



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/2017/145

Date: 24<sup>th</sup> July, 2017

Shri Sanjeev,  
Vikram Nagar,  
Rawatbhata – 323 306  
Rajasthan (PIN)

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

Dear Sir,

This has reference to your RTI request forwarded by MOP through online RTI portal on 27<sup>th</sup> June 2017 for providing information under RTI Act, 2005.

The information available in POWERGRID is attached at **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 Sanjeev Singh,  
Executive Director (CMG) & Appellate Authority  
Corporate Centre, Power Grid Corporation of India Limited  
"Saudamini", Plot No. 2, Sector-29, Gurgaon – 122007, Haryana.  
Email ID: [sanjeev@powergridindia.com](mailto:sanjeev@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)

Attach: As above

POWER GRID CORPORATION OF INDIA LIMITED  
CORPORATE HR-POLICY DEPARTMENT

Ref: CC/HR/Policy/2.9/16


Date: 13.12.2016

CORPORATE HR CIRCULAR NO: 372/16

Sub: Leave Rules (Compensatory-Off)- Modification thereof

- 1.0 The rules of Compensatory-off under Leave Rules were examined and has been modified which is as per Annexure-A enclosed herewith.
- 2.0 The same comes into force with immediate effect.

This issues with the approval of Competent Authority.

  
(Meenakshi Davar)  
ED(HR)

**Distribution:**

**Region:**

All Heads of Regions/Projects  
All Heads of HR/Finance of the Regions/Projects

**POSOCO:**

CEO-POSOCO  
All Heads of RLDC  
All Heads of HR/Finance -RLDC

**Corporate Centre:**

All Heads of Departments at CC.  
Company Secretary.  
ES/PS-CMD/Director (Project/ Operation/ Personnel/ Finance) /CVO

## LEAVE RULES

## 16.0 COMPENSATORY-OFF.

Existing	Revised
<p><b>16.1 For Workman</b></p> <p>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.</p> <p>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.).</p> <p>c) The compensatory offs as regulated in terms of (a) &amp; (b) above can be allowed to be accumulated during a calendar year after which this will lapse.</p> <p>d) If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as for overtime) will be admissible.</p>	<p><b>16.1 For Workman</b></p> <p>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.</p> <p>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.).</p> <p>c) The compensatory-offs as regulated in terms of (a) &amp; (b) above can be allowed to be accumulated.</p> <p>d) <b>Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31<sup>st</sup> of December of each calendar year can be carried forward and availed till 31<sup>st</sup> of January of next calendar year after which it will lapse.</b></p> <p>e) If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as for overtime) will be admissible.</p>
<p><b>16.2 For Supervisors</b></p> <p>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.</p>	<p style="text-align: center;"><del>DELETED</del></p> <p>→ Modified side Circular No. 379/2017 (Attached)</p>
<p><b>16.2 Executives</b></p> <p>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&amp;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:</p> <p>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.</p>	<p><b>16.3 For Supervisor/ Executives</b></p> <p>The compensatory off shall be granted for working extra one day/shift work beyond normal hours of work/shift to the <b>supervisors/executives</b> of all establishment of POWERGRID which have been commissioned and where O&amp;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:</p> <p>a)i) <b>Supervisor/Executives</b> 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.</p>

Mayank

Existing	Revised
<p>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.</p> <p>b) The compensatory off can be allowed to be accumulated during a calendar year after which it will lapse.</p> <p>c) For availing of Compensatory Off, prior permission and sanction shall be necessary and the same cannot be availed of on medical grounds.</p> <p>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.</p>	<p>ii) If the weekly holiday, being a day other than Sunday in case of such <b>supervisors/executives</b> 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 <b>supervisors/executive</b> does not work on such a day, one day's compensatory off will be allowed to him.</p> <p>b) <b>Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31<sup>st</sup> of December of each calendar year can be carried forward and availed till 31<sup>st</sup> of January of next calendar year after which it will lapse.</b></p> <p>c) For availing of Compensatory Off, prior permission and sanction shall be necessary and the same cannot be availed of on medical grounds.</p> <p>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.</p>

POWER GRID CORPORATION OF INDIA LIMITED  
CORPORATE HR DEPARTMENT

Ref. No: CC/HR/ Policy/2.9/17

Date: 15.05.2017

CORPORATE HR CIRCULAR NO: 379/2017

Sub: Leave Rules (Compensatory-Off) -Modification thereof in respect of Supervisors

1.0

The rule of Compensatory-off was modified vide Corporate HR Circular No: 372/16 dated 13.12.2016. The rule has again been reviewed and it has been decided to modify the rule of Compensatory-Off in respect of Supervisors which is as under:

**Rule 16.2: For Supervisor**

The Compensatory-off shall be granted in lieu of working extra day on holiday/extra shift to the supervisor of all establishment of POWERGRID. The grant of compensation off in such cases will be regulated in following manner.

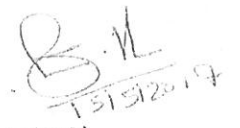
- (a)(i) Supervisor in all establishment of POWERGRID may be allowed one day Compensatory-off if they work extra day/shift in addition to the normal working day/shift duty.
- (ii) If a weekly holiday, being a day other than Sunday in case of such Supervisors doing shift duty in any establishment of POWERGRID and meeting the criteria defined at 16.2, coincides with a closed holiday or a national holiday and the Supervisor does work on such a day, two days Compensatory-off will be allowed to him.
- (b) Compensatory-off can be availed during the calendar year. Compensatory-off earned till 31<sup>st</sup> of December of each calendar year can be carried forward and availed till 31<sup>st</sup> of January of next calendar year after which it will lapse.
- (c) For availing of Compensatory-off, prior permission and sanction shall be necessary and the same cannot be availed on medical grounds.

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.

2.0

The above rule shall come into force with immediate effect.

This issue with the approval of Competent Authority.



(S.J. LAKRA)  
DGM(HR)

Distribution: overleaf



## SPECIAL ADDITIONAL LEAVE.

- 1.0 The Special Additional Leave will be applicable to all Executives including those appointed on fixed tenure/contract basis (but excludes Trainees/deputationist from other organization) posted at field establishments, sub-stations, line/project/construction offices having 06 days working week.
- 2.0 Executive will be allowed 10 (ten) days of Special Additional Leave per annum (Calendar year). The special additional leave will be applicable with effect from 01.10.2009 and will be calculated on monthly pro-rata basis for the year-2009.
- 3.0 Executive leave account will be credited with Special Additional Leave in advance in beginning of every year. In case of joining/ transfer/ separation of Executives at/from the above mentioned establishments/sub-stations/offices in midst of calendar year, the leave account will be calculated/adjusted on pro-rata basis. The leave will be rounded off to the next higher digit in case of its equal or more than 0.5. Illustration : X-Executive retires on 30.04.2010. S/he has not availed any Special Additional Leave for the calendar year 2010. The Special Additional Leave standing in her/his credit will be 3.33 which will be rounded of to 3 days.
- 4.0 For the purpose of Special Additional Leave, HR- Establishment Group will maintain a separate ledger record. A separate account of Special Additional Leave will also be maintained in the leave booklet issued to Executives.
- 5.0 The Special Additional Leave has to be availed within the same calendar year.
- 6.0 The Special Additional Leave can be clubbed with any other kind of leaves other than Casual Leave.
- 7.0 Intervening Sundays and Holidays falling within the spell of Special Additional Leave will be counted as leave.
- 8.0 Executive under suspension will not be eligible for Special Additional Leave.
- 9.0 **Encashment of Special Additional Leave:**
- 9.1 The accumulated Special Additional Leave of a calendar year can be encashed within 31<sup>st</sup> of March of next year failing which the leave will lapse. The leave will not be carried forward due to any reason whatsoever. Illustration: X-Executive has



accumulated 07 days of Special Additional Leave for the calendar year 2010. S/he can encash this leave before 31.03.2011.

- 9.2 Executives separating from the Company on account of retirement/death will also be eligible for encashment of special additional leave standing in their credit. Executives resigning from the Company shall not be eligible for encashment.
- 9.3 Encashment of Special Additional Leave shall be allowed only once between 1<sup>st</sup> January to 31<sup>st</sup> March for the leave accumulated of the previous calendar year.
- 9.4 Income tax will be deducted from the amount of special additional leave encashed as per the provisions of IT Act.
- 9.5 For calculation of amount of leave encashment, Basic Pay plus Dearness Allowance as on date of application will be taken into account.
- 9.6 Executives have to apply in the form enclosed (Annexure-I) for encashment of Special Additional Leave.

\*\*\*\*\*

**ENTITLEMENTS OF VARIOUS KINDS OF LEAVE**

(a) **Workmen, Supervisor & Executives**

<b>Type of Leave</b>	<b>No. of Leaves/ year</b>	<b>Accumulation</b>
Optional Holiday	02	Nil
Casual Leave	12	Nil
Earned Leave	30	300 days
Half Pay Leave	20	No ceiling
Sick Leave	Nil	Nil
Special Additional Leave	10	Nil

(b) **Trainees/ Apprentices (other than Act Apprentices)**

<b>Type of Leave</b>	<b>Nos. of Leave / year</b>
Casual Leave	07
Earned Leave	20
Half Pay Leave	Nil
Sick Leave	10

(\*) The length of service for the purpose of computation of EL & CL entitlements shall be the service rendered in POWERGRID and its constituent organisations only.

Two days of Restricted Holidays can be availed as Optional Holidays on any day of the calendar year.