



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, सेक्टर-29, गुडगांव, हरियाणा-122007  
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007

CP/RTI/2016/718

Date: 29<sup>th</sup> March, 2017

Shri Soumya Ranjan Biswal,  
C1-17 MTNL Staff Quarters,  
Goregaon, West SV Road,  
Near DLH Mall,  
Maharashtra 400 062

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

Dear Sir,

This has reference to your online RTI request received on 1<sup>st</sup> March, 2017 seeking information under RTI Act, 2005.

For reply, HRA rules in POWERGRID are attached herewith as **Annexure-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 Ashwani Jain  
Executive Director (CMG) & Appellate Authority  
Corporate Centre, Power Grid Corporation of India Limited  
"Saudamini", Plot No. 2, Sector-29, Gurgaon – 122007, Haryana.  
Email ID: [aj@powergridindia.com](mailto:aj@powergridindia.com)  
Phone No. 0124-2571962

Thanking you,

भवदीय,



(अजय होलानी)

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

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

## HOUSE RENT ALLOWANCE

### 1.0 Scope

House Rent Allowance (HRA) is payable to all the eligible employees who are not provided with residential accommodation by the Company at the places where the Company has its projects/Sub-stations/offices etc.

### 2.0 Applicability

2.1 For the purpose of HRA, the employees eligible are those borne on the regular establishment of the Company including probationers, lien holders, deputationist (unless otherwise specified in their terms of deputation) and persons appointed on contract basis (unless otherwise specified in the terms of their contract) but excluding apprentices/trainees whether engaged under Company's own training scheme or under the Apprentices Act, 1961 (save to the extent specifically mentioned in these Rules) and muster roll, daily rated, casual, badli or substitute employees.

### 3.0 Definitions

In these rules, unless the context otherwise requires:

3.1 "Company" means the Power Grid Corporation of India Limited including the Offices/ Projects/Sub-stations under its management.

3.2 "Places" means X,Y,Z Class cities notified by the Government of India for the purpose of payment of HRA to the Central Govt. employees, from time to time.

3.3 "Family" means employee's spouse, legitimate children and step children (including legally adopted children) and parents (parents-in-law in case of female employees).

3.3.1 Only one spouse is included in the term "Family".

3.3.2 Step children include the children of the spouse from a previous marriage, where the same was dissolved due to legal divorce or death of the other party to such marriage.

3.3.3 Where both husband and wife are employed in the Company, the dependent parents of either of the spouses may be treated, at their option, as parents for the purpose of these rules.

3.4 "Pay" means Basic Pay, Personal Pay, Special Pay, Deputation (Duty) Allowance, if any.

3.4.1 In case of a re-employed pensioner, pension and pension equivalent of retirement benefits will also be considered as pay, provided and to the extent the same has been taken into consideration for fixation of his/her basic pay. In such a case, if the sum of his pay plus pension exceeds the



pay of the post, if it is on a fixed rate of pay or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.

3.5 "Normal Rent" means the HRR paid by the employee towards allotment of quarter.

3.5.1 In case an employee resides in a hostel or a boarding house or resides and boards as a paying guest, rent will be the amount equal to 40% of the lodging and boarding charges or 80% of the lodging charges, if boarding is not availed of, as the case may be.

#### 4.0 Terms & Conditions

4.1 An employee shall be eligible to the grant of HRA only if he/she has not been provided accommodation by the Company at his place of posting. Accommodation for this purpose means family accommodation including any accommodation provided by the Company free or at subsidized /stipulated rate(s) in the Guest House/Transit Camp/Hostel/Company Quarter etc.

a) Provided, further, where an employee on transfer has been permitted to retain leased accommodation at his previous place of posting then he shall not be eligible for HRA. However, the employees who have been allowed to retain company quarters at previous place of posting on payment of normal rent/ penal rent only are eligible for guest house/ field hostel accommodation or payment of HRA in new place of posting when such accommodation is not available.

4.2 Trainees recruited under Company's own Training Scheme and placed in the regular pay scales of the Company during their training period shall also be eligible for grant of HRA provided the Company fails to arrange for them, free bachelor (hostel) accommodation at the places where they undergo long term training.

4.3 An employee shall not be eligible to the grant of House Rent Allowance, if:

a) He/She refuses to take possession of the accommodation being provided by the Company. For this purpose, an employee to whom the accommodation (other than single room hostel accommodation) is provided by the Company irrespective of the fact whether accommodation so provided by the Company is as per his entitlement or not, and he refuses to take possession of the same, shall be deemed to have been provided accommodation for the purpose of these Rules and therefore, he/she shall not be eligible to the grant of HRA from the date following the last date stipulated in the allotment letter for occupying the Company's accommodation.

b) He/she resides in the accommodation provided by the Company to another employee;



- c) He/she resides in the accommodation provided to his parents/children by the Government or any other Public Sector Undertaking/Quasi-Government Bodies/ Autonomous Body etc.
- d) His/her spouse has been provided accommodation at the same station by the Government or any other organisation (Public Sector Undertaking/Quasi-Government Bodies/Autonomous Body etc.) irrespective of the fact whether he/she resides in the accommodation so provided or separately in another accommodation;
- e) He/she continues to occupy the accommodation provided by the Company save to the extent otherwise specified in these Rules; and
- f) Any Company employee residing in Government/Autonomous and Semi-Government Organisation run hostels (which charge subsidized rent only).

5.0 **Rates**

5.1 House Rent Allowance will be admissible as per the rates notified by the management from time to time, for different places.

5.2 HRA at the applicable rate is payable without any monetary ceiling limit and without production of Rent receipt, subject to employees making claim and self certification in a prescribed performa given at Annexure.

5.3 The existing rates are as follows:

Class of cities/places	Rate of HRA(As percentage of Basic Pay)
X Class Cities	30%
Y Class Cities	20%
Z Class Cities	10%

Note : The latest list of 'X', 'Y' & 'Z' class city where HRA is admissible is reproduced at Annexure-II. However, payment of HRA shall be governed in accordance with classification of cities, as notified by the Government from time to time.

6.0 **Other Conditions**

An employee who satisfies the terms and conditions laid down in these Rules shall be entitled to the grant of HRA at the prescribed rates, subject to the following conditions:

6.1 Where both husband and wife are employed in the Company and residing in the same rented unfurnished accommodation HRA shall be admissible to either or both of them in accordance with any one of the following provisions:



- 6.1.1 Both husband and wife may draw House Rent Allowance individually at the prescribed rates as per their entitlement subject to fulfillment of other conditions for drawl of the allowance.
- 6.2 Where the spouse of an employee is working in another organisation and is claiming HRA from her/his organisation, the entitlement of HRA to the employee shall be governed in accordance with the provisions stipulated at Rule 6.1, as if the employee's spouse is also working in the Company.
- 6.3 Where an employee is sharing accommodation with his/her parents/son/daughter/ another employee of the Company who is claiming HRA for that accommodation on production of Rent Receipt/municipal valuation of the accommodation from an organization including the Company, he/she shall be entitled to claim HRA.
- 6.3.1 Where an employee is sharing Government accommodation allotted to a Central Government employee, not related to him, he shall be entitled to claim HRA at the applicable rates.
- 6.4 Where an employee is residing in Company's/Government accommodation on payment of penal/market rent, he/she shall be entitled to claim HRA at the applicable rate considering the penal/market rent as rent paid for that accommodation.
- 6.5.1 Where an employee is residing as a paying guest in a hostel or a boarding house on payment of rent, he/she shall be entitled to claim HRA at the applicable rate considering the rent as rent paid under sub-rule 3.5.1 for that accommodation.
- 7.0 **HRA for accommodation owned by the employee or his/her family**
- 7.1 An employee who is residing in an accommodation owned by him/her or any of his/ her family members or Hindu Undivided Family (HUF) in which he/she is a co-partner, shall also be entitled to claim HRA as per the terms and conditions mentioned at Rule 6.0 except, that for the purpose of production and verification of Rent Receipt, wherever applicable, the rental value of the house/portion of the house actually occupied by him/her shall be determined by a Committee constituted for this purpose by Executive Director (HR) for employees posted at Corporate Centre (including those borne on its rolls) and concerned Head of Project/Sub-station in case of employees posted at Projects/Sub-stations/Regional Headquarters/ Transmission Lines establishments (including those borne on their respective rolls). Based on the rental value so assessed by the Committee, the HRA entitlement of the employee shall be computed considering the said value as rent paid by the employees.
- 8.0 **HRA in different situations**
- 8.1 HRA shall also be admissible to an employee subsequent to the happening of any of the events specified below for period mentioned against each, at the rates applicable to the respective place of posting



immediately before the happening of any of the said events, subject to the condition that the employee retains his/her family at that place. However, in case of joining time and training within India exceeding 6 months the admissibility of HRA shall be governed by the provisions of the relevant rules:

Events	Permissible Period
Leave of any kind excluding EOL on medical grounds(s)	Full period of leave, if an employee does not join duty after availing himself/ herself of such leave and resigns, he/ she shall not be eligible for HRA for the entire period of leave
EOL on medical ground(s)	Upto a maximum of 120 days. If an employee does not join duty after availing himself/ herself of such leave and resigns, he/ she shall not be eligible for HRA for the entire period of leave.
Joining time	Full period of joining time as admissible under the relevant rules.
Transfer to a place outside headquarters	Upto a period of 2 months from the date of release provided the employee has not been provided accommodation by the Company at his new place of posting subject to the provision 4.1.2. The limit of 02 months may however be extended upto a period not beyond the end of academic session by ED in case of RTS/ Director (Operation) in case of RLDCs/ ED (HR) in case of Corporate centre, if the employee has been transferred in the midst of academic session and shifting of family is likely to adversely affect the education of his children. Any extension beyond the end of academic session covering a total period of upto 01 year can be granted by Director (Personnel). Under special circumstances, extension for a period of upto 02 years can be granted with special approval of CMD.
Suspension	Full period of suspension subject to production of a certificate to the effect that he/ she continues to incur expenditure for his/ her residential accommodation during the period of



Events	Permissible Period
Training	suspension.
a) Within India	Full Period of training
b) Outside India	Full Period of training

9.0

### Procedure

9.1

Employees claiming HRA shall be required to furnish a declaration to the concerned HR Department in the prescribed proforma, as applicable, at the time of joining the place of posting and thereafter on each occasion whenever any change(s) occurs in the declaration last furnished. The prescribed proforma are enclosed as Annexures I & II.

9.2

The employees claiming HRA on production and verification of rent receipt shall be dealt as per provisions of Income tax act. The employee claiming HRA on production and verification of rent receipt shall submit the same in the prescribed proforma twice in a calendar year, i.e. by 1st April and 1st October of each calendar year. In case of those who claim HRA after 1st April/1<sup>st</sup> October of the concerned calendar year, the rent receipt shall be required to be submitted by the first of the month following the month in which HRA is first claimed and thereafter on 1st October/1st April of the same following calendar year and so only.

10.0

### General

10.1

Relaxation of any other kind not provided hereinbefore may be permitted only by the Chairman and Managing Director. In case of any doubt regarding the interpretation/ implementation of the above rules and also in respect of cases/matters not covered herein, the same shall be referred to Corporate HR Department for decision/clarification.



**DECLARATION FOR CLAIMING HOUSE RENT ALLOWANCE**  
(To be submitted in duplicate)

1. I certify that my family is neither in possession of any accommodation (including field hostel/guest house) not sharing the accommodation provided by the Company or by any State/Central Government/Autonomous body/Public Undertaking or Semi Government Organization like municipality, port trust etc. to any of my family members.
2. I certify that I have not refused the company accommodation allotted to me.
3. I certify that I am contributing towards rent for the place of my stay at \_\_\_\_\_  
(address of the premises).  
Or  
I certify that I/my family am/is staying in a house (other than rented house) the rental value of which is ascertainable and the house is situated at \_\_\_\_\_ (address of the premises).
4. I certify that I am not sharing accommodation provided to another Government Servant/ Company employee on rent free basis by any State/Central Government/Autonomous Body/PSU or Semi Government organization like municipality, port trust etc.
5. I undertake to inform any change in the status of any of the declaration mentioned above immediately.

This declaration shall be deemed to have made as on \_\_\_\_\_

(Note : Please strike out the portion which is not applicable).

Date :

Signature \_\_\_\_\_

Name \_\_\_\_\_

Emp. No. \_\_\_\_\_

Designation \_\_\_\_\_

Place of posting \_\_\_\_\_

Note : -HR Estt. (For forwarding to F&A for payment)  
-Fin. Estt.





## Annexure-II

## LIST OF CITIES/ TOWN CLASSIFIED BASED ON POPULATION FOR PAYMENT OF HOUSE RENT ALLOWANCE (HRA)

Sl. No.	STATES	CITIES CLASSIFIED AS 'X'	CITIES CLASSIFIED AS 'Y'
1.	Andhra Pradesh	Hyderabad (UA)	Vijayawada (UA), Warrangal (UA), Vishakapatnam (UA), Guntur.
2.	Assam		Guwahati (UA)
3.	Bihar		Patna (UA)
4.	Chandigarh		Chandigarh
5.	Chhattisgarh		Durg- Bhilai Nagar (UA), Raipur (UA)
6.	Delhi	Delhi (UA)	
7.	Gujarat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
8.	Haryana		Faridabad*
9.	Jammu & Kashmir		Srinagar (UA), Jammu (UA).
10.	Jharkhand		Jamshedpur (UA), Dhanbad (UA), Ranchi(UA).
11.	Karnataka	Bengaluru (UA)	Belgaum (UA), Hubli-dharwad, Mangalore (UA), Mysore (UA).
12.	Kerala		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA)
13.	Madhya Pradesh		Gwalior (UA), Indore(UA), Bhopal(UA), Jabalpur (UA)
14.	Maharashtra	Greater Mumbai (UA)	Amravati, Nagpur (UA), Arungabad (UA), Nasik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA).
15.	Orissa		Cuttack (UA), Bhubaneswar (UA)
16.	Punjab		Amritsar (UA), Jalandhar (UA), Ludhiana
17.	Pondicherry		Pondicherry (UA)
18.	Rajasthan		Bikaner, Jaipur, Jodhpur (UA), Kota (UA)
19.	Tamil Nadu	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappali (UA), Madurai (UA)
20.	Uttarakhand		Dheradun (UA)
21.	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad*, Aligarh, Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur, Varanasi (UA).
22.	West Bengal	Kolkotta (UA)	Asansol (UA)

The remaining cities/ town in various states/ UTs which are not covered by classification as ' X' or "Y" are classified 'Z' for the purpose of HRA. 'X' = cities above 50 Lakhs population, 'Y'= cities having population between 5 lakhs to 50 lakhs, ' Z' Cities/ towns having population less than 5 lakhs, UA= Urban Agglomeration.

The special dispensation shall continue to be extended only to the following cities :

- Faridabad, Ghaziabad, , Noida and Gurgaon at ' X' class city rates.
- Jalandhar Cantt, Shillong, Goa & Port Blair at ' Y' class city rates.