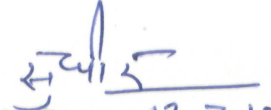
The information sought is attached at **Annex-I**.

Details of Appellate Authority, at Corporate Centre, Gurgaon, under RTI Act, 2005 is as below:

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) 13.7.15

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



LEAVE RULES

1.0 SHORT TITLE

These Rules may be called "POWERGRID Leave Rules".

2.0 SCOPE OF APPLICATION

These Rules shall apply to :

- i) All Regular employees of the Company;
- ii) Probationers;
- iii) Temporary employees;
- ✓ iv) Trainees/Apprentices, other than Apprentices under the Apprentices Act 1961;
- v) Employees engaged on contract;

2.1 These Rules shall not apply to employees on deputation/foreign service to the Corporation.

3.0 DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context :

- (a) The "**Corporation**" means Power Grid Corporation of India Ltd.
- (b) "**Board**" means the Board of Directors of the Corporation.
- (c) "**Management**" means the Board of Directors, the Chairman and Managing Director or any other officer of the Corporation authorised to act on their behalf.
- (d) "**Competent Authority**" with reference to the exercise of any power under these Rules means the Officer or Authority to whom such powers are delegated either in general or in particular.
- (e) "**Employee**" means a person appointed to any position in the Corporation and will include a probationer.
- (f) "**Regular employee**" means an employee who has been engaged in a vacancy on the regular establishment of the Corporation and has been declared in writing to have satisfactorily completed probation period in one or the other post.



- 7.5 Employees who undergo sterilisation operation under the family welfare scheme may be granted special casual leave not exceeding six working days in case of male employees and 14 days in respect of female employees.
- 7.6 Employees who are ex-servicemen when called by Ministry of Defence to participate in the Republic Day Parade can be granted Special Casual Leave for the period of their stay in Delhi and the minimum period spent on journey to and from Delhi by direct route.
- 7.7 Special Casual Leave can be granted to an employee if he is called as witness by the courts, towards the day of absence, i.e. attendance days and minimum travelling time by shortest route. This leave will only be allowed to the employees when they are called as witnesses in cases where the Government is a party or Government calls the incumbent for evidence even when the corporation has nothing to do in these cases, provided, however, that the employee himself is not a party being prosecuted or defended. Where the Corporation is a party and the employee is called for evidence by the Corporation, the said period will be treated as on duty and employee would be paid the usual TA/DA.
- 7.8 For an employee who is not permitted to avail of full joining time in Company's interest when transferred from one station to another, specific executive orders will be issued in this respect by Management.
- 7.9 To regularise the absence on account of natural calamities and civil/political disturbances and infectious diseases, each case will be considered on merits by the Competent Authority.
- 8.0 EARNED LEAVE**
- 8.1 Earned Leave means leave earned in respect of periods of service with the Corporation and granted on full pay or stipend in case of Trainees/Apprentices other than Apprentices Act.
- 8.2 Every employee's earned leave account will be credited in advance each year. This will be done in two instalments, namely 50% of the entitlement on 1st Jan. & 1st July, every year. The leave at credit of the employee at the close of the previous half year will be carried forward subject to the condition that the total credit at the beginning of each half year does not exceed the limit of accumulation as allowed under these rules. However, w.e.f. 1.7.93, ceiling limits of 300 days of EL should be applied only at the end of the Half year and not at the beginning thereof and the same may be regulated in the following manner :
- a) In case of employees having at their credit Earned Leave of 285 days or less as on 1st January/1st July of a year, Earned Leave of 15 days, or proportionately less in respect of retiring persons or those leaving services during the next half year, may continue to be credited to their leave account in advance as at present.