



पावर ग्रिड कोर्पोरेशन 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, सैक्टर-29, गुडगांव, हरियाणा-122007
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



CP/RTI/2015/212

Date: 5th January, 2016

Shri Md Sharif Khan
Plot No 213, Suati Nagar
Jharpada, Bhubneshwar
Odisha-751006

**Sub: Information under Right to Information Act, 2005 (Application No.-212
Application date 28.10.2015 received on 17.11.2015.)**

Dear Mr. Khan,

This has reference to your RTI request dated 28th October, 2015 (received on 17th November, 2015) seeking information under RTI Act, 2005.

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

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
Phone No. 0124-2571960

Thanking you,

भवदीय,

सतीश
5.1.16

(सतीश कुमार जे.)

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

Phone No. 0124-2822746

Email ID: cpio.cc@powergrid.co.in

पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लि०
(मानव संसाधन विभाग)

संदर्भ: : के/मा०सं०/नीति/ 2.9/13

दिनांक: 26th November 2013

के.मा.सं.परिपत्र सं: 312/2013

SUB : Amendment in POWERGRID Leave Rules.

1.0 It has been decided to incorporate, following amendments in POWERGRID Leave Rules:

- (i) At present Earned Leave is maintained in two sections i.e (a) Encashable (b) Non-Encashable. From now onwards employees earned leave account i.e (a) Encashable (b) Non-Encashable will be merged and maintained in one section i.e (a) Encashable only including existing Leave balance.
- (ii) Further, encashment of Earned Leave will be allowed twice during the calendar year instead of once in a calendar year.

2.0 This shall come to force with immediate effect.

This issues with the approval of Competent Authority.

इ.प्र.स. निदेशक

(आई आर किदवई)
कार्यपालक निदेशक (मा.सं)

वितरण:

सभी प्रमुख क्षेत्र / क्षेत्र.भा.प्रे.के.

मानव संसाधन प्रमुख / वित्त प्रमुख - सभी क्षेत्र / सभी क्षेत्र.भा.प्रे.के./पोसोको मुख्यालय

सी.ई.ओ., पोसोको

महाप्रबंधक (प्रभारी)-वित्त, के.का.

POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HR DEPARTMENT



Ref. No: CC/HR/ Policy/ Leave-2.9/13...

Dated: 14th November 2013.

Sub: Modification in Leave Rules.

- 1.0 A proposal for modification in the POWERGRID Leave Rules provisions related to (i) merger of encashable and non-encashable portion of Earned Leave and converting all Earned leave into encashable portion, (ii) allowing encashment of leave twice during the calendar year and (iii) at the time of separation of employee, allowing encashment of leave subject to overall ceiling of 300 days including (HPL) was placed before the BOARD of Directors for consideration (**Annexure-A**). However, out of the above three proposed modifications, the last modification on encashment of leave subject to overall ceiling of 300 days has already been introduced with the approval of CMD (**Annexure-B**) before it could be discussed in BOARD due to Audit Para.
- 2.0 In the 291st Meeting of POWERGRID Board of Directors held on 19th September 2013, the above proposal on modification of Leave Rules was deliberated and extracts of the minutes of the meeting is as stated below:

Item No.291.2.11:- (Para No.291.2.11.1.)

Modification in Leave Rules:-

It was informed to the Board that the modification in leave rules has been necessitated because of the clarification issued by DPE which restricts encashment of leave (EL & HPL) on retirement to overall limit of 300 days. The ceiling limit of encashment of leave upto 300 days (EL & HPL clubbed together) at the time of separation of employee has already been introduced with the approval of CMD. The existing proposal is only for allowing merger of encashable portion of EL & non-encashable portion and allowing encashment of leave twice a year in the same lines as other power sector companies like NTPC, PFC & REC have done. Deliberating the proposal as brought out in the background note, the Board directed that the revision in the policy of leave encashment be implemented with the approval of CMD in accordance with DPE, Government of India guidelines. The Board passed the following resolution:

“Resolved that the above proposal regarding revision of leave encashment be implemented with the approval of CMD in accordance with DPE, Government of India Guidelines.” (Annexure-C)

The merger of encashable and non-encashable portion of EL was necessitated because of DPE letter dated 17th July 2012 whereby it was clarified that EL and HPL can be considered for encashment of leave on retirement subject to overall limit of 300 days (**Annexure-D**). In the said letter reference of DPE OMs dated 24.04.1987, 05.08.2005, 10.12.2008 and 26.10.2010 has been made.

हिन्दी में काम करना आसान है, शुरू तो कीजिए।

Sub: Modification in Leave Rules.

However, none of the DPE OMs make any distinction between encashable or non-encashable portion of Earned Leave and states only about Earned Leave. The gist of above DPEs OMs is as given below:

- (i) **OM dt. 24.04.1987 (Annexure-E)**
 - Leave Rules are framed by individual PSEs with the approval of Board of Directors, keeping in view the broad parameters of the policy guidelines laid down in this regard by Government.
 - Leave Rules in respect of unionized staff are generally governed by different staff regulations.
 - PSEs can enhance ceilings on accumulation of EL to 240 days, where existing EL rules had envisaged accumulation upto 180 days.
 - Applicable to Board Level appointees also.
 - Enhanced limited applicable w.e.f. 01.07.1986.
- (ii) **OM dt. 05.08.2005 (Annexure-F)**
 - Enhanced maximum accumulation of EL to 300 days for CPSEs following industrial DA pattern with immediate effect.
 - Additional expenditure on this account will be met by CPSEs from their own internal resources without any budgetary support from the Govt.
- (iii) **OM dt. 11.12.2008 (Annexure-G)**
 - CPSEs should adopt 30 days' month for the purpose of calculating leave encashment.
- (iv) **OM dt. 26.10.2010 (Annexure-H)**
 - OM dt. 05.08.2010 provides for a maximum ceiling of EL that can be accumulated. CPSEs are not permitted to encash leave beyond 300 days at the time of retirement of an employee. Employees are not permitted to accumulate more than 300 days as specified under DPE Guidelines.
 - Casual Leave must not be encashed at all and shall lapse at the end of the calendar year.

3.0 Since none of the above DPE OMs mentions about encashable/ non-encashable portion of EL, merger of EL (encashable) & EL (Non-encashable) in POWERGRID Leave Rules will not result in violation of any of the DPE, Government of India guidelines. Further other Power Sector Companies like NTPC, REC and PFC have also modified their Leave Rules by merging EL (Encashable) & EL (Non-Encashable) into one and termed as "EL (Encashable)" only.



Sub: Modification in Leave Rules.

- 4.0 In light of the above facts it is proposed that following modifications may be incorporated in POWERGRID Leave Rules with the approval of CMD as per the resolution passed by the BOARD of Directors in its 291st Meeting :
- Earned Leave (both encashable & non-encashable) in the employees account shall be put under one section i.e Earned Leave (Encashable) *including Existing Leave Balance*
 - Encashment of Earned Leave will be allowed twice during the calendar year. *2 times*
 - The above modification will be effective from date of issue of Circular.

(Draft Circular in this regard at Annexure- I)

Submitted please.

S.J. Lakra
14/11/2013

(S.J.Lakra)

Chief Manager (HR)

Chief Manager (IE & P): *S.J. Lakra*
14/11/13

AGM (HR): *S.J. Lakra*
14/11/13

ED (HR): *S.J. Lakra*
18/11/13

DIR (Personnel): *S.J. Lakra*
18/11

DIR (Finance): *S.J. Lakra*
26/11/13

CMD: *S.J. Lakra*
26/11/13