



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड  
Power Grid Corporation of India Limited  
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी  
Central Public Information Officer under the RTI Act, 2005  
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122007  
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



CP/RTI/2015/187

Date: 4<sup>th</sup> February, 2016

Shri I. C Patel  
D.E, DGVCL, B/H  
Dharampur Bus Stand, Dharampur-2  
Dharmpur-2 Valsad, Gujarat.

**Sub:Information under Right to Information Act, 2005 (Application No.187 date 10<sup>th</sup> October, 2015)**

Dear Mr. Patel,

This has reference to your request for information dated 10<sup>th</sup> October, 2015 (received on 19<sup>th</sup> October, 2015) seeking information, under RTI Act, 2005.

The information sought pertaining to Corporate Centre, POWERGRID, Gurgaon is attached at **Annex-I**. As the information sought through 18 questions were pertaining to various issues and belongs to different departments, compilation of the same took some time and therefore, it couldn't be provided within the stipulated 30 days time period. The delay was unintentional and inconvenience caused is regretted, please.

First Appeal, if any, against the reply of CPIO may be made to the first appellate Authority within 30 days of the receipt of the reply of CPIO. 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.  
Email ID: [bmishra@powergridindia.com](mailto:bmishra@powergridindia.com)  
Phone No. 0124-2571960

Thanking you,

भवदीय,

सतीश 4.2.16

(सतीश कुमार जे.)

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

Phone No. 0124-2822746

Email ID: [cpio.cc@powergrid.co.in](mailto:cpio.cc@powergrid.co.in)



1. Promotion policy is enclosed at Annex-A.
2. There is no such data is being maintained/available in POWERGRID.
3. Copies of promotion orders for employees promoted through accelerated career growth scheme from the year 2006 till date at Annex-B.
4. There is no specific policy regarding safety shoes. However, all technical employees (i.e Executive, supervisor & Workmen categories) including RHQ employees who are directly working or visiting substations and transmission line during construction and O&M are provided with electrical safety shoes.
5. Information sought is being provided by Regional CPIOs directly.
6. Timings ( 09:00 AM to 05:30 PM ( Lunch Break 01:00 PM to 01:30 PM)
7. Policy related to overtime is enclosed herewith at Annex-C.
8. Same as S.no 7 above
9. Policy in respect of compensatory off is enclosed at Annex-D.
10. Same as S.no 9 above
11. Policy related to Grievance redressal is enclosed at Annex-E
12. Attached at Annex-F
13. Attached at Annex-F
14. There is no policy in respect of employee salary account.
15. Attached at Annex-F
16. Attached at Annex-F
17. Attached at Annex-F
18. There is no PID policy; however there is Hotline Maintenance Allowance Scheme which is enclosed at Annex-G.

\*Amended clause in respect of overtime, compensatory-off and promotion policy (Workmen & Supervisor) is enclosed at Annex-H.





## STATEMENT OF COMPANY POLICY REGARDING PROMOTION OF EMPLOYEES IN EXECUTIVE CATEGORY

### 1.0 Scope and coverage

1.1 This Statement of Company Policy will be applicable to all POWERGRID personnel on the regular rolls of the Company in the following executive grades:

Grade	Pay Scale (Rs.) (w.e.f 01.01.2007)
E1	20600-46500
E2	24900-50500
E2A	24900-50500
E3	29100-54500
E4	32900-58000
E5	36600-62000
E6	43200-66000
E6A (placement)	43200-66000

1.2 The Policy Statement will not be applicable to executives who are appointed in a grade for a limited tenure, superannuated persons reappointed in the Company's service and to other executives appointed on a purely casual or temporary basis.

1.3 Executives in whose cases a clause in the terms of initial appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the executive initially joins the Corporation, will be excluded from the purview of this Policy Statement.

1.4 Executives who are on deputation to POWERGRID or who retain lien on the service of the parent organisation will not be covered by this Policy Statement.

### 2.0 Philosophy and Objectives

2.1 POWERGRID as a Company subscribes to the philosophy of generating growth from within, and in pursuance thereof, endeavours to achieve synchronisation of the goals and objectives of the organisation with the aspirations for growth and development of the individual employees.

2.2 POWERGRID hereby declares that it will be the Company's general policy to look within the organisation for suitable persons with the requisite skill, expertise, merit and suitability for filling up the senior executive positions.



- 2.3 Notwithstanding anything stated above, POWERGRID will take recourse to lateral entry at all levels from outside to the extent considered necessary to ensure infusion of new blood and fresh outlook brought in by specialised/experienced personnel from other reputed organisations from India and abroad with a view to sustaining the vigour and vitality of POWERGRID as a leading and progressive organisation.
- 2.4 The basic induction level into the executive cadre in POWERGRID is E-2A grade to which entry will be largely through the Company's Executive Trainee Scheme, but it will be ensured that such induction will not impair the growth opportunities for the meritorious and talented executives in E-2 grade.
- 2.5 In order to facilitate the fulfillment of the growth expectations, POWERGRID will strive to create and sustain an environment conducive to efficient and effective functioning of the executives in their roles and responsibilities and to provide the necessary scope and facilities for development of technical and managerial skills and capabilities through training, job rotation, opportunity to serve in the field, job enlargement and job enrichment. Executives are expected to avail fully of the developmental opportunities, as mere reliance on length of service may not be sufficient to meet fully their growth aspirations.
- 2.6 Consistent with and subject to the above principles and Company philosophy, POWERGRID lays down herein its Promotion Policy for the executives and managerial personnel with the following as the objectives :
- 2.6.1 To motivate and enthuse executives and managers for better and more effective performance by rewarding them with promotion to positions of higher responsibility commensurate with their merit and ability and contribution towards the achievement of the organisational goals and objectives.
- 2.6.2 To lay down clear and unambiguous principles to regulate promotion of executives to available higher positions consistent with requirements of the Company.
- 2.6.3 To ensure uniformity, consistency and fairness in the promotion of Company executives as between various disciplines, projects and establishments of the Company.
- 2.6.4 To communicate to the executives, the requirements of performance, merit and other conditions prerequisite to promotion and the events and circumstances which might disqualify them from being promoted.
- 3.0 **General Principles**
- 3.1 Promotion of executives to positions in next higher grades will be solely on the basis of merit, efficiency, grade service and suitability. In view of the fact



that such merit, efficiency and suitability can be meaningfully determined on the basis of assessment of performance and potential over a reasonable period, there shall be a minimum period of service in a grade to be called "Eligibility Period" and only those Executives who complete the minimum period so prescribed will be eligible for consideration for promotion to the next higher grades.

- 3.1.1 The Promotions to the grade of E5, E6, E6 to E6A(placement) & E6A to E7 will be subject to notified vacancies. However, vacancy may not be a constraint for promotions upto E4 grade.
- 3.2 Wherever limited applicability of seniority is provided in this policy, such seniority will be determined with reference to one or more of the following factors:
- 3.2.1 Length of service in a grade from the date of joining inclusive of seniority weightage, if any or from the date of promotion in POWERGRID.
- 3.2.2 Merit position in the selection panel where date of joining is the same or the merit position in Corporate Promotion Committee minutes where date of promotion is the same.
- 3.3 Cases of eligible personnel in the executive cadre may be taken up for consideration for promotion at any time depending upon the availability of vacancies and exigencies of work. Promotions will take effect from the date of assumption of charge of the higher post or the date of issue of order or any prospective or retrospective date as may be specified in the promotion order. However, to enable promotions being effected in a planned and rational manner and to ensure that anomalies and unavoidable widening of inter-se-differences are kept down to the minimum, promotion of executives to available vacancies in grades upto and including E-6A(placement) will normally be made effective from standard date/ dates.
- The standard dates and other matters relating to eligibility date etc. shall be regulated as under:
- a) Meeting of the Corporate Promotion Committee for promotion of executive will be held once in a year. The eligibility of an executive upto and including the grade of E6A(placement) will be determined as on 1st of April with grace period of one month i.e. those who complete the eligibility period as on 30th April will come under the zone of consideration.
- b) Executives in the grade of E5 and below who are found fit for Promotion by the Corporate Promotion Committee will be considered for promotion effective from the dates as mentioned below :



- (i) Executives who completed the eligibility period together with the grace period as on preceding 31st July will be considered for promotion from 1st January preceding the April CPC proceedings.
  - (ii) Executives who complete the eligibility period as on 30th April (inclusive of grace period) will be considered for promotion from 1st April.
  - c) However, in the case of promotion of executives from the grade of E6A (placement grade) to the grade of E7 the promotion will normally be effective from the date of issue of the promotion orders.
- 3.4 It would be essential to clear a departmental examination of standard equivalent to bachelor in engineering for any executive who possesses only diploma in engineering qualification, to be promoted beyond the grade of Deputy Manager. This condition will be relaxable by CMD only in exceptional cases where knowledge and performance of an individual is adjudged, by a committee duly constituted for this purpose, to be equivalent to a degree in engineering and CMD is satisfied that such relaxation is justified.
- 3.5 For consideration of Executives in the grade of E6A (placement grade) for promotion to E7, field Exposure is considered desirable except in cases of Specialisation/Expertise which are required to meet the organisational needs.
- 4.0 **Appraisal System - Basis for assessment of merit and suitability**
- 4.1 The Performance Appraisal System in operation for the executives of the company, as modified from time to time, will generally provide the basis for determination of merit, efficiency, potential and suitability of executives and Managers for positions of higher responsibility in the appropriate higher grade, as relevant.
- 4.2 The appraisal year will be the calendar year for executives in the grades upto and including E5. For E6 and above, the appraisal year will be the financial year from 1<sup>st</sup> April to 31st March. Where more than 6 months of the appraisal year have elapsed at the time of consideration of an executive for promotion, a Special Performance Report for the part year may be obtained and taken into consideration along with the Reports of the previous years. Wherever an executive is promoted taking into consideration the special report, the special report shall be treated as regular report and regular report for the balance appraisal period shall only be obtained. However, in case the executive is not promoted, the special report has to be replaced by the regular appraisal report for the full appraisal period.
- 4.3 Performance Appraisal Report for any period of less than 6 months in an appraisal year will not be taken into consideration for the purpose of





promotion. However, where two or more reports are written in any appraisal year by reason of an executive being posted under different reporting/countersigning officers, a single rating for the year will be determined by the Corporate Promotion Committee.

4.4 Where the case of an executive comes up for consideration for promotion before he completes the prescribed eligibility period on account of a "seniority weightage" granted to him as a part of the terms of his initial appointment, the rating given in the first appraisal report in POWERGRID, if for a period of 6 months or more, will be deemed to be the appraisal rating of the earlier years' reports which are to be taken into consideration, in accordance with this policy statement.

4.5 The Appraisal System will be on a 5 point scale i.e "Outstanding", "Very Good", "Good", "Average" and "Not Satisfactory". The final overall evaluation by the "Moderation Committee" will be taken into consideration for the purpose of aggregation and marks will be allotted to various ratings as follows:

Rating	For Promotions upto E4	For Promotions from E4 to E5 & above
Outstanding	8	10
Very Good	6	8
Good	4	6
Average	2	4
Not Satisfactory	0	0

Following shall be the conversion table for converting the marks into five point scale:

80-100	Outstanding
60-79	Very Good
50-59	Good
40-49	Average
Below 40	Not Satisfactory

5.0

#### Eligibility Periods

5.1

The eligibility period for consideration of executives in the grades as mentioned below for promotion to the next higher grades shall be as under:

Executive in Grade of	Eligibility period (years)
E-2	1
E-1, E-2A, E-3 & E-4	3
E-5 & E-6	4
E6 to E6A (placement)	4



E6A to E7	6 (E6 and E6A grade put together is required out of which minimum one year service in E6A grade is mandatory)
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It is on completion of the minimum period of service in the grades as prescribed above, as on 30th April (inclusive of the grace period of one month) that an executive will become eligible for consideration for promotion to the next higher grade.

- 5.2 In the case of promotions of executives in the pay scales of E-5 and E-6, normal period of eligibility will be four years but keeping in view the special requirements of the organization in this fast expanding phase when it may be considered desirable to fill vacancies in higher grades with executives from within rather than resorting to recruitment from outside, the eligibility period may be relaxed at the sole discretion of the Chairman & Managing Director upto a maximum of 6 months in exceptional cases.
- 5.3 There will be a grace period of a maximum of one calendar month for the purpose of determination of the eligibility periods as above.
- 5.4 While computing the length of service rendered by an executive in his existing pay scale, the seniority weightage granted to him in that pay scale, if any, as laid down in the terms of initial appointment will be taken into account.
- 6.0 **Constitution & Role of Corporate Promotion Committee (CPC)**
- 6.1 CMD shall have the powers to constitute Corporate Promotion Committee (CPC), as considered appropriate by him, from time-to-time.
- 6.2 CPC will consider the suitability or otherwise of the eligible executives for promotion to the appropriate next higher grade, on the basis of their qualification, grade service, performance and potential as reflected in the Appraisal Reports, Interview (wherever applicable) and other documents, relevant records in the personal files and any other information/reports having a bearing on their suitability for assuming positions in the next higher grade.
- 6.3 In addition to the above, the CPC shall interview the eligible executives in E5, E6 & E6A (placement) grades, with a view to ascertain their suitability for the next higher position.
- 6.4 The CPC shall take into consideration the Performance Appraisal Reports including Special performance Report, if any, for the last One/Three/Four



years as the case may be depending upon the eligibility period prescribed at para 5.1 above.

6.5 While considering promotions after taking into account all relevant factors, the CPC will award upto a maximum of 5 marks (for promotion to E2, E3 & E4 grade), 3 marks (for promotion to E2A grade), 15 marks (for promotion to E5 grade) and 20 marks (for placement to E6A & for promotion to E7 grade) to each eligible executive, keeping in view;

- a) the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
- b) the need to ensure uniformity, consistency and equitability;
- c) potential and suitability for the specific job position to which he is to be promoted;
- d) general conduct, personality and sense of involvement and commitment to the organisation; and
- e) the upward or downward trend in the appraisal ratings. In case of upward trend, the CPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.

6.6 The marks secured by each eligible executives from the Performance Appraisal Reports, Grade Service and mark awarded by CPC (wherever applicable) will be aggregated in the evaluation sheet. Those executives who have been found suitable for promotion will be ranked in order of merit. Where aggregate of marks is the same, they will be ranked in order of seniority. The promotion order shall be issued in respect of executives who secure the promotability marks.

6.7 Subject to fulfilment of the principles, minimum criteria and other conditions as laid down herein and subject to other relevant rules and orders in force in the company, the recommendation of CPC will be put for approval of the Chairman and Managing Director or any delegated authority, a panel of names of eligible executives, ranked in order of merit, who are considered suitable for promotion to specific appropriate positions in the next higher grade. Where the Chairman and Managing Director himself is the Chairman of the CPC, the said recommendation will be deemed to have been approved. The recommendation so approved will constitute the basis and authority for promotion of executives to the appropriate higher grade.

6.8 Human Resource Department will provide all necessary support to the CPC, including constitution and convening of meeting of CPC, recording of minutes, furnishing of information and records, analysis and report on the Appraisal Ratings, available vacancies etc.



7.0

7.1

**Criteria and Conditions for Promotion and Disqualification from Promotion**  
Factors which are to be taken into account for determining suitability for promotion of an executive and the weightage therefore shall be as under:

a) Promotion of executives from the grades of E1 to E2, E2A to E3 and E3 to E4:

SNo	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 3 years)	24
ii)	Grade Service	16
iii)	CPC Marks	5
	Total	45

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under :

Grade Service	Marks
3 years	10
4 years	13
5 years & above	16

The qualifying Marks for promotability will be 32 (thirty two)

**NOTE:** Executives in E2 grade, other than executive trainees, will be designated as Sr.Asstt.Engineer/ Sr.Asstt.Officer.

b) Promotion of executives from the grade of E2 to E2A

Sl.No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last year)	8
ii)	Grade Service	4
iii)	CPC marks	3
	Total	15

The marks for Performance Appraisal Ratings will be as given in Para 4.5

The marks for Grade Service will be as under :

Grade Service	Marks
1 year	3
2 year & above	4

The qualifying marks for promotability will 10 (ten)

c) Promotion of executives from the grades of E4 to E5

Sl. No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 3 years)	30
ii)	Grade Service	15



iii)	CPC	15
	<b>Total</b>	<b>60</b>

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
3 years	8
4 years	10
5 years	12
6 years & above	15

The 'Qualifying Marks for 'promotability' will be 45 (Forty Five)

- d) Promotion of executives from the grades of E5 to E6, E6 to E6A (placement grade), promotion from E6A to E7.

Sl.No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (for last 4 years)	40
ii)	Grade Service	20
iii)	CPC	20
	<b>Total</b>	<b>80</b>

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under :

Grade Service	Marks
4 years	12
5 years	14
6 years	17
7 years & above	20

The 'Qualifying Marks' for 'promotability' will be 60 (Sixty).

- 7.2 No employee whose Performance Appraisal Report for the last year or Special Performance Report, if any, is "Not Satisfactory" will be considered for promotion.
- 7.3 No employee under suspension 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.



- 7.3.1 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 CPC (Corporate Promotion Committee) along with all other cases. The recommendations of the CPC, 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 CPC need only contain the note, 'The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.
- 7.3.2 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 CPCs from the date of the meeting of the first CPC 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 CPC 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.
- 7.3.3 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. However, whether the concerned employee will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so, to what extent, will be decided by the Competent Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/ criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. The financial



benefits for the period of notional promotion will not be paid 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 CPC 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 7.3.2 above will be cancelled/revoked.

7.4 In case of transfer on promotion, the promotion will be effective from the standard date or notified date, provided the concerned executive joins at the new place of posting within a period of not more than two months from the from the date of issuance of the promotion order failing which the promotion will be regulated as under :

- a) In case the concerned executive joins at the new place of posting beyond two months but within 6 months from the date of issuance of the promotion order, the promotion will be effective only from the actual date of joining at the new place of posting. However, in exceptional cases, based on merits of the case, the promotion can be considered to be notionally effective from a date prior to the actual date of joining, as may be decided by the Competent Authority. The financial benefits on account of promotion will be allowed only from the actual date of joining the new place of posting.
- b) In case the concerned executive does not join at the new place of posting within 6 months from the date of issuance of the order, the promotion order would stand automatically cancelled and withdrawn and his case for promotion to the next higher grade will be considered afresh by the next CPC, as per policy.

#### 8.0 **Probation**

8.1 All Executives promoted to the grades of E6 & E7 shall be placed on probation for a period of one year from the date of assumption of charge in the next higher grade. The period of probation may be extended at the discretion of the Competent Authority but will not be extended by more than one year save for exceptional reasons to be recorded in writing.

8.2 Every executive promoted to the higher grade will be issued a formal order of confirmation on satisfactory completion of the probationary period or the extended period of probation as may be applicable. The executive will be deemed to be on probation until so confirmed in writing.



- 8.3 An order relating to confirmation or extension of probation will normally be communicated within one month from the date of completion of the probationary period or the extended period of probation. Non-compliance of this stipulation will not, however, result in automatic conformation of the executive concerned.
- 8.4 If during the probationary period or extended period of probation, the performance of the executive is not found satisfactory or upto the standard required for the promoted post, the executive shall be reverted back to the pre-promotion grade. After reversion, the employee will not be considered for promotion to the higher grade for a period of one year from the date of reversion.
- 8.5 There shall be no probation period for executive placed in E6A grade.
- 9.0 **Reservation for SC/ST**  
The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion will be kept in view while effecting promotions of executives.
- 10.0 **General**  
The Management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.





## 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/ not qualifying the written test or interview, for promotion to Executive grade, will be eligible for consideration for promotion to Selection Grade on completion of 4 years of service in S4 Grade.

#### 2.3.1 Promotion of Supervisors in S4 grade to E1

Supervisors who have put in 1 year of service in the S4 grade will be considered for promotion to E1 grade. As per amended rules, Supervisors in S3 grade will not be considered for promotion to E1.

#### Promotion of Supervisors in S4 grade to Selection Grade /E1

- i) Employees in S4 grade who possess the prescribed qualification\* for being considered for promotion to E1 but fail to get promotion and complete 4 years in the grade will be considered for promotion to Selection Grade on standard dates.



- ii) On promotion to Selection Grade, such employees at (i) above will continue to be eligible for consideration for promotion to E1 on fulfillment of other prescribed conditions.
- iii) Employees promoted to Selection Grade due to not having the prescribed qualifications for E1 but acquire the qualification later will also be eligible for consideration for promotion to E1 on standard dates after acquiring such qualification.
- iv) Employees found suitable for promotion from Selection Grade to E1 will be placed in the scale of E1. The pay fixation in such a cases shall be as per the rules.

If a Supervisor in Selection Grade acquires qualification subsequently, he will be eligible for consideration for promotion to E1. However, in such cases the pay fixation on promotion will be done as in the case of placement.

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 on duty/ service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as on 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 **Exemption from trade test/written test**

2.7.1 Those Supervisors who have qualified the Test i.e. Trade Test/Written Test/Supervisory Test/ Executive Written Test as prescribed in the COP but not



promoted either due to non-availability of vacancies or failing to qualify the interview will be exempted for re-appearing the same Test. However, while considering promotion in the next DPCs, such Supervisor have to re-appear in the interview again and their cases will be finalized keeping in view the performance in the interview, appraisal rating, disciplinary / vigilance record etc. as required in case of a fresh candidate. The marks secured in the Test qualified earlier will be taken into account by the DPCs.

2.7.2 In case where promotion to higher grade involves qualifying both Trade as well Written/Supervisory Test and an employee has qualified only one of the prescribed Test then he will be exempted from re-appearing the Test in which he has qualified.

2.7.3 The above provision will be applicable from DPC-2010 onwards and the candidates who have qualified the Trade Test/Written Test/Supervisory Test/ Executive Written Test during the DPC-2009 (Workmen to Supervisor and Supervisor to Executive-E1 grade) and wherever such type of Trade/Written Test are admissible will also be exempted from re-appearing the test.

2.8 **Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets**

S.No	Type of test/area	Rate (Rs.)
1.	Setting of Question paper / trade test (objective/ descriptive) upto 1½ hrs. duration.	Rs. 600/-
2.	Setting of Question paper / trade test (objective/ descriptive) above 1½ hrs. duration.	Rs. 800/-
3.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers upto 1½ hrs. duration.	Rs. 32 per paper (Minimum Rs.400)
4.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers above 1½ hrs. duration.	Rs. 40 per paper (Minimum Rs.400)

2.9 **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.

2.10 **Debarring**

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



### 2.10.2

No employee under suspension or against whom decision has been taken to chargesheet, 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.

### 2.10.3

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/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 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.

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



Factor considered in Promotion	Weightage / Marks
Seniority	30
Appraisal Report/ Merit Rating	30
Test, Trade Test, Interview	40
<b>Total</b>	<b>100</b>

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

**3.3.1 Grade Seniority Marks and AAR Ratings for Supervisors in S4 grade for promotion to Selection Grade**

- The marks for AAR ratings and grade seniority will be as under:

AAR Ratings (*)	Marks (Max 30)
Outstanding	7.5
Very Good	6
Good	5
Satisfactory	4
Unsatisfactory	0

(\*)Four AARs to be taken into consideration

- Grade Seniority**

Grade Seniority	Marks (Max 30)
4 yrs	15
5 yrs	20
6 yrs	25
7 yrs & above	30

Total marks 1+2 = 60 marks; Qualifying marks = 50% as per rules (40% for SC/ST)

**3.3.2 AAR Ratings, Grade Seniority, Test and interview marks for Supervisors in S4 Grade for Promotion to E1**

- 

AAR Rating( *)	Marks(Max 10)
Outstanding	10
Very good	8
Good	7
Satisfactory	5
Unsatisfactory	0

\*Only one AAR to be taken into consideration.



2.

Grade Seniority ratings	Marks (Max 30)
1 year	15
2 years	20
3 years	25
4 years & above	30

3. Test Marks : 20 marks

4. Interview Marks : 20 marks

Total marks (1+2+3+4) : 80 marks

Qualifying marks = 50% as per rules (40% for SC/ST)

**Break-up of Seniority marks in supervisory cadre upto S4 level**

Grade Seniority	Marks (Max 30)
3 years	15
4 years	20
5 years	25
6 years & above	30

**AAR Ratings in supervisory cadre upto S4 level**

AAR Rating( *)	Marks(Max 10)
Outstanding	10
Very good	8
Good	6
Satisfactory	5
Unsatisfactory	0

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 DPC shall give its recommendation. Based on the recommendation of the DPC, the competent authority shall approve the list of successful candidates and the promotion orders shall be issued by the respective HR department.





3.6 Supervisors promoted to upto Selection Grade will be placed on probation for a period of six months. The policy for probation for Supervisors on promotion to E1 will continue to be six months.

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.

3.7 **Designation of supervisors in Selection Grade**

The designation of the Supervisors in Selection Grade will be given by suffixing "SG" in the respective pre-promoted designation. For example, Sr. Accountant in S4 grade will be designated as Sr. Accountant (SG), Sr. P.S. and JE Grade (I) will be designated as Sr. P.S (SG) and JE Grade I (SG) respectively.

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.





## WORKMEN PROMOTION POLICY

### 1.0 Objectives

The objective of the Company's Promotion Policy for employees in the Workmen Categories is to provide, keeping in view the organizational 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 (COP)

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.

Wherever channel of promotion indicates Trade test and interview, all eligible workmen under special dispensation also needs to qualify the Trade Test and interview for placement to next higher grade. Further, workmen have also to satisfy all the conditions of promotion relating to AARs, Disciplinary action/ Vigilance proceedings etc.

COP of drivers are applicable only to those drivers who are operating vehicle. Those drivers, who are not presently operating any vehicles, will be subjected to proper training for suitable deployments in technical fields like Technicians, Operators etc.

### 2.3 Categorization of workmen is done into two groups

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

A) Technicians, assistants, Stenographers, Storekeepers, Draftsmen, Operators, Drivers, Security Guards, Cooks, Artisans, Pharmacists etc.

W3 to W6	Skilled
W7 & above	Highly Skilled



B) Attendants, Mazdoors, Khalasis etc:

W0 & W1	Unskilled
W2 to W6	Semi-Skilled

2.3.2

### Eligibility Period

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-0 to W1	10
W-1 to W2 & W-2 to W3	6
W3 to W4 & above	4

The eligibility for workmen in Semi – Skilled group for W0 to W1 shall be ten (10) years and from W1 onwards up to W5 to W6 eligibility period shall be six (6) years at each level.

2.3.2.1

The grace period of one month is permissible for the purpose of determination of eligibility period for promotion in Workmen category as being provided to Supervisory and Executive category. Accordingly, the Workmen who have joined/ been promoted upto 1<sup>st</sup> February (F/N) of a calendar year will be considered in the DPC to be conducted for promotion effective from 1<sup>st</sup> January and similarly the Workmen who have joined/ been promoted upto 1<sup>st</sup> August (F/N) of a calendar year will be considered in the DPC to be conducted for promotion effective from 1<sup>st</sup> July.

Workmen who are found suitable for promotion by the Departmental Promotion Committee will be considered for promotion effective from the dates as mentioned below:

- i) Workmen who complete the eligibility period together with the grace period as on 1<sup>st</sup> February (F/N) will be considered for promotion w.e.f. 1st January of that year.
- ii) Workmen who complete the eligibility period together with the grace period as on 1<sup>st</sup> August (F/N) will be considered for promotion w.e.f 1st July of that year.

2.3.2.2

### Placement of Workmen (W7 & Above) in S1 Grade

A workman who is promoted to W7 grade, due to not possessing the requisite qualifications or not passing the Supervisory test / interview etc will be considered for placement in S1 grade if he:



- a) Acquires the prescribed qualification
- b) Qualifies in the supervisory test / interview etc

A workman promoted to W8 or above can also be considered for placement in S1 grade only on acquiring the prescribed qualification and passing the supervisory test / interview etc. In other words instead of lateral placement in corresponding Supervisory cadre on meeting prescribed requirement such placement shall be at S1 level only, which is induction level in Supervisory cadre. In case workman W8 and above does not wish to be placed in S1 grade in this manner, he will continue to move in the Workmen cadre as per available opening.

Placement in S1 grade will be subject to fulfillment of all the conditions for promotion in terms of the promotion policy. For award of marks on account of seniority, the service from the date of entry in W6 grade will be considered.

Seniority in the S1 grade will be counted from the date of actual placement in the S1 grade.

Pay Fixation on placement in S1 grade will be at the same stage of pay in S1 scale, if available, otherwise, at the next higher stage.

2.3.3 E.O.L. on account of illness or for pursuing of higher scientific and technical/professional studies:- duly supported by a medical certificate from an authorized medical officer of the Company in case of illness and by a certificate from the Head of Division that the higher scientific and technical/professional studies are in the interest of Company's work, in case of leave for pursuing 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 pursuing 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 on duty/service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as on duty/service.

Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as on 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 Marking System

### (i) Seniority Marks

The seniority marks will be as under:

Eligibility period of 04 years		Eligibility period of 05 years		Eligibility period of 06 years		Eligibility period of 10 years	
Years of service	Marks	Years of service	Marks	Years of service	Marks	Years of service	Marks
4	15	5	15	6	15	10	15
5	20	6	20	7	20	11	20
6	25	7	25	8	25	12	25
7 & above	30	8 & above	30	9 & above	30	13 & above	30

### 2.5 Annual Appraisal/Merit rating

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 Personnel Department.

### (i) AAR Marks in case of Workmen will be as under:

Ratings	Eligibility period of 04 years	Eligibility period of 05 years	Eligibility period of 06 years	Eligibility period of 10 years
Outstanding	7.5	6.0	5.0	3.0
Very Good	5.5	4.5	3.0	2.0
Good	4.0	3.0	2.5	1.5
Satisfactory	2.0	2.0	1.5	1.0
Not satisfactory	0	0	0	0



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 **Exemption from trade test/written test**

2.7.1 Those Workmen/Supervisors who have qualified the Test i.e. Trade Test/Written Test/Supervisory Test as prescribed in the COP but not promoted either due to non-availability of vacancies or failing to qualify the interview will be exempted for re-appearing the same Test. However, while considering promotion in the next DPCs, such Workmen/ Supervisor have to re-appear in the interview again and their cases will be finalized keeping in view the performance in the interview, appraisal rating, disciplinary / vigilance record etc. as required in case of a fresh candidate. The marks secured in the Test qualified earlier will be taken into account by the DPCs. This will also be applicable for placement to higher grade under special dispensation for Workmen.

2.7.2 In case where promotion to higher grade involves qualifying both Trade as well Written/Supervisory Test and an employee has qualified only one of the prescribed Test then he will be exempted from re-appearing the Test in which he has qualified.

2.7.3 The above provision will be applicable from DPC-2010 onwards and the candidates who have qualified the Trade Test/Written Test/Supervisory Test during the DPC-2009 (Workmen and Workmen to Supervisor grade) and wherever such type of Trade/Written Test are admissible will also be exempted from re-appearing the test.

2.8 **Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets.**

S.No.	Type of test/area	Rate (Rs.)
1.	Setting of Question paper / trade test (objective/descriptive) upto 1½ hrs. duration.	Rs. 600/-
2.	Setting of Question paper / trade test (objective/descriptive) above 1½ hrs. duration.	Rs. 800/-
3.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers upto 1½ hrs. duration.	Rs. 32 per paper (Minimum Rs.400)
4.	Evaluation of Answer Sheets for Objective-cum-descriptive type question papers above 1½ hrs. duration.	Rs. 40 per paper (Minimum Rs.400)



2.9 **Reservation of SC/ST/PH**

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.

2.10 **Debarring**

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

2.10.2 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 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 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.

2.10.3 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

The above 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 General Manager's 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 Personnel & Administration. 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.

3.3 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
<b>Total</b>	<b>100 marks</b>

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/PH candidates will be 40% in each of the items assessed.

3.5 Based on the above mentioned criteria, the list 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.

3.6 The approved list as well as the concerned papers/documents will be kept in the custody of the concerned Personnel Department, and the promotion orders in respect of the successful candidates will be issued by the concerned Personnel Department as per the vacancies. The promotions will be effected from two standard dates, namely 1<sup>st</sup> of January and 1<sup>st</sup> 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.



3.7

#### **DPC Periodicity**

DPC may be conducted one in a year in the month of July with the following modalities:

- DPC in July
- Eligibility to be seen as on 1<sup>st</sup> Jan & 1<sup>st</sup> July
- Combined vacancies would be released against which both groups i.e. 1<sup>st</sup> Jan & 1<sup>st</sup> July shall be considered.
- Successful candidates shall be promoted from their date of eligibility i.e. 1<sup>st</sup> Jan or 1<sup>st</sup> July as the case may be.
- Those found unsuitable would be considered for promotion after one (1) year. For example, if one is dropped in Jan 2007 he would be considered for promotion in Jan 2008 and similarly if dropped in July 2007 he would be considered for promotion in July 2008.

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

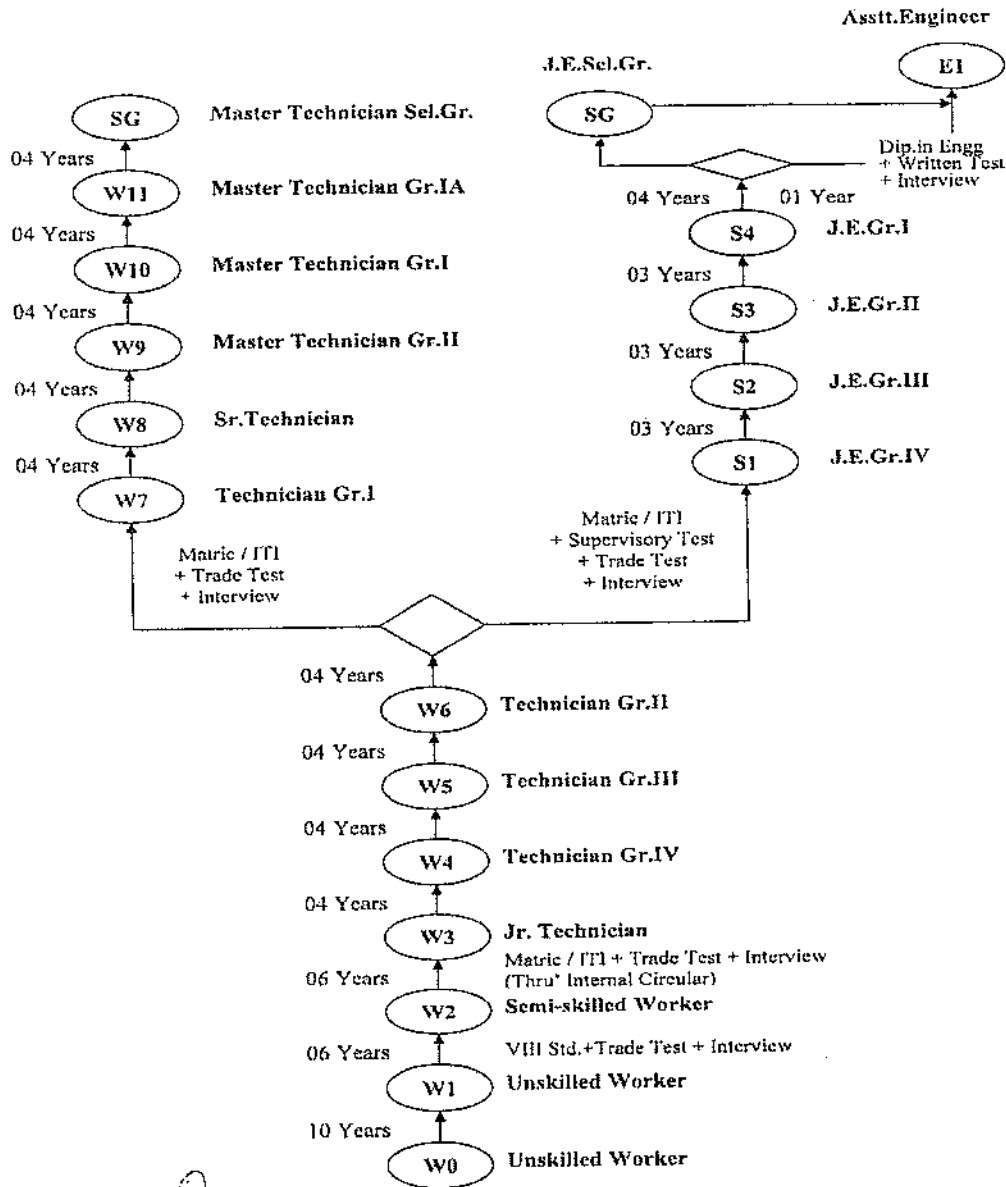
#### **General**

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



ANNEXURE-V

**Trade : Technician**  
**Area : Transmission System**

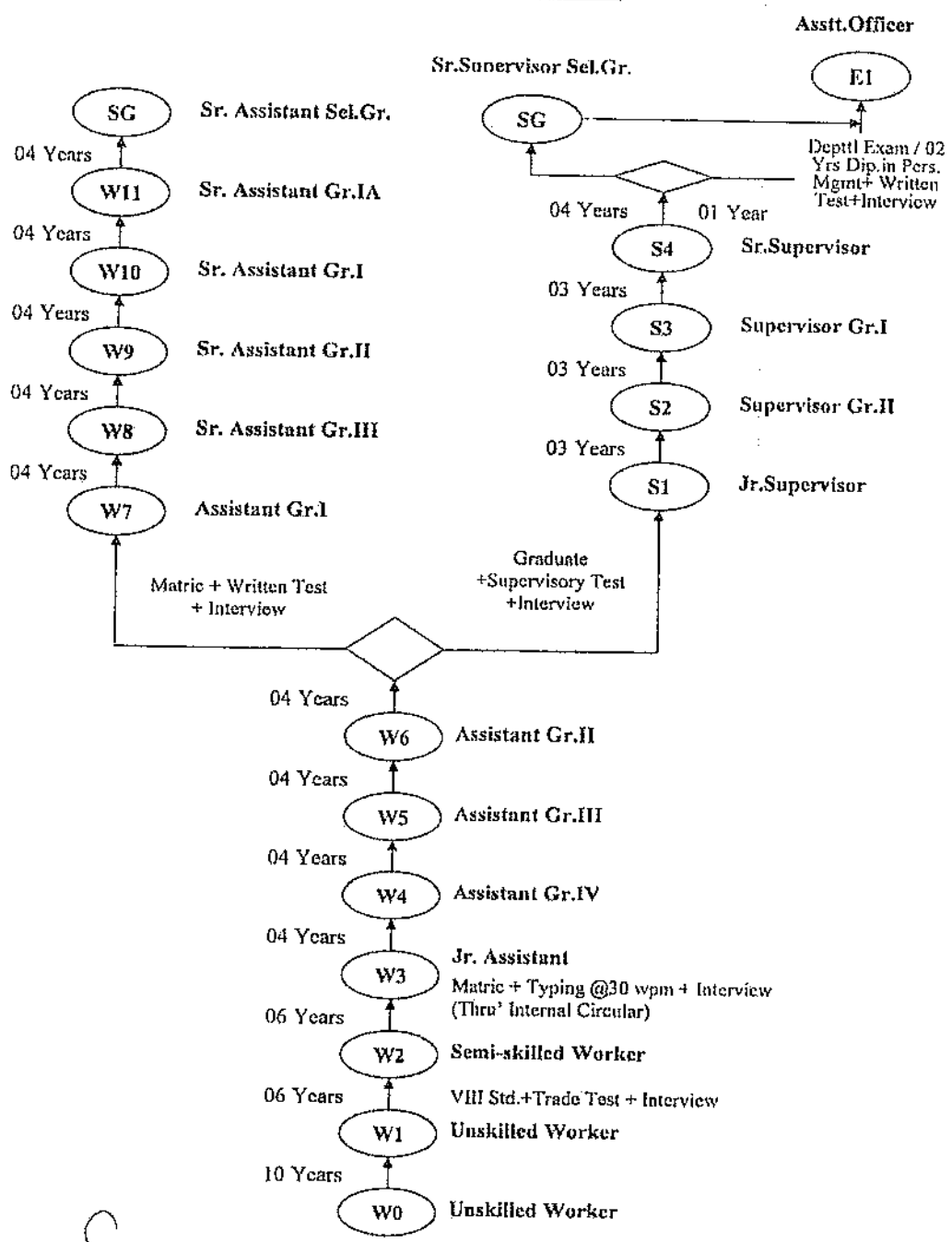


(1)

Lineman is inclusive in the broad term of 'Technician' and the Channel of Promotion (COP) will be same for lineman as applicable to 'Technician'.



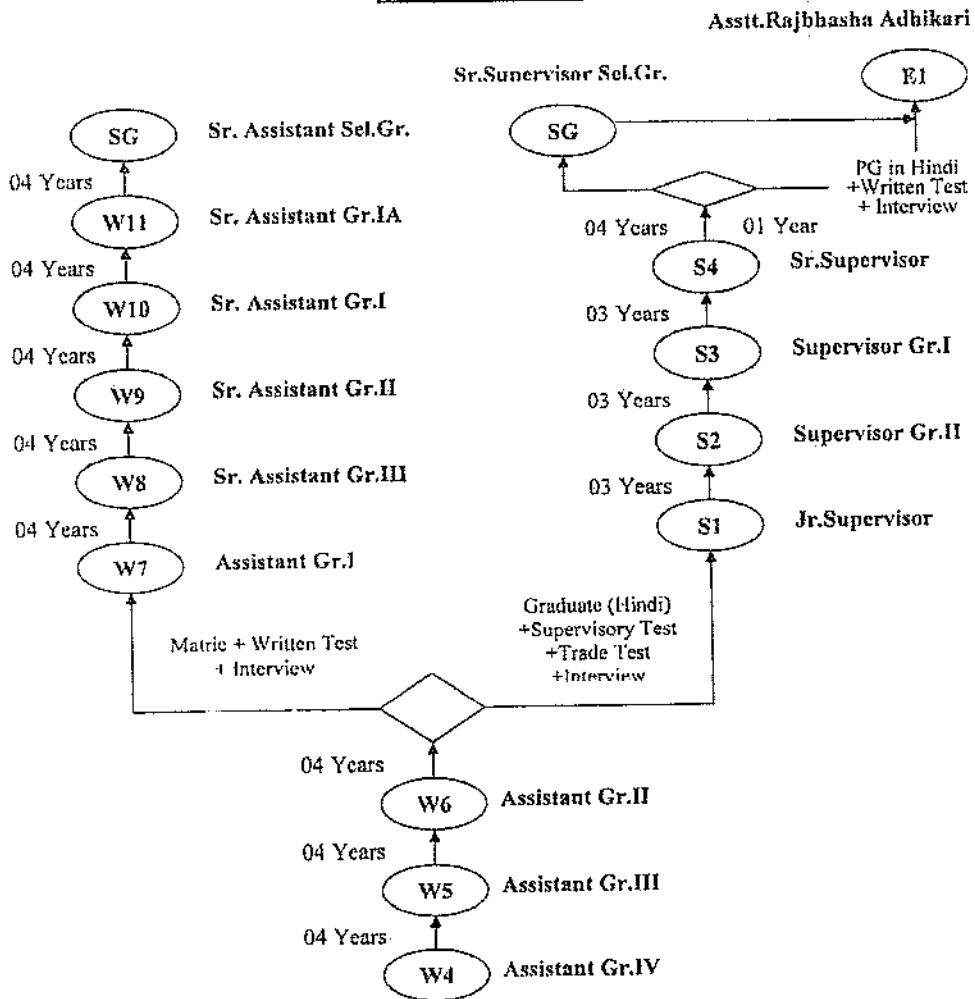
**Trade : Assistant**  
**Area : General (HR & Admin)**



(ii)



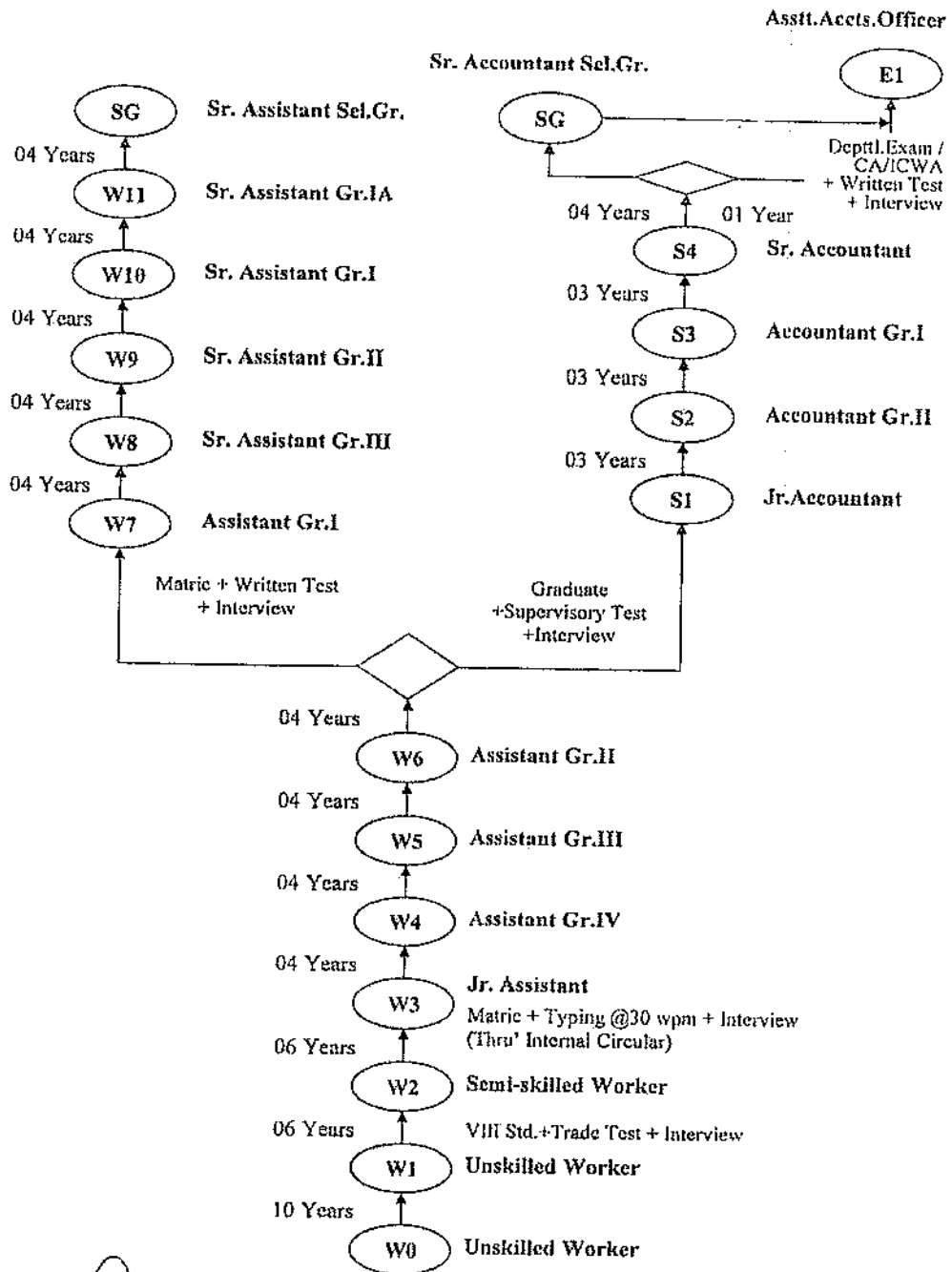
**Trade : Assistant**  
**Area : Rajbhasha**



(iii)



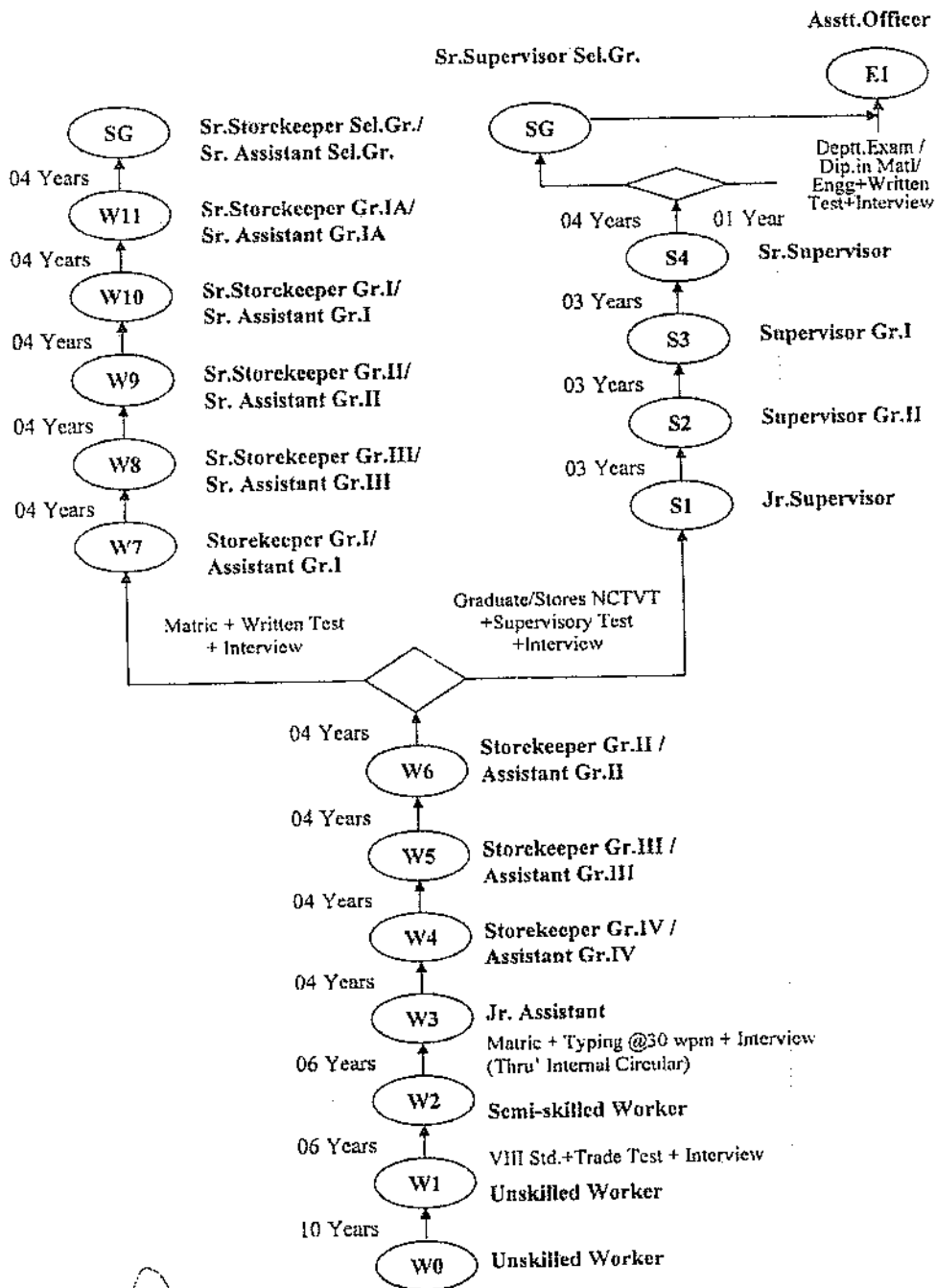
**Trade : Assistant**  
**Area : F&A**



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**Trade : Storekeeper/Assistant**  
**Area : Contracts & Materials**



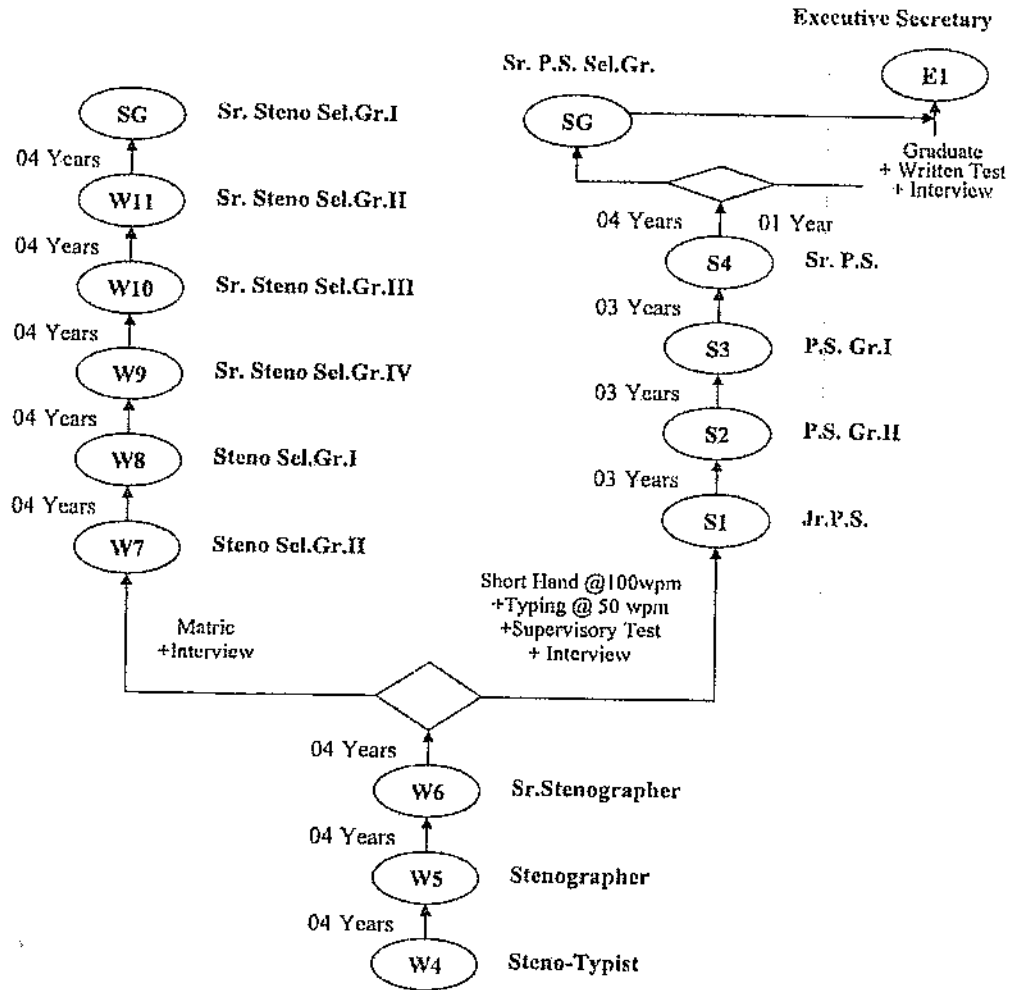
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**Trade : Stenographer**  
**Area : Secretarial**

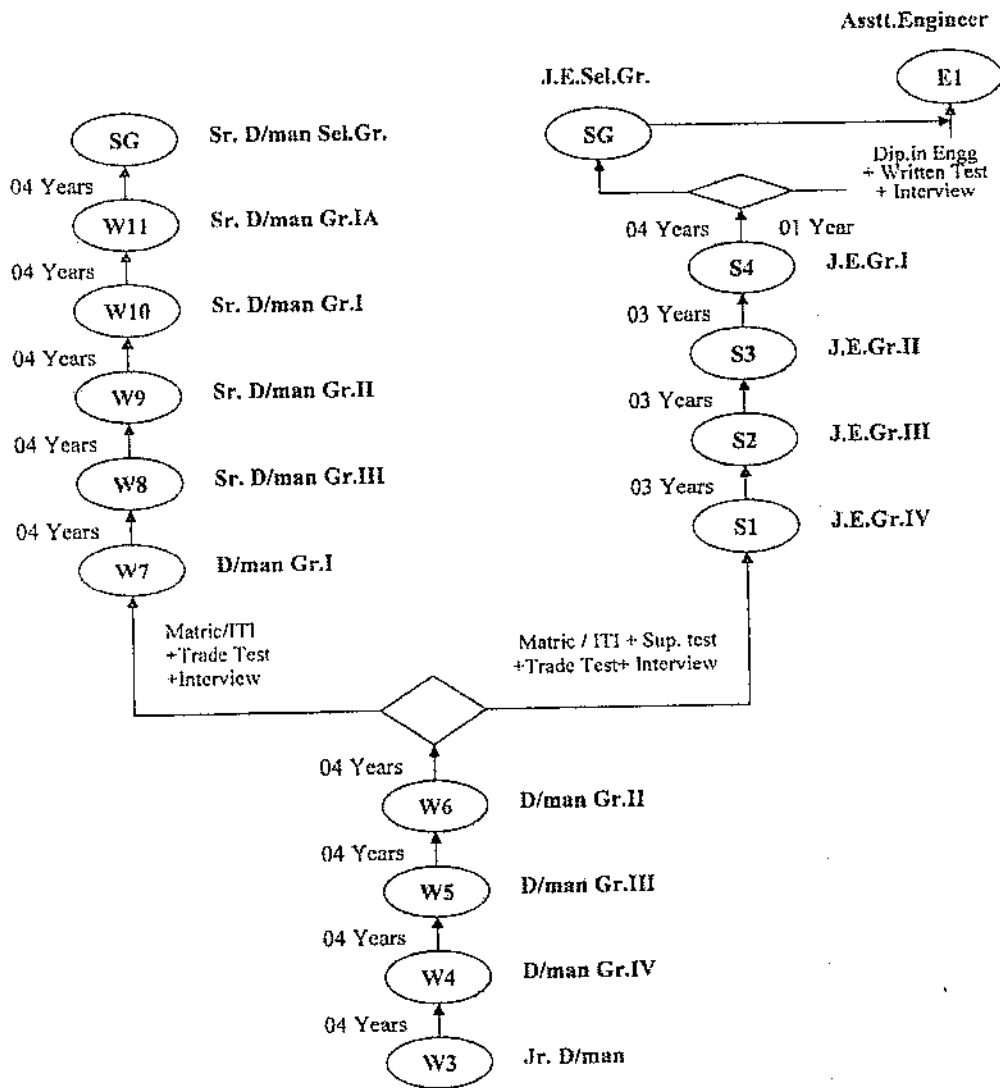


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VI



**Trade : Draughtsman**  
**Area : Engineering, Planning**

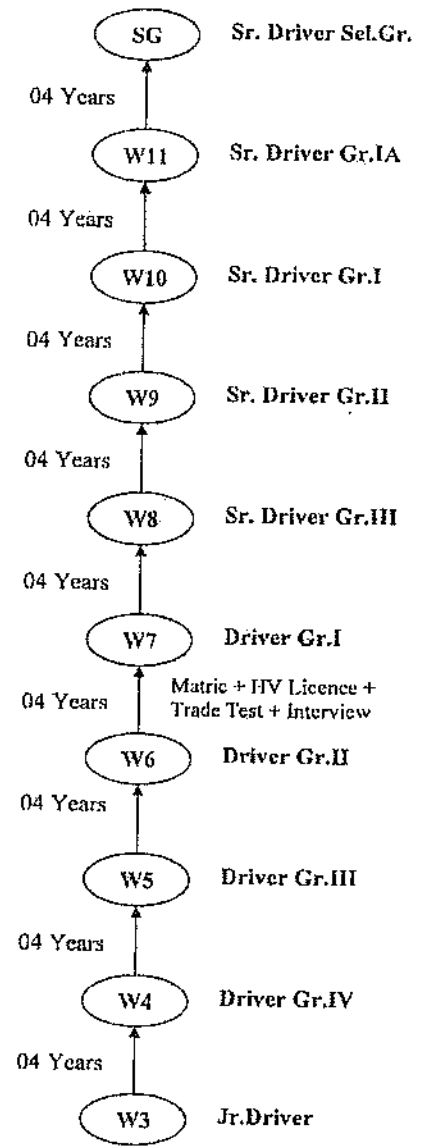


G

Vii



**Trade : Driver**  
**Area : Vehicle Operation**



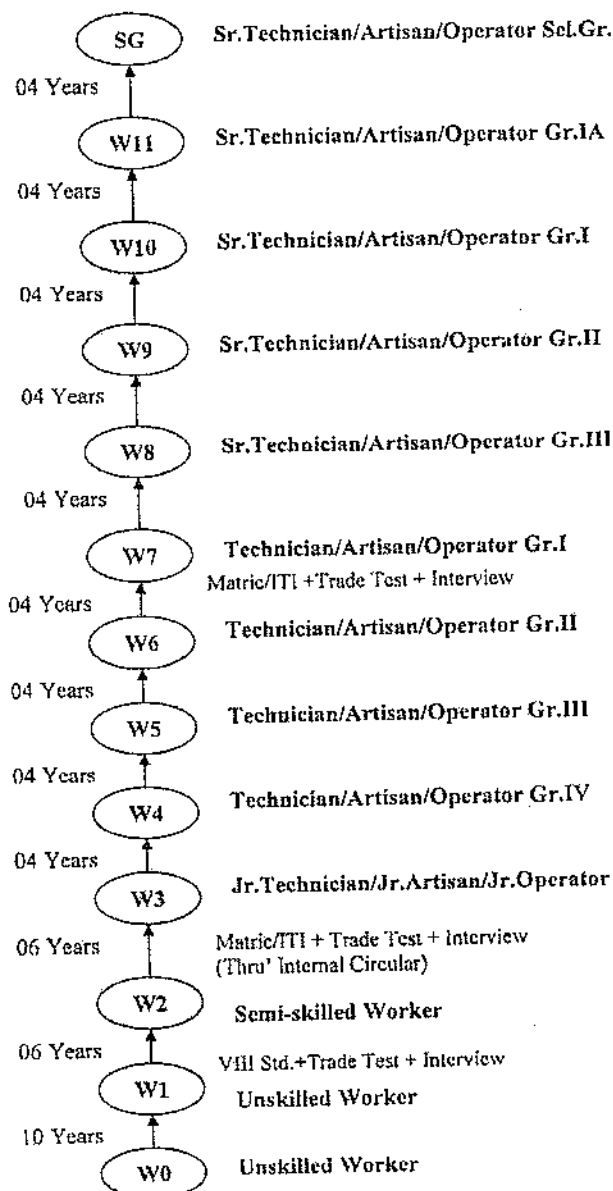
*Ca*

Viii



**Trade : Artisan/Operator**

**Area : Utilities**

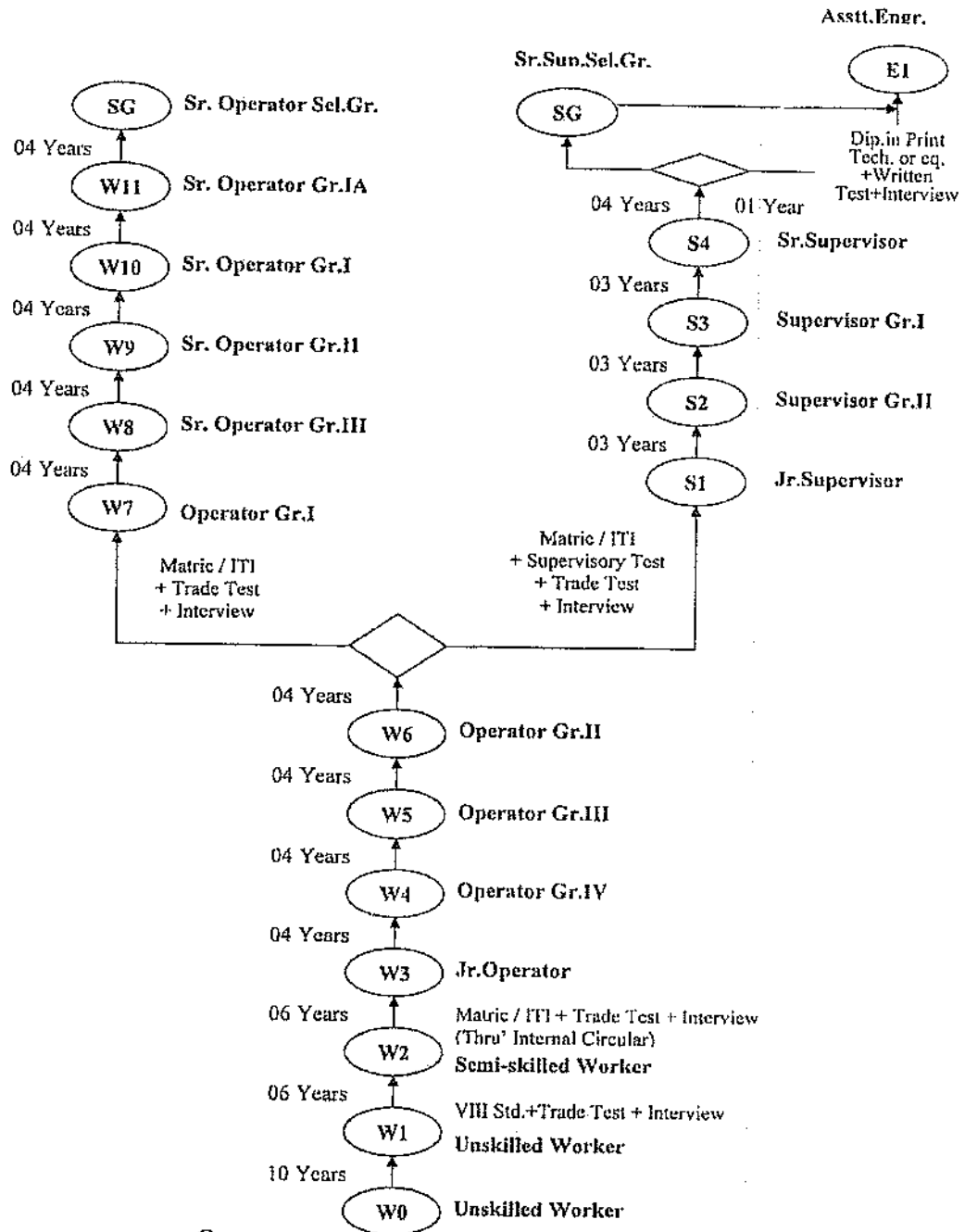


Trades : Artisan : Plumbers, Carpenters, etc.  
Operator : Water Supply Pump, DG Set, Crane, Lift, etc.  
Note : The movement to next higher level will be within one's respective trades

C  
X

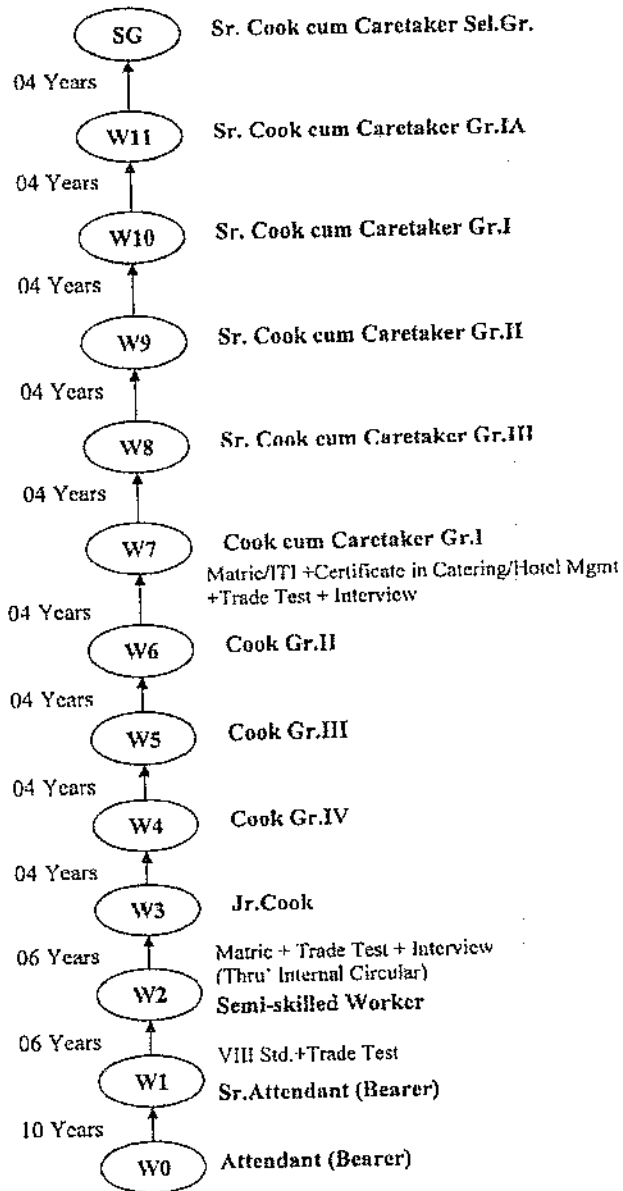


**Trade : Operator**  
**Area : Print Room Operation**





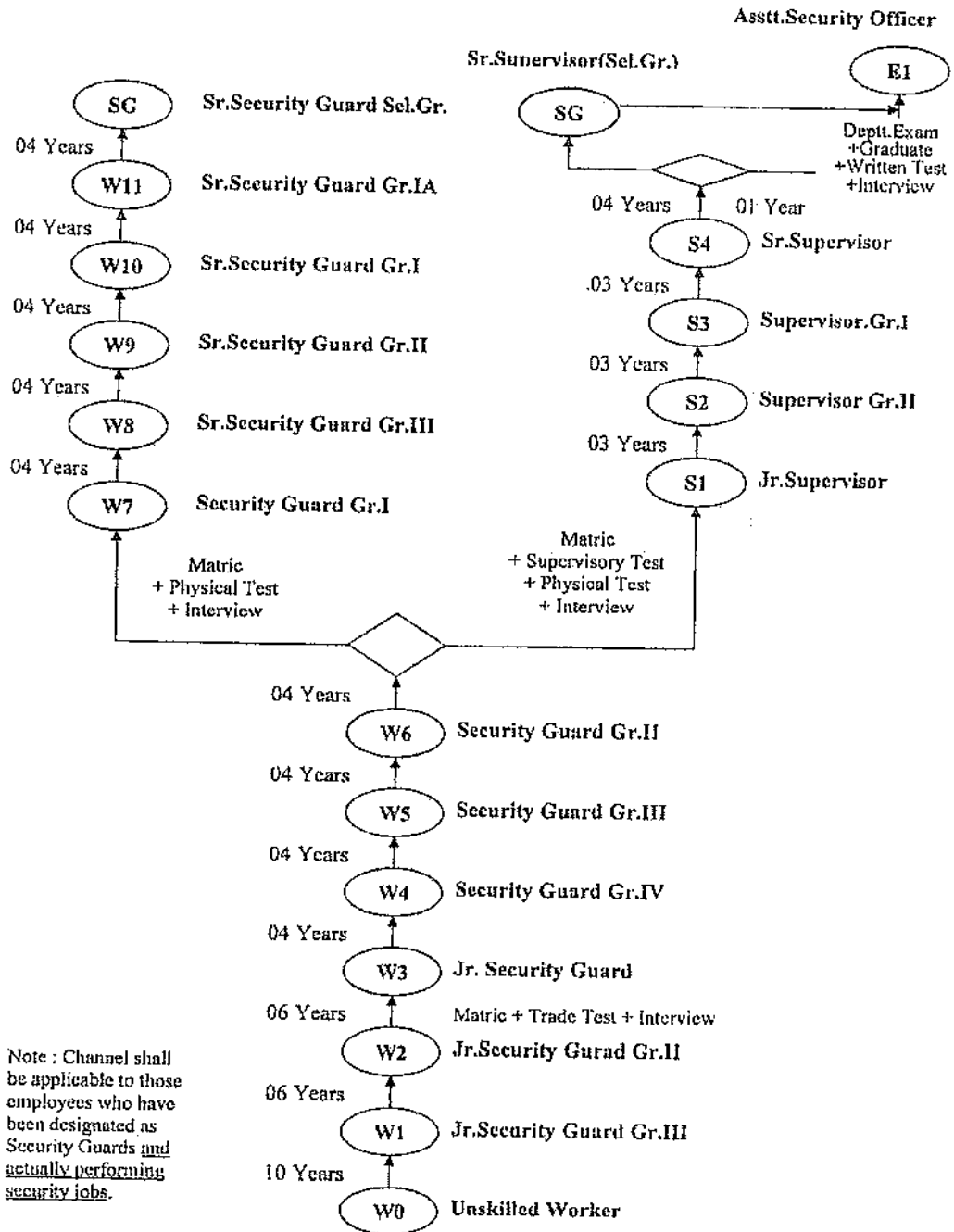
**Trade : Cook**  
**Area : Guest House**



Ca



**Trade : Security Guard**  
**Area : Security**



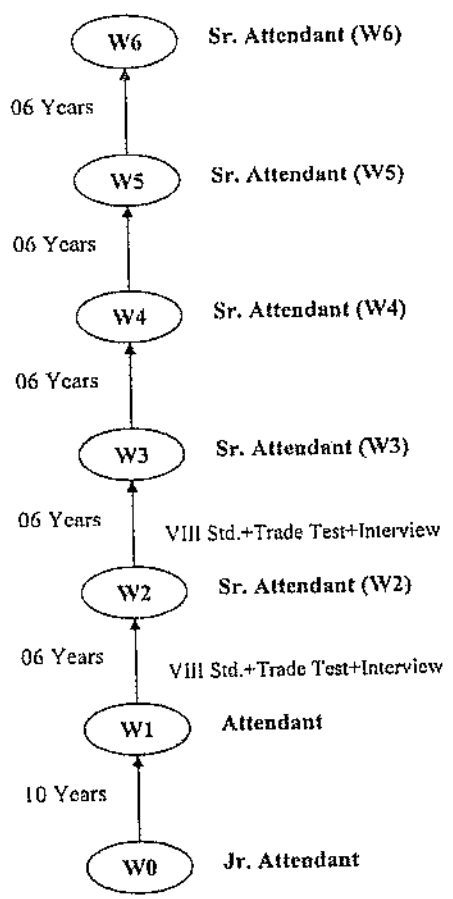
Note : Channel shall be applicable to those employees who have been designated as Security Guards and actually performing security jobs.

*C*

Xñ



**Trade : Attendant**  
**Area : General**



*Cr*

XIV



## पावर ग्रिड कारपोरेशन ऑफ इण्डिया लि०

( केंद्रीय मा०सं०-पदोन्नति समूह )

संदर्भ : कें०/मा०सं०/एपीपी/एसीजीएस/638/2008

दिनांक : 10 जुलाई, 2008

## कार्यालय आदेश सं० - 39/2008

निम्नलिखित कर्मचारियों को एतद्वारा कम्पनी के वेतनमान रू० 11225-17250 में वरिष्ठ सहायक लेखा अधिकारी (ई-2) के पद पर एक्सलिरिटेड कैरियर ग्रोथ स्कीम (ए०सी०जी०एस०) के अंतर्गत चयन होने पर तत्काल प्रभाव से स्थानापन्न किया जाता है :-

क्रम सं०	कर्मचारी का नाम एवं वर्तमान पदनाम (सर्वश्री/श्रीमती)	कर्मचारी संख्या	वर्तमान तैनाती क्षेत्र	स्थानांतरण पर तैनाती
01	राजेश कुमार साह कनिष्ठ लेखाकार (एस-1)	01534	पू०क्षे०पा०प्र०-2	
02	गौरव मलिक लेखाकार ग्रेड-2 (एस-2)	01138	केंद्रीय कार्यालय	
03	राजेश कुमार शर्मा लेखाकार ग्रेड-2 (एस-2)	01155	30क्षे०-2	
04	आशीष ग़ोवर कनिष्ठ लेखाकार (एस-1)	01518	केंद्रीय कार्यालय	30क्षे०-1
05	मनोज कुमार कनिष्ठ लेखाकार (एस-1)	01528	30पू०क्षे०पा०प्र०	
06	संतोष कुमार सरकार कनिष्ठ लेखाकार (एस-1)	01538	पू०क्षे०पा०प्र०-1	

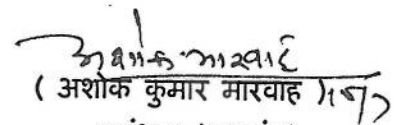
उपरोक्त सभी कर्मचारी तीन माह के प्रशिक्षण पर रहेंगे ।

उपरोक्त सभी कर्मचारी स्थानापन्न की तिथि से एक वर्ष की अवधि, जोकि जरूरत पड़ने पर प्रबंधन की स्वेच्छानुसार बढ़ाई जा सकती है, तक परिवीक्षा पर रहेंगे । परिवीक्षा अवधि तभी पूर्ण मानी जाएगी, जब इसकी सूचना लिखित रूप में दी जाए ।

स्थानांतरण से संबंधित मामलों में संबंधित कनिष्ठ लेखाकार की पदस्थापनता केवल नए स्थान पर कार्य-भार ग्रहण करने से ही प्रभावी होगी । यदि संबंधित कनिष्ठ लेखाकार अपने नए तैनाती स्थान पर इस कार्यालय आदेश के जारी होने की तिथि से एक माह के अन्दर कार्य-भार ग्रहण करता है तो पदस्थापनता उपरोक्त तिथि से प्रभावी होगी अन्यथा कार्य-भार ग्रहण करने की वास्तविक तिथि ही पदस्थापनता की प्रभावी तिथि मानी जाएगी ।

स्थानापन्न पर सभी का वेतन निर्धारण कम्पनी के नियमानुसार किया जाएगा ।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है ।

  
( अशोक कुमार मारवाह )  
प्रबंधक (मा०सं०)

वितरण : अगले पृष्ठ पर



## पावर ग्रिड कारपोरेशन ऑफ इण्डिया लि०

( केंद्रीय मा०सं०-पदोन्नति अनुभाग )

संदर्भ : कें०/मा०सं०/एपीपी/एसीजीएस/638/2008

दिनांक : 10 जुलाई, 2008

### कार्यालय आदेश सं० - 38/2008

श्रीमती अरुणा शर्मा, कर्मचारी संख्या 00249, निजी सचिव रोड-2, मा०सं०वि० विभाग, केंद्रीय कार्यालय, को उनके चयन के परिणामस्वरूप एतद्वारा सहायक अधिकारी (मा०सं०)-ट्रेनी पद पर, एक्सिलिरेटेड कैरियर ग्रोथ स्कीम (ए०सी०जी०एस०) के अंतर्गत तत्काल प्रभाव से नियुक्त किया जाता है। उपरोक्त नियुक्ति पर उनकी तैनाती ड०क्षे०-1 में की जाती है।

श्रीमती शर्मा एक वर्ष की अवधि तक प्रशिक्षण पर रहेंगी, जिसे प्रबंधन के विवेक से बढ़ाया भी जा सकता है। प्रशिक्षण के दौरान, सिवाय उन तत्त्वों के, जो उनके वर्तमान कार्य से सीधे संबंधित हैं, उन्हें वर्तमान समय में प्राप्त वेतन यथावत मिलता रहेगा।

प्रशिक्षण अवधि की समाप्ति के उपरांत, उनकी ई-1 श्रेणी में स्थानापन्न होने की उपयुक्तता उनके उक्त अवधि के दौरान प्रशिक्षण और अंतिम मूल्य निरूपण के आधार पर निर्धारित होगी।

सफलतापूर्वक प्रशिक्षण के उपरांत श्रीमती शर्मा को कम्पनी के रू० 10750-16750 वेतनमान (ई-1) में सहायक अधिकारी (मा०सं०) के पद पर स्थानापन्न किया जाएगा।

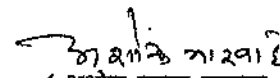
श्रीमती शर्मा ई-1 के नियमित वेतनमान में स्थापन्न होने की तिथि से एक वर्ष की अवधि, जोकि आवश्यक होने पर प्रबंधन की स्वेच्छानुसार बढ़ायी जा सकती है, तक परिवीक्षा पर रहेंगी। परिवीक्षा अवधि तभी पूर्ण मानी जाएगी, जब इसकी सूचना लिखित रूप में दी जाए।

श्रीमती शर्मा अपने नए तैनाती स्थल पर, औपचारिक प्रशिक्षण/क्लासरूम मांड्युल्स आगामी अनुदेशों तक करती रहेंगी, जिसे ऑन जॉब प्रशिक्षण समझा जाएगा।

श्रीमती शर्मा की उपरोक्त नियुक्ति केवल नए स्थान पर कार्य-भार ग्रहण करने से ही प्रभावी होगी। यदि वे अपने नए तैनाती स्थान पर इस कार्यालय आदेश के जारी होने की तिथि से एक माह के अन्दर कार्य-भार ग्रहण करती हैं तो नियुक्ति उपरोक्त तिथि से प्रभावी होगी अन्यथा कार्य-भार ग्रहण करने की वास्तविक तिथि ही नियुक्ति की प्रभावी तिथि मानी जाएगी।

श्रीमती शर्मा का वेतन निर्धारण उनके ई-1 स्तर पर स्थापन्न होने पर कम्पनी के नियमानुसार किया जाएगा।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

  
( अशोक कुमार मारवाह )  
प्रबंधक (मा०सं०) 1075

वितरण : अगले पृष्ठ पर



# पावर ग्रिड कारपोरेशन ऑफ इण्डिया लि०

( केंद्रीय मा०सं०-पदोन्नति समूह )

संदर्भ : कें०/मा०सं०/एपीपी/एसीजीएस/638/2010

दिनांक : 19 जनवरी, 2011

## कार्यालय आदेश सं० -01 /2011

निम्नलिखित कर्मचारियों को एतद्वारा कम्पनी के वेतनमान रू० 24900-50500/- में वरिष्ठ सहायक लेखा अधिकारी (ई-2) के पद पर एक्सलिरिटेड कैरियर ग्रोथ स्कीम (ए०सी०जी०एस०) के अंतर्गत चयन होने पर तत्काल प्रभाव से स्थानापन्न किया जाता है :-

क्रम सं०	कर्मचारी का नाम एवं वर्तमान पदनाम (सर्वश्री/श्रीमती)	कर्मचारी संख्या	वर्तमान तैनाती क्षेत्र
01	अरुण कुमार परिडा लेखाकार ग्रेड-2 (एस-2)	01517	उ०पू०क्षे०पा०प्र०
02	चितरंजन ठाकुर लेखाकार ग्रेड-2 (एस-2)	01521	पू०क्षे०पा०प्र०-1
03	जगन्नाथ पांडा लेखाकार ग्रेड-2 (एस-2)	01525	पू०क्षे०पा०प्र०-1
04	रिजवान अहमद लेखाकार ग्रेड-2 (एस-2)	01537	पू०क्षे०पा०प्र०-1
05	सुधांशु कुमार मिश्रा लेखाकार ग्रेड-2 (एस-2)	01562	पू०क्षे०पा०प्र०-1
06	न० कुमारन लेखाकार ग्रेड-2 (एस-2)	01529	द०क्षे०पा०प्र०-2
07	चयन सेनगुप्ता लेखाकार ग्रेड-2 (एस-2)	01572	प०क्षे०पा०प्र०-1
08	पराग मा तिलरे लेखाकार ग्रेड-2 (एस-2)	01531	प०क्षे०पा०प्र०-2
09	गुलाब चन्द लेखाकार ग्रेड-1 (एस-3)	01140	उ०क्षे०पा०प्र०-2
10	सुनैना गुप्ता लेखाकार ग्रेड-2 (एस-2)	01570	उ०क्षे०पा०प्र०-2
11	दिनेश राणा लेखाकार ग्रेड-2 (एस-2)	01522	उ०क्षे०पा०प्र०-1
12	गौरव अरोडा लेखाकार ग्रेड-2 (एस-2)	01571	उ०क्षे०पा०प्र०-1
13	संदेश सोपान नगरारे लेखाकार ग्रेड-1 (एस-3)	01224	केंद्रीय कार्यालय

सरकारी निर्देशानुसार अनुसूचित जाति / अनुसूचित जनजाति कर्मचारियों के जाति प्रमाण पत्र की वर्तमान सत्यापित कराई जाएगी ।





## OVERTIME ALLOWANCE

- 1.0 Overtime Allowance is payable to employees in the non-executive category to compensate for the work performed by them beyond normal working hours.
- 2.0 **Definitions**
- “Overtime Work” means work done in excess of the prescribed hours of work on any working day and includes work done on any Sunday/off or any other Holiday. Holiday includes Saturday at Corporate Centre and Regional Headquarters.
- “Emoluments” means Basic Pay, Personal Pay, if any, Dearness Allowance and City Compensatory Allowance, if any, only.
- 3.0 **Entitlement of Overtime Allowance for Extra Hours Worked**
- For Supervisor and Workmen Category
- The ordinary rate of salary per hour = Emoluments\*/208**  
 \*Where emoluments is basic pay, DA & Personnel Pay if any.
- 4.0 When an employee is recalled from his residence to perform overtime work, Overtime Allowance may be paid for the entire period of overtime work (actual hours worked) but excluding half an hour time for lunch/tea break where the total overtime hours exceeds four.
- 4.1 For the purpose of compensation, the first half an hour and thereafter every period upto half an hour are to be reckoned as half an hour. For example, an employee working for 3 hours and 10 minutes (beyond prescribed hours of work) will be allowed compensation for 3 1/2 hours.
- However, deduction of 1/2 hour overtime in case of shift staff performing additional shift duty in the absence of reliever shall not be made.
- 4.2 In case of working for the full prescribed hours of work on a holiday (including Sunday/ off day), an employee may avail of one day compensatory off in lieu of the monetary compensation, at his option. In case of working on these holidays for part of a day's work (8 hours), no compensatory off will be admissible; but only monetary compensation for the period actually worked, at the ordinary rate shall be allowed.
- 4.3 The compensatory off should normally be availed of within one month of its becoming due. This time limit may, however, be relaxed at the discretion of the concerned Head of Department. Although there will be no limit for accumulation but not more than two compensatory off may be granted at a time.



- 4.4 The total Overtime Allowance payable to an employee shall not exceed 1/3rd of his "Monthly Emoluments" payable during the month. This shall be uniformly applicable to all categories. However, in special cases, "Personal Staff" attached to the officers of the level of General Manager and above, may be allowed Overtime Allowance in excess of the ceiling, if the officers to whom they are attached consider it necessary in the interest of the company's work and record of specific certificate to the effect that "the limit of 1/3rd of the monthly emoluments is relaxed in the interest of company's work". But even in such cases, it shall not exceed 50% of the "Monthly Emoluments".
- Notwithstanding the above, in case of staff car drivers, the ceiling in respect of the Overtime Allowance payable shall be 100 hours in a month.
- For working out the ceilings, the overtime performed on all days, including Sundays/Off days/Holidays in a month vis-a-vis compensatory off granted in lieu of overtime allowance will be taken into account.
- 4.5 A register of overtime work shall be maintained in the form given in Annexure-I in which entries shall be made as and when overtime work authorised by the Competent Authority is performed by the employee concerned.
- 4.6 The claim for overtime allowance shall be preferred by the employee concerned, in the proforma at Annexure-II, for a full calendar month and after approval of the Competent Authority, the same should be sent so as to reach the concerned Finance Department by 10th of the following month, in order that the payment of overtime allowance for employees in any given month can be made along with the salary of succeeding month.
- 4.7 In order to ensure that the overtime working and payment thereof is kept within reasonable limits, Head of Department/Controlling Officers may organise the work in their departments/groups in such a way as to complete it during the normal working hours, so that as far as possible no employee is detained on overtime work. For this purpose, monthly reports (separate reports for Workmen and Supervisors) as regards payment of Overtime Allowance made to the employees in every month shall be prepared by the concerned Finance & Accounts Department and submitted by 10th of the following month to the Director (Finance), in case of Corporate Centre and Head of the Region/RLDC, if otherwise, with a copy to Corporate HR deptt.
- 5.0 In case of any doubt in regard to interpretation of any of the above provisions and also in respect of cases not covered herein, the matter should be referred to Corporate HR deptt. for clarification.





पावर ग्रिड कारपोरेशन ऑफ इंडिया लि.  
POWER GRID CORPORATION OF INDIA LIMITED

PAROLL SYSTEM / वेतन बिट्टा प्रणाली  
OVERTIME CLAIM FORM  
रामसोपरी दावा प्रपत्र

Form EDP Pns 14 Re V1  
SHEET OF

Month/महीना \_\_\_\_\_ Year/वर्ष \_\_\_\_\_  
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NAME \_\_\_\_\_  
DEPT. / विभाग \_\_\_\_\_  
DATE / तिथि \_\_\_\_\_

EMPLOYEE'S SIGNATURE  
कर्मचारी का हस्ताक्षर

(Please read instructions on the back carefully before filling the form.)

CERTIFIED THAT

- The employee in whose case the overtime allowance has been claimed in this bill was required under specific orders to sit late in office after having put in work during prescribed hours on working days/work on Sunday/holiday on the dates mentioned above for disposal of work which in public interest could not be postponed till the next working day. It is not possible to grant compensatory leave in lieu of a Sunday/holiday attended by the employee.
- The employee did not receive any other remuneration or any extra charge or the compensatory leave for the performance of the overtime work.
- The requisite register is being maintained in accordance with the instructions issued by the Govt. of India/P.O.C.I.L. from time to time on the subject and will be produced before audit party as and when required.

Checked by \_\_\_\_\_  
Satisfying Authority

NB - Instructions for filling the form are given on back.  
ध्यान: इस फॉर्म को भरने से पहले पीछे दिए गए अनुदेश पढ़ना आवश्यक है।

- इस बिल में बिट्टा प्रणाली के तहत कर्मचारी को बिट्टा वेतन की आवश्यकता है। यह वेतन केवल तभी मिलेगा जब कि कर्मचारी को बिट्टा वेतन के लिए विशेष आदेश दिए गए हों और बिट्टा वेतन के लिए आवश्यक सभी शर्तें पूरी हों।
- कर्मचारी को बिट्टा वेतन के लिए कोई भी अन्य भत्ता/अनुदान नहीं मिलेगा।
- कर्मचारी को बिट्टा वेतन के लिए आवश्यक सभी शर्तें पूरी हों।
- बिट्टा वेतन का दावा करने वाले कर्मचारी को बिट्टा वेतन के लिए आवश्यक सभी शर्तें पूरी हों।

Sl. No.	DATE		HOLIDAYS CODE	HOURS WORKED		DURATION	STANDARD HRS.	O.T. HOURS	O.T. HOURS
	DAY	MTN.		FROM	TO				
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100									

BATCH TOTAL CARD  
9 TOTAL PAYABLE / 97 B CO





OLIMF-III

### INSTRUCTIONS

1. The day will commence at 0000 hrs. and end at 2400 hrs.
2. Standard hrs. on working days for the purpose of overtime for employees other than staff car drivers are 09 hrs. 30 minutes (inclusive of lunch & free time) in case of staff car drivers standard hours are 11 hrs. 00 mts.
3. If an employee avails half day casual leave the standard hrs. for that day should be taken as 05 hrs.
4. On Holidays : the standard hrs. should be taken as 00 hrs. 30 mts. In case O.T. hrs claimed are less than or equal to 04 hrs. standard hours should be taken as 00 hrs. 00 mts.
5. O.T. hours will be the duration hours minus standard hours.
6. O.T. Hours payable will be O.T. hours rounded to 1/2 hrs. 10 minutes and above will be taken as half an hour and less than 10 minutes are to be ignored.
7. Continuation sheets may be used if necessary.
8. Overtime claim must reach the Accounts Deptt. by 10th day of every month.
9. Don't fill in the holiday code column

### अनुदेश

1. दिन 0000 घण्टे पर शुरू और 2400 घण्टे पर समाप्त होगा।
2. कर्मचारियों को समयोपरी के प्रयोजन हेतु कार्यकारी दिनों के मानक घण्टे स्टान्ड कार ड्राइवर्स के अलावा 09 घण्टे 30 मिनट अपराइड मोरनिंग व मुक्त समय सहित है। स्टाफ कार ड्राइवर्स के लिए मानक घण्टे 11 घण्टे 00 मिनट लिए है।
3. यदि कर्मचारी आधे दिन की श्रमकल्मिक छुट्टी लेता है तो उस दिन के मानक घण्टे 05 घण्टे माने जाएं।
4. अवकाश के दिन : समयोपरी घण्टे 04 घण्टों से अधिक होने पर मानक घण्टे 00 घण्टे 30 मिनट माने जाएं। यदि दवाया किए गए समयोपरी घण्टे 04 घण्टों से कम या बराबर हों तो मानक घण्टे 00 घण्टे 00 मिनट माने जाएं।
5. समयोपरी घण्टे, अवधि घण्टे-मानक घण्टे होंगे।
6. देय समयोपरी घण्टों अवधि को 1/2 घण्टों में पूर्ण किया जाएगा। 10 मिनट और अधिक को अथा घण्टा और 10 मिनट से कम को अव्यक्तित किया जाएगा।
7. यदि आवश्यक हो, निरन्तर शीट का प्रयोग किया जाए।
8. समयोपरीत दवाया प्रयत्न लेखा विभाग में प्रत्येक मास के 10वें दिन तक अवश्य पहुँच जाना चाहिए।
9. अवकाश कूट करतम को न भरें।



- 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.





## GRIEVANCE PROCEDURE FOR EMPLOYEES

### 1.0 Policy

POWERGRID Corporation of India aims to be a dynamic, vibrant and cohesive organization with its well-knit team of human resources. In pursuit of excellence, POWERGRID believes in an open door Policy which reflects in minimal occurrence of employees' grievance. Yet, to further promote fair and equitable employment relations in the organisation, it is necessary to systematise and strengthen the Grievance Communication and redressal process to provide time bound mechanism for redressal of Grievances.

### 2.0 Objectives

The objectives of the Grievance Procedure are:

- 2.1 To attempt and resolve grievances in an amicable manner through oral presentation and discussion at first instance.
- 2.2 To settle grievances of employees at the earliest and at lowest appropriate level.
- 2.3 To provide various stages of grievance redressal so that aggrieved employees can seek remedy, if required, even from the highest level of the authority.

### 3.0 Applicability

The Grievance Procedure will be applicable to all the employees upto the level of DGM, including those in work charged category.

### 4.0 Scope

A Grievance for the purpose of this procedure would only mean a grievance relating to any individual employee arising out of implementation of company policies/rules and decisions of the Management.

### 4.1 Grievance for the purpose of this procedure shall be relating to the following:

- Salary payment
- Recovery of dues, etc.
- Increment
- Working conditions
- Leave
- Allotment of residential quarters



- Medical facilities
- Non-extension of benefits under rules
- Transfer
- Seniority (for only those areas where relevant)
- Promotion
- Pay fixation
- Like issues

4.2 Grievance arising out of the following shall not come within the ambit of the grievance procedure :

- Terms of Appointment/Absorption.
- Annual performance appraisals/confidential reports.
- Matters relating to disciplinary action/enquiry and vigilance cases.
- Matters relating to collective dispute/bargaining such as wages and allowance, Bonus, hours of work and other benefits/perquisites/facilities, etc.

#### 5.0 Constitution of various Committees

##### 5.1 For Executives

##### 5.1.1 Staff Council

###### a) At Regional Headquarter

The Executive Director of the Region(s) will constitute staff council for each Region consisting of following members:

GM/Head of the Region	Chairman
The HOD (Not below the rank of DGM) of the aggrieved executives	Member
Head of the Finance	Member
Head of the HR	Member Secy.

###### b) At Corporate Centre

The Director (Personnel) will constitute staff council for Corporate Centre consisting of the following members :

Executive Director located at the Corporate Centre	Chairman
Head of Deptt. Concerned (Not below the rank of GM/AGM)	Member
A representative (Not below the rank of DGM) from Finance Deptt.	Member
DGM (HR)	Member Secy





### 5.1.2 Appeals Committee

The Chairman and Managing Director will constitute Appeals Committee at Corporate Centre consisting of following members :

Director (Pers.)	Chairman
Director (F)/ED (F)	Member
The concerned Executive Director of the Region (s)/CC of the aggrieved executive	Member
ED (HR)/GM (HR) CC	Member Secretary

### 5.2 For Non Executives

#### 5.2.1 Grievance Committee

The Grievance Committee will be constituted by the General Manager consisting of following members:

An executive not below the rank of Chief Manager	Chairman
An executive of Finance Deptt. not below the rank of Accounts Officer.	Member
An executive of HR Deptt. Not below the rank of Sr. Personnel Officer	Member Secy.

#### Note :-

- (i) The Committees will be constituted by the designation of the members.
- (ii) For grievance of executives at the level of DGM, the GM/Head of the Region will have a dual role to perform i.e. the Head of the Department of the concerned employee and the Chairman of the Committee.
- (iii) An aggrieved employee shall not be a member of any committee which is seized with his/her own grievance. Suitable substitution of such a member shall be done by the authority having power to constitute the committee.
- (iv) The committee constituted under this para shall continue to function so long as not reconstituted by Competent Authority.
- (v) The word 'General Manager' under this procedure shall mean General Manager/Head of Regional Transmission System/RLDCs and General Manager(HRM) at Corporate Centre, who will act as per the authority given under this procedure, unless specified otherwise, in respect of employees posted at Region/RLDC and Corporate Centre respectively.

### 6.0 Procedure

Various stages for redressal of grievance with further provision of appeal are as detailed below:



## 6.1 For Executives

### 6.1.1 Stage-I

- a) An aggrieved executive shall take up his grievance orally with his immediate superior (not below the rank of Manager) who will give a personal hearing and try to resolve the grievance at his level within seven days. Wherever necessary, the immediate superior will consult the Head of the Deptt. before communicating back with the aggrieved executive.
- b) In case the executive is not satisfied with oral communication/disposal, he/she can submit his/her grievance in writing in the prescribed form (Form-I) to the Head of the Deptt. concerned within 15 days from the date on which the cause of grievance arose, or came to his notice.
- c) The Head of Department concerned will record his comments on Form-I within '15' days after making necessary enquiries/obtaining comments from other departments, if required.

### 6.1.2 Stage-II

- a) In case the executive is not satisfied with the decision communicated to him at Stage-I or if he fails to receive reply within stipulated period, he may submit his grievance in the prescribed form (Form-II) within a period of 15 days to the STAFF COUNCIL in the RHQ/CC.
- b) The Staff Council will examine the details of the grievance. It may also discuss with the aggrieved executive, if felt necessary.
- c) The Staff Council shall give its reply to the aggrieved executive within 30 days from the date of the receipt of the grievance. However, wherever felt necessary by the Staff Council, it may make a recommendation for a final decision of Director (Pers.), who will convey his decision within 30 days from the receipt of grievance from the Staff Council.

### 6.1.3 Stage-III

- a) In case the Executive remains dissatisfied even after this stage, he may appeal to the "Appeals Committee" in the prescribed form (Form-III) within a period of 15 days from the date of receipt of the decision from the Staff Council.
- b) The Appeals Committee will examine and review the case including the decision of the Staff Council.
- c) The decision of the Appeals Committee will be communicated to the aggrieved Executive within a month of the receipt of the appeal.

6.1.4 In case, the aggrieved executive is not satisfied with the decision of the Appeals Committee, he/she will have an option to appeal to CMD. The



CMD will take a decision and communicate the same within 30 days from the receipt of the appeal and his decision will be final and binding.

6.2 **For Non-Executives**

6.2.1 **Stage-I**

- a) An aggrieved employee may at the first instance meet his immediate superior officer and present the grievance orally to him. The immediate superior officer will give a personal hearing and try to resolve his grievance within seven days.
- b) In case the aggrieved employee is not satisfied with the oral communication/ disposal, he/she can present his/her grievance in the prescribed form (Form-I) to the Personnel Officer looking after the establishment functions within 15 days from the date on which the cause of grievance or complaint arose or came to his/her notice.
- c) The concerned Personnel Officer after making necessary enquiries will give reply in writing to the aggrieved employee within a period of 15 days from the date of receipt of Form-I.

6.2.2 **Stage-II**

- a) In case the employee is not satisfied with the decision communicated to him at Stage-I or fails to receive reply within stipulated period, he/she may submit his/her grievance to the Head of the Department in the prescribed form (Form-II) within a period of 15 days from the date on which the period stipulated in 6.2.1 (c) expires.
- b) The aggrieved employee who has filed a Stage-II grievance may be allowed to present his case in person, if he/she so desires at this stage.
- c) The aggrieved employee will be replied to in writing within three weeks of the receipt of his grievance at Stage-II.

6.2.3 **Stage-III**

- a) If the employee is not satisfied or fails to receive a reply within stipulated period at Stage-II, he/she may present his/her grievance for consideration at Stage-III in the prescribed form (Form-III) within a period of one month from the date on which the period stipulated in 6.2.2 (c) expires.
- b) The employee concerned may be heard in person by the Grievance Committee, if he/she so desires. The employee may be allowed to be assisted by co-employee (workman or supervisor as the case may be) before the committee, on their request.
- c) The grievance committee will examine the details of grievance. The decision of the Grievance Committee will be communicated to the



aggrieved employee within 30 days from the date of receipt of the grievance at Stage-III.

- d) In the event of difference of opinion among the members of the Grievance Committee, the views of the members along with relevant papers will be placed before the General Manager by the Secretary, Grievance Committee for final decision.

**Note :-** In case of grievances arising out of issues related to non-allotment of quarters and non-promotion, the aggrieved employee will be allowed to take up the matter at Stage-III directly within one month from the date of occurrence of the cause of grievance.

#### 6.2.4 Appeal

- a) In case the employee remains dissatisfied even after Stage-III, he may appeal to the General Manager within a period of 15 days from the date of receipt of the decision from the Grievance Committee.
- b) After the examination and consideration, the decision of the General Manager will be communicated to the aggrieved employee within a month of the receipt of his appeal.

#### 7.0 General Conditions

- 7.1 If a grievance arises out of an order given by the Management, the said order shall be complied with before the employee concerned invokes the procedure laid down for redressal of his grievance.
- 7.2 Seeking redressal under this procedure will not stop the implementation of any order or decision of Management.
- 7.3 It would be the endeavour of the Management to ensure speedy implementation of the decision of the Grievance Committee/Staff Council/Appeals Committee and the General Manager of the Region/CMD, as the case may be.
- 7.4 The Chairman and Managing Director shall have the power to make any amendment of these rules which is of a minor nature.



ANNEXURE-I

**POWER GRID CORPORATION OF INDIA LTD.**  
**FORM-I**  
**(Sub Rule 6.1.1)**  
**STAGE-I GRIEVANCE (EXECUTIVES)**  
(To be submitted to Head of the Department in duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Section :  
Grievance & Reason in brief :

Dated :

Signature of Employee

(For the use of the Head of the Department)

Grievance No. :  
and date of receipt :

Whether the employee :  
was interviewed :

Source & Results of enquiry :

Replied on :  
Dated :

Signature of Head of the  
Department



ANNEXURE-II

**POWER GRID CORPORATION OF INDIA LTD.**  
**FORM-II**  
**(Sub Rule 6.1.2)**  
**STAGE-II GRIEVANCE (EXECUTIVES)**  
**(To be submitted to Secretary Staff Council in Duplicate)**

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Section :  
Grievance :  
Ref. No. of Reply to :  
Grievance Stage-I :  
Reason for preference :

Dated :  
Employee

Signature of

---

(For use of Secretary Staff Council)

Grievance No. :  
and date of receipt

Whether the employee :  
was interviewed

Source & Results of enquiry :

Replied on :

Dated :

Signature of Secretary  
Staff Council



ANNEXURE-III

POWER GRID CORPORATION OF INDIA LTD.

FORM-III

(Sub Rule 6.1.3)

STAGE-III GRIEVANCE (EXECUTIVES)

(To be submitted to Secretary, Appeals Committee in duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Grievance :  
Ref. No. of Reply to  
Grievance Stage-II :  
Reason for preference to  
Appeals Committee :

Dated :

Signature of Employee

---

(For use of Secretary, Appeals Committee)

Grievance No. :  
and date of receipt

Result of Stage-I Grievance :

Result of Stage-II Grievance :  
Grievance put up in Appeals

Committee on :  
Decision of the Appeals  
Committee :

Dated :

Signature of Secretary  
Appeals Committee

Replied on :



ANNEXURE-IV

**POWER GRID CORPORATION OF INDIA LTD.**  
**FORM-I**  
**(Sub Rule 6.2.1)**  
**STAGE-I GRIEVANCE (NON-EXECUTIVES)**  
(To be submitted to Personnel Officer in duplicate)

Name :

Employee No. :

Designation :

Pay Scale :

Department :

Section :

Grievance & Reason in brief :

Dated :

Signature of Employee

---

(For use of Personnel Officer)

Grievance No. :  
and date of receipt

Whether the employee has been  
interviewed :

Source & Results of enquiry :  
Replied on :

Dated :

Signature of Personnel Officer





ANNEXURE-V

POWER GRID CORPORATION OF INDIA LTD.  
FORM-II  
(Sub Rule 6.2.2)  
STAGE-II GRIEVANCE (NON-EXECUTIVES)  
(To be submitted to the Head of the Department in duplicate)

Name :

Employee No. :

Designation :

Pay Scale :

Department :

Section :

Grievance :

Ref. No. of reply to

Grievance Stage-I :

Dated :

Signature of Employee

---

(For use of Head of the Department)

Grievance No. :  
and date of receipt

Whether the employee has been  
interviewed :

Source & Results of enquiry :  
Replied on :

Dated :

Signature of Head of the Department



ANNEXURE-VI

**POWER GRID CORPORATION OF INDIA LTD.**  
**FORM-III**  
**(Sub Rule 6.2.3)**  
**STAGE-III GRIEVANCE (NON-EXECUTIVES)**  
(To be submitted to Secretary, Grievance Committee in duplicate)

Name :

Employee No. :

Designation :

Pay Scale :

Department :

Grievance :

Ref. No. of reply to  
Grievance Stage-II :

Reason for Appeal :

Dated : Signature of Employee

---

(For use of Secretary, Grievance Committee)

Grievance No. :  
and date of receipt

Result of Stage-I :  
Grievance

Result of Stage-II :  
Grievance

Grievance put up in :  
Grievance Committee on

Decision of the Grievance :  
Committee

Dated : Signature of Secretary  
Grievance Committee

3. xii)	Copy of approval letter (batch-wise, if any) from Power Ministry for training of PID in 2011.	No approval letter from Power Ministry was issued for training of PID in 2011. However, EDC, Hyderabad conducted 2 Nos., PID trainings in 2011 as per Annexure.
xiii)	Provide any authorization letter or any other authorized document from Central Government if copy of approval letter from Power Ministry for training conducted of P.I.D. in 2011 is not necessary.	There is no approval letter from Power Ministry for training conducted of P.I.D. in 2011 is not necessary.
xv)	Provide your training methodology of Hotline Training and stage/step of providing the same, ie., if one stage (e.g. Hotstick shall be precedent of bear hand training)	Hotline Training Module on 400kv Transmission Lines Is Enclosed.
xvi)	Provide list of employees with their designation and region who have received either bear hand training or hot stick or both training for the year 2012-14.	List of POWERGRID employees year-wise and region-wise provided hotline training during 2012-14 is enclosed.
xvii)	Copy of Approval letter (batch wise, if any) from Power Ministry for training conducted of hotline in 2012.	No approval letter from Ministry of Power.



Back

Attendance Sheet:- PUNCTURED INSULATOR DETECTION

Venue: EDC HYDERABAD Duration: 12-12-2011 to 16-12-2011

S.No.	Emp. No.	Emp. Name	Region	Location	Level	Designation	Department
1		...	SR-1	...	...	...	DCM
2		...	SR-1	...	...	...	DCM
3		...	SR-1	...	...	...	DCM
4		...	SR-1	...	...	...	DCM
5		...	SR-1	...	...	...	DCM
6		...	SR-1	...	...	...	DCM
7		...	SR-1	...	...	...	DCM
8		...	SR-1	...	...	...	DCM
9		...	SR-1	...	...	...	DCM
10		...	SR-1	...	...	...	DCM
11		...	SR-1	...	...	...	DCM
12		...	SR-1	...	...	...	DCM
13		...	SR-1	...	...	...	DCM
14		...	SR-1	...	...	...	DCM
15		...	SR-1	...	...	...	DCM
16		...	SR-1	...	...	...	DCM
17		...	SR-1	...	...	...	DCM
18		...	SR-1	...	...	...	DCM
19		...	SR-1	...	...	...	DCM
20		...	SR-1	...	...	...	DCM
21		...	SR-1	...	...	...	DCM
22		...	SR-1	...	...	...	DCM
23		...	SR-1	...	...	...	DCM
24		...	SR-1	...	...	...	DCM
25		...	SR-1	...	...	...	DCM
26		...	SR-1	...	...	...	DCM
27		...	SR-1	...	...	...	DCM
28		...	SR-1	...	...	...	DCM
29		...	SR-1	...	...	...	DCM
30		...	SR-1	...	...	...	DCM
31		...	SR-1	...	...	...	DCM
32		...	SR-1	...	...	...	DCM
33		...	SR-1	...	...	...	DCM
34		...	SR-1	...	...	...	DCM
35		...	SR-1	...	...	...	DCM
36		...	SR-1	...	...	...	DCM
37		...	SR-1	...	...	...	DCM
38		...	SR-1	...	...	...	DCM
39		...	SR-1	...	...	...	DCM
40		...	SR-1	...	...	...	DCM
41		...	SR-1	...	...	...	DCM
42		...	SR-1	...	...	...	DCM
43		...	SR-1	...	...	...	DCM
44		...	SR-1	...	...	...	DCM
45		...	SR-1	...	...	...	DCM
46		...	SR-1	...	...	...	DCM
47		...	SR-1	...	...	...	DCM
48		...	SR-1	...	...	...	DCM
49		...	SR-1	...	...	...	DCM
50		...	SR-1	...	...	...	DCM

Print

*Prepared by  
D.P. Behar  
S.T.S.*



Power Grid Corporation of India Ltd., Corporate HRD

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Welcome B S R Murty,SR I

Attendance Sheet- LIVE LINE INSULATOR TESTING TECHNIQUES USING PUNCTURED INSULATOR DETECTOR KIT ON 400KV LINES  
Venue: HLFCCNPTI Duration: 19-12-2011 to 23-12-2011  
BANGALORE

S.No	Emp. No.	Emp. Name	Region	Division	Level	Designation	Department
01	U-15	P. Lakshmi Narayanan	SR I	Kolkata			SR I
02	U-88	K. Harish Subramanian	SR I	S. Bangalore	SR	tech	SR I
03	U-15		SR I				SR I
04	U-16	Smita Anand Murthy					SR I

Print

*Prepared  
B.S.R.  
B.S.R.  
SR I*





**POWER GRID CORPORATION OF INDIA LIMITED**  
**HOT LINE TRAINING CENTRE, HYDERABAD SUBSTATION**

**MODULE FOR 8 WEEKS TRAINING ON HOTLINE MAINTENANCE ON 400KV TRANSMISSION LINES**

**LIVE LINE MAINTENANCE COURSE ON 400 KV TRANSMISSION LINES**

PROGRAM	8 Weeks			
DURATION	HOTLINE TRAINING CENTRE, EDC, HYDERABAD SUBSTATION			
VENUE	HOTLINE TRAINING CENTRE, EDC, HYDERABAD SUBSTATION			
DAY	SESSION-1	SESSION-2	SESSION-3	SESSION-4
1	INAGURATION		Introduction to maint. methods & history of HLM	
2	Forms filling and Pfr Training Test		Introduction to Hot Line Maintenance Tools & Hot	
3	Theory on Electrical Safety & Safety		Theory on LT and 11 KV Operations	
4	Theory on wooden tools/Epoxiglass tools		Theory on 33 KV and 66 KV Operations	
5	Theory on 132 and 220 kV operations		Demonstration on Knot making & Knots Practice	
6	Theory on various type of Insulators and its		Demonistartion on Knot making & Knots Practice	
7	Demonstration of Hot Line Tools		Tower Climbing Practical Test	
8	Theory on 400 kV suspension operations		First Aid Training	
9	Theory on 400 kV tension operations		First Aid Training	
10	Theory on 400 kV "V" String operations		First Aid Training	
11	Ladder assembling		First Aid Training	
12	Cradle assembling		First Aid Training	
13	Boom Pole Assembly		First Aid Training	
14	Ladder and strain pole fixing practice for suspension string on training centre Towers			
15	Boom pole with Cradle fixing practice for tension string on training centre Towers			
16	Practical suspension string operation with bull rope method on training centre Towers			
17	Practical suspension string operation with bull rope method on training centre Towers			
18	Practical suspension string operation with bull rope method on training centre Towers			
20	Practical tension string operation on training centre Towers			
21	Practical tension string operation on training centre Towers			
22	Practical tension string operation on training centre Towers			
23	Practical tension string operation on training centre Towers			
24	Tools Maintenance			
25	Basic Concepts of PID and its operation and		Cold Line Practice of using PID instrument	
27	Practice on PID Scanning in 400KV live lines/C Line (Suspension & V strings		Data Downloading and	
28	Practice on PID Scanning in 400KV live lines/C Line (Tension & Pilot strings		Data Downloading and	
29	Practice on PID Scanning in 400KV live line D/C Line (Tension &		Data Downloading and	
30	Audio visual on Hotline operations S/C		Audio visual on Hotline operations D/C Suspension	
31	Audio visual on Hotline operations S/C		Audio visual on Hotline operations S/C "V" String	
32	Touch and come practice on energised 400kV transmission line			
33	Suspension String operation on 400 KV S/C live line			
34	Suspension String operation on 400 KV S/C live line			
35	Suspension String operation on 400 KV S/C live line			
36	Suspension String operation on 400 KV D/C live line			
37	Suspension String operation on 400 KV D/C live line			
38	Suspension String operation on 400 KV D/C live line			
39	Tension String operation on 400 KV S/C live line			
40	Tension String operation on 400 KV S/C live line			
41	Tension String operation on 400 KV S/C live line			
42	Pilot String operation on 400 KV S/C live line			
43	Pilot String operation on 400 KV S/C live line			
44	Pilot String operation on 400 KV S/C live line			
45	Suspension "V" String operation on 400 KV S/C live line			
46	Suspension "V" String operation on 400 KV S/C live line			
47	Suspension "V" String operation on 400 KV S/C live line			
48	Tools Maintenance			

*Prepared by  
D.P. B. Jha  
Sr. Is*



**I HOTLINE MAINTENANCE TRAINING FROM 2.5.2012 TO 9.6.2012 AT EDC, HDYERABAD**

S.No	Emp. No	Emp. Name	Region	Location	Level	Designation	Department
1	65046	Debasis Behera	ER-II	Jeypore	W3	Jr. Tech.	S/S-O&M
2	65138	Prabina Pradhan	ER-II	Maithon	W3	JR TECH	TL-Constn
3	65135	Nirakar Behera	ER-II	Brahmpur (Orissa)	W3	JR TECH	TL-O&M
4	51228	Ioannis John Marwein	NER	Bongargaon	W3	Jr Tech	S/S-O&M
5	51188	Ranjit Pal	NER	Kumarghat	S1	JE Gr-IV	S/S-O&M
6	11210	Kailash Mahaver	NR-I	Kota	W3	Jr. Tech.	TL O&M
7	11117	Gursewak Singh	NR-I	Kota	W4	Tech Gr-IV	TL-O&M
8	16659	Rakesh Salgotra	NR-II	Narwal	W4	TECH GR-IV	TL
9	16657	Kulvinder Singh	NR-II	Nalagarh	S2	JE Gr-III	S/S
10	31155	A Vijay Kumar	SR-I	Nagarjunsagar	W4	TECH Gr.IV	O&M
11	31150	C Vijaya Kumar	SR-I	Nagarjunsagar	W4	TECH Gr.IV	O&M
12	31164	Ch. Jayanth Reddy	SR-I	Vijaywada	W4	TECH Gr.IV	TL-O&M
13	31162	N Nooka Raju	SR-I	Vizag	W4	TECH Gr.IV	TL
14	31161	T Anil Kumar	SR-I	Ramagundam	W4	Tech Gr-IV	TL-O&M
15	60114	C Chinnaraj	SR-II	Neelmangala	W3	JR TECH	TL-O&M
16	10660	M Perumal	SR-II	Salem	W7	TECH GR-I	TL-O&M
17	2127	Sudheer Talluri	WR-I	Raipur	E2A	Engr	TL-O&M
18	20916	Ajit Kumar Rath	WR-I	Korba	W3	Jr. Tech.	O&M
19	70055	Yuvakraj Sahu	WR-II	Itarsi	W3	JR TECH	TL
20	70267	Chinmaya Biswal	WR-II	Surat	W3	JR TECH	TL

**II HOTLINE MAINTENANCE TRAINING FROM 6.8.2012 TO 15.9.2012 AT EDC, HDYERABAD**

1	31178	Chilukuri Hemanth Kumar	SR-I	Vizag	W3	Jr Tech.	O&M
2	31174	Jaggayya Katheti	SR-I	Nagarjunsagar	W3	Jr. Tech	O&M
3	31171	Shiddappa	SR-I	Munirabad	W3	Jr. Tech.	TL-O&M
4	31169	Srinivasa Rao Jikkula	SR-I	Hyderabad	W3	Jr. Tech.	TL-O&M
5	31168	S S.N.Purushotham	SR-I	Vijaywada	W3	Jr. Tech.	S/S-O&M
6	30429	R Krishnaiah	SR-I	Warangal	S4	JE Gr-I	TL-O&M
7	31197	Mg Srinivasa Rao Maila	SR-I	Vizag	W3	JR TECH	TL
8	31176	Venkatarao Katakam	SR-I	Kadapa	W3	Jr. Tech.	O&M
9	31175	Godata Raju	SR-I	Vijaywada	W3	Jr. Tech.	O&M
10	31177	Siripurapu Naga Raju	SR-I	Munirabad	W3	Jr. Tech.	O&M
11	31239	Golla Divakar	SR-I	Gooty	F2A	Engr	S/S-O&M
12	31179	Asapu Venkata Surendra	SR-I	Gooty	W3	Jr. Tech.	S/S-O&M
13	20887	Ithape Ambadas Ramnath	WR-I	Parli	W3	Jr Tech	C&M
14	20831	Kiran Arun Hoalkar	WR-I	Parli	W3	Jr Tech	S/S-Constn
15	21035	Chunu Murmu	WR-I	Korba	WTI	JTT	TL-O&M
16	21079	Vishnu Sakharam Wakade	WR-I	Wardha	WTT	JTT	TL-Maint
17	20784	Narendra Kumar Manjhi	WR-I	Pendra	W3	Jr Tech	TL-Constn
18	20783	Kapil Dev Ratnakar	WR-I	Korba	W3	Jr Tech	TL
19	20845	Bhudas M Goupale	WR-I	Seoni	W3	Jr Tech	TL-Maint
20	20679	Pravin P Tarwatkar	WR-I	Seoni	W3	Jr Tech	TL-Maint
21	20791	Pravinsinh Chauhan	WR-II	Dehgam	W3	Jr. Tech.	S/S
22	70269	Bhubana Salma	WR-II	Khandwa	W3	JR TECH	TL
23	20601	Joginda Patel	WR-II	Satna	W2	Jr. Tech. (W2)	TL
24	70284	Sandeep Singh Thakur	WR-II	Jabalpur	E2A	Engr	TL
25	70274	Asha Ram Marko	WR-II	Bhopal	W3	JR TECH	TL

*P. J. ...*  
*n.p. B. ...*



III HOTLINE MAINTENANCE TRAINING FROM 15.12.2012 TO 24.11.2012 AT EDC, HYDERABAD

1	41638	Romal Linda	ER-I	Jamshedpur	S1	JE Gr-IV	S/S-O&M
2	41596	Ponda Tudu	ER I	Munger	S1	JE Gr-IV	DMS
3	41643	Subhash Ranjan	ER-I	Gaya	S1	JE Gr-IV	S/S-O&M
4	65125	Mrutyunjaya Maharana	ER-II	Dabugaon	W3	JR TECH	Consultancy
5	1920	Narottam Kumar Giri	ER-II	Rourkela	E2A	Engr	S/S-O&M
6	65040	Ashutosh Parida	ER-II	Rourkela	W3	Jr. Tech.	TL-Constn
7	65049	Kishun Charan Majhi	ER II	Indravati	W3	Jr. Tech.	S/S-O&M
8	51246	Khangembam Johnson Singh	NER	Badarpur	W3	Jr Tech	S/S-O&M
9	51185	Mudang Obing	NER	Dibrugarh	S1	JE Gr-IV	Rural Elect
10	51237	Prasanta Saikia	NER	Rangia	W3	Jr Tech	HRD
11	51226	Dipankar Datta	NER	Salakati	W3	Jr Tech	-
12	11845	Nilachala Naik	NR-I	Dadri	WTT	JTT	TL-O&M
13	16831	Mohit	NR-II	Banikhet	W3	JR TECH	TL-O&M
14	16828	Ram Pal	NR-II	Sarna	W3	JR TECH	TL-O&M
15	31167	Silam Ramesh	SR-I	Gooty	W4	Tech Gr-IV	TL
16	31181	Naga Siva Prasad Komma	SR-I	Gooty	W3	Jr. Tech.	S/S
17	60116	Gijo George	SR-II	Virudhachalam	W3	JR TECH	TL-O&M
18	60117	Gopal Bhajantri	SR-II	Hassan	W3	JR TECH	CAO
19	2034	V Venkateswar Rao	SR-II	Vellore	E2A	Engr	TL-Maint
20	60146	Arun A	SR-II	Hassan	W3	Jr. Tech.	TL-O&M
21	20771	Yogesh Nandkishor Birzare	WR-I	Wardha	W3	Jr. Tech.	TL-Maint
22	20942	Nilesh Kimmatrao Ingle	WR-I	Wardha	W3	JR TECH	TL-Maint
23	70015	Patel Arpankumar	WR-II	Surat	W3	Jr. Tech.	TL-O&M
24	70292	Sandeep Kushwaha	WR-II	Vindhyachal	W3	JR TECH	TL-Constn
25	70275	Babun Dehury	WR-II	Bhopal	W3	JR TECH	TL
26	70263	Kushal Wankhede	WR-II	Ujjain	W3	JR TECH	TL

IV HOTLINE MAINTENANCE TRAINING FROM 7.1.2013 TO 16.2.2013 AT EDC, HYDERABAD

1	1511	Suman Kumar	ER-I	Patna	W4	TECH GR-IV	S/S-O&M
2	41738	Motilal Pradhan	ER-I	Ranchi	W3	Jr Tech	S/S-O&M
3	41749	Rabindra Nag	ER-I	Ranchi	W3	Jr Tech	S/S-O&M
4	41743	Sanjeev Kumar Pandey	ER-I	Daltonganj	W3	Jr Tech	S/S-Constn
5	41746	Avinash Kumar	ER-I	Patna	W3	Jr Tech	S/S-Constn
6	41751	Jitendra Kumar Bhagat	ER-I	Patna	W3	Jr Tech	S/S-O&M
7	41745	Ravi Prakash Sinha	ER-I	Lakhisarai	W3	Jr Tech	S/S-Constn
8	1732	Ramit Anand	ER-I	Jamshedpur	E3	Sr Engr	S/S-O&M
9	65129	Jagannath Dehury	ER-II	Jeypore	W3	JR TECH	S/S-O&M
10	65122	Balaram Behera	ER-II	Brahmpur(Orissa)	W3	JR TECH	TL-O&M
11	65044	Mahammad Samser	ER-II	Rengali	W3	Jr. Tech.	S/S-O&M
12	31194	M Ravi Prasanna Kumar	SR-I	Hyderabad	W3	Jr. Tech.	O&M
13	31180	P Narayana Swamy	SR-I	Vizag	W3	Jr. Tech.	O&M
14	31183	Nagendra Vidya Sagar	SR-I	Khammam	W3	Jr. Tech.	O&M
15	31184	Veldandi Shivakumar	SR-I	Nellore	W3	Jr. Tech.	O&M
16	31186	Appikonda Umashanker	SR-I	Nagarjunsagar	W3	Jr. Tech.	O&M
17	31188	Sri Ram Shivakumar	SR-I	Vijaywada	W3	Jr. Tech.	O&M
18	31189	Shankarappa	SR-I	Munirabad	W3	Jr. Tech.	TL-O&M
19	31193	Daram Kishore	SR-I	Hyderabad	W3	Jr. Tech.	S/S

TOTAL 90 POWERGRID EMPLOYEES ATTENDED HOTLINE TRAINING DURING 2012-14

*Prof. Dr. D.P.B. J.P.S.*





## HOTLINE MAINTENANCE ALLOWANCE

Employees engaged in Hotline Maintenance (HLM) are entitled for payment of Hotline Maintenance Allowance at the rates indicated below:

CATEGORY	RATES OF HOTLINE MAINTENANCE ALLOWANCE	
	Per day rates	Per Month
EXECUTIVES	Rs. 440/-	Maximum of Rs. 5600/- pm.
SUPERVISORS	Rs. 360/-	Maximum of Rs. 4800/- pm.
WORKMEN		
(i) W8-W11, SG	Rs. 360/-	Maximum of Rs. 4800/- pm.
(ii) W1-W7	Rs. 280/-	Maximum of Rs. 3600/- pm.





## Amendments

## OVERTIME ALLOWANCE

Subject	Clause	Existing Provision	Revised Provision
Overtime Allowance	4.3	The compensatory-off should normally be availed of within one month of its becoming due. This time limit may, however, be relaxed at the discretion of the concerned Head of Department. Although there will be no limit for accumulation but not more than two compensatory off may be granted at a time.	The compensatory-off accumulated during the calendar year should be availed within the same calendar year after which it shall lapse.

Subject	Clause	Existing Provision	Revised Provision
Compensatory -off (16.0)	16.3	<b>For Executives</b> 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.	<b>For Executives</b> b) The Compensatory offs can be allowed to be accumulated during a calendar year after which it will lapse.

Subject	Clause	Existing Provision	Revised Provision
Promotion Policy Workmen	3.6	The approved panel as well as the concerned papers/documents will be kept in the custody of the concerned Personnel Department, and the promotion orders in respect of the successful candidates will be issued by the concerned Personnel 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.	The approved panel as well as the concerned papers/documents will be kept in the custody of the concerned Personnel Department, and the promotion orders in respect of the successful candidates will be issued by the concerned Personnel 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 in case of change in cadre from Workmen to Supervisor, 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.

Promotion Policy Supervisors	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.	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. <del>The promoted employees will be placed on probation for a period of six months, which may be extended wherever necessary.</del>
	3.6.1	Supervisors promoted to Selection Grade will be placed on probation for a period of six months as in the case with S1, S2, S3 and S4 grades. The policy for probation for Supervisors on promotion to E1 will continue to be six months. 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.	<del>Supervisors promoted to upto Selection Grade will be placed on probation for a period of six months. Supervisors promoted to E1 will be placed on probation for a period of six months.</del>  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.
Subject	Clause	Existing Provision	Revised Provision
Appraisal for Supervisors-		NIL	<b>New Provision</b> Moderation of AARs of Supervisors to be introduced similar to Executives under Clause 10.0 of Appraisal Policy of Executives