



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/2018/408

Date: 13th November 2018

Shri Abhishek Kumar Singh,
Diamond Residency Tower,
1 Flat 8G, 38 HO Chi Minh Sarani,
Kolkatta – 700 061
West Bengal

Sub: Information under Right to Information Act, 2005.

Dear Sir,

This has reference to your online RTI request dated 26th September, 2018 for providing information under RTI Act, 2005. Point wise reply to the queries are given below:

Point No. 1

Available information is attached at **Annexure-A.**

Point No. 2

Desired information is attached at **Annexure-B.**

Point No. 3,4 & 5

Available information is attached at **Annexure-C.**

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
Phone No. 0124-2571962

Thanking you,

भवदीय,

(अजय होलानी)

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

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

468 (a) 45
Annexure - A

Reply to RTI Query by Sh. Abhishek Kumar Singh

Q 1	Kindly provide the executive Recruitment rules.
Reply	A copy of "POWERGRID's Recruitment Policy and Procedures" is enclosed at <u>Anneuxre I</u> .

AB



Policy Manual

RECRUITMENT POLICY AND PROCEDURES

RECRUITMENT POLICY AND PROCEDURES - CONTENTS

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PREAMBLE

POWERGRID subscribes to the belief that efficiency, effectiveness and success of the organisation depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organisation.

POWERGRID is, therefore resolved to provide a framework of policies which will enable the Organisation to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilisation of the human resources in a climate of satisfaction, development and growth.

In pursuance of the above objectives and consistent with the Company's social and national obligations, POWERGRID hereby makes the following policy statement to be called POWERGRID RECRUITMENT POLICY AND PROCEDURES to govern, regulate and generally facilitate recruitment of personnel in the Offices and Establishments of the Company.

1.0 Preliminary

1.1 The policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of employees of all classes and categories irrespective of whether they are against regular, temporary, casual, or trainee posts, unless specifically stated otherwise.

1.2 Classification of employees into regular, temporary, casual and trainee for the purpose of this policy will be the same as defined in the Company's Service Rules.

2.0 Manpower Planning and Budgeting

2.1 In all Regions and Sub-stations of the Company, before the end of August every year, each Department will review of adequacy or otherwise of the available manpower with reference to the tasks and targets and determine any additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year.

2.2 Based on the requirements of additional manpower of the individual departments, the detailed manpower plan for the financial year will be prepared jointly by the Planning and Human Resource Departments for the Regions as a whole giving specific details of each new post other than casual posts and justification therefor and this manpower plan containing details of expenditure involved will form a part of the overall manpower Budget of the Region.

2.3 The requirement of casual and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Works Budget.

(1) ANNEXURE-I (408) (b)
(Ref: Reply to RTI query by Sh. A. K Singh)



2.4 Annual manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Regions/Projects will be consolidated into an integrated Company Manpower Plan which will form a part of the Annual Budget to be submitted for approval of the Board of Directors

2.5 On approval by the Board, these manpower plans will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment during the financial year.

3.0 Creation of Posts

3.1 Notwithstanding the Board's overall sanction for the creation of posts as above, specific sanction for each new post from the competent authority will be necessary before initiation of action for filling the posts and the competent authority will issue the necessary sanction depending on the requirements from time to time during the year within the approved budget sanction and manpower plans subject, however, to the policies and directives that may be issued by the Board of Directors and/or Chairman and Managing Director, as the case may be.

3.2 For the purpose of according sanction to the creation of regular, trainee and temporary posts in different categories within the approved budget provisions and approving appointments to such posts, the following will be the competent authorities to be referred to hereinafter as the Appointing Authority.

3.2.1 Authorities competent to accord sanction to creation of posts within approved budget provisions, as per Delegation of Powers are:

Posts	Authority
a) Posts at the level of Executive Director or equivalent & above	Board of Directors
b) Posts at the level of Manager & above upto General Manager	Chairman & Managing Director
c) Posts upto the level of Dy. Manager	Director (Personnel)
d) All non-executive posts	ED/GM of the Region GM (HR), CC
e) Executive Trainees and Supervisory Trainees	Chairman and Managing Director
f) Casual/daily rated posts equivalent to posts in the grades of W1 to W4 & below for a duration of not more than 90 days	DGM (Human Resource), CC ED/GM/DGM of the Regions



3.2.2 Authorities competent to approve appointments to the posts created within the manpower budget provisions.

Posts	Authority
a) Posts at the level of Executive Director or equivalent & above	Board of Directors
b) Posts at the level of DGM & above upto General Manager	Chairman and Managing Director
c) Posts upto the level of Chief Manager	Director (Personnel)
d) i) All non-executives posts including casual/daily rated post	GM (HR), CC
ii) All non-executives posts casual/daily rated posts	ED/GM of Region
Supervisory rank	DGM/Chief Manager of Region
Non-Supervisory rank	

3.3 In respect of casual posts for a duration of not more than 30 days, Heads of Department not below the rank of Deputy General Manager will be the appointing authority who will, however, consult the Human Resource Department prior to the issue of such sanctions.

Provided that no extension will be granted to any employee in such casual posts beyond 30 days, whether with a break of service or without, except with the approval of the Appointing Authority as prescribed in Clause 3.2

3.4 While the authority competent to sanction the creation of posts will have the flexibility to reappropriate posts as between various functions under his control subject to over all provisions in the budget, no non-executive post shall be created unless such post is included in the approved budget and manpower plans except with the prior approval of the Chairman & Managing Director who may accord the necessary approval only in exceptional cases. Proposals for creation of such posts not covered by the annual manpower plan will be accompanied by full justifications and explanation of reasons and circumstances due to which the necessary provision could not be made at the time of formulating the annual manpower plan.

4.0 Job Title, Job specification, Role Outline and Pay Scales

4.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, upper age limit etc. and a general outline of the role and responsibilities will be laid down in respect of each job title along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.

4.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines together with the pay scales applicable in respect of all categories of posts will be



issued by the Corporate Centre from time to time with the approval of the Chairman and Managing Director.

4.3 No appointment shall be made to any post in the Company unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Chairman & Managing Director in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Company.

5.0 Induction Levels

5.1 Keeping in view the need for induction of experienced personnel during the formative stage of a new organisation, recruitments in POWERGRID during the initial years may take place at levels of the organisational hierarchy but while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.

5.2 At the appropriate stage of the growth of the organisation, recruitments will be restricted by and large to the induction levels as specified in Schedule I, so as to ensure that prospects of career growth of existing employees are in no way impaired.

5.3 Infusion of new blood to the executive and supervisory cadres will be through the Executive Trainee and Supervisory Trainee Schemes under which training based on specific requirements of the company will be imparted to the fresh professional graduates and diploma holders to be recruited on a regular annual basis.

6.0 Agencies for Recruitment

6.1 All recruitment to the executive cadres inclusive of Executive Trainees for all Sub-stations and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Human Resource Department.

6.2 Until such time as the company's Regions do not have their separate training facilities, all recruitments of supervisory trainees who will undergo training under a centralised supervisory training scheme will be done by the Corporate Human Resource Department.

6.3 In respect of all other non-executive personnel, recruitments will be done by Human Resource Department of the concerned region.



7.0 Sources and Modes of Recruitment

7.1 For recruitment of professional personnel in Company's executive cadre including executive trainees, selection will be made on an all-India basis and for this purpose, the posts to be filled will be duly notified through press advertisements and Company Notice Boards and/or through circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available.

7.2 In respect of recruitment to non-executive posts of the levels of W7/S1 and below, all vacancies will be notified to the Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that notifications for recruitment of reserved vacancies will also be issued to Associations concerned, copies of notification may also be sent simultaneously to the Central Employment Exchange and other employment exchanges in the neighbouring districts within the State and Government and Semi-Government Organisations and/or the positions may be advertised in the local press subject, however, to the condition that all things being equal, preference will be given to suitable candidates sponsored by the concerned Employment Exchange.

7.3 In respect of recruitment to non-executive posts of the levels of S2 and above recruitment will be made from all the states within the Regions where the Sub-station/Establishment is located and the states neighbouring such region and for this purpose notification for filling the vacancies will be issued in the newspapers and also to the employment exchanges of the Regions through the Central Employment Exchange, in addition to the Notice Board in the company's premises.

Provided that recruitment may be made to such posts from outside the region where the appointing authority is satisfied that suitable candidates in adequate number may not be available within the region.

Provided that, to facilitate recruitment to the reserved vacancies, copies of such notifications will also be issued to the various agencies and associations as stated above.

7.4 In addition to the above, induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources :

(a) Deputation from Central/State Government/Electricity Boards and Public Sector Organisations where suitable personnel on terms offered by the Company may not be available at the right time from other sources where the time and cost involved in processing recruitments through open advertisements may not be justified in view of the number or nature of posts to be filled.

(b) Campus interview and recruitment in the level of E2 and the post of Executive Trainees from reputed Engineering/Management institutions, to be specified.

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(C)



- (c) Candidates located through personal contacts and talent survey, only in respect of posts requiring specialist knowledge and expertise and/or exceptional qualification and merit subject to approval by the Chairman and managing Director.

- 8.0 To fill job openings by selection from within
- 8.1 The internal candidates who fulfil all eligibility requirements may be considered along with other candidates.
Provided, however, that they should not have been considered for a similar position in any of the Departments/Units of the Company and found unsuitable in the course of one year preceeding the time of the current recruitment.
- 8.2 For being considered for selection from within the organisation on the basis of internal circulars for a job opening in a particular grade, employees in the next lower grade only are eligible. Provided that he/she must have served for a minimum of two years in his existing grade in POWERGRID as required under the Service Rules.
8.2.1 However, for induction level recruitment, selections based on Employment Exchange notification and/or open advertisement, the fulfilment of Service Rules condition of putting in two years of service in the existing grade will not be necessary. It will also not be necessary that the post applied for must always be in the next higher grade. The selections against induction level posts as given in schedule VI in respect of departmental candidates may be considered, provided the candidates meet the minimum qualification and other requirements for the notified/advertised post.
8.3 Subject to fulfilment of minimum eligibility requirements and other prescribed criteria, directly recruited regular employees including deputationists will be considered eligible for selection to a post in open competition with external candidates.
8.4 Applications of all internal candidates will be forwarded to the Human Resource Department by the Head of the Department who should give in his forwarding statement.
 - (a) Comments on the suitability of the candidates for the post applied for
 - (b) Assessment of the performance of the candidate
 - (c) Remarks whether or not candidate can be released in case he is selected, without detriment to the job currently being handled by him.
- 9.0 Preference for Candidates Belonging to Scheduled Castes/Scheduled Tribes/Ex-Servicemen, Displaced Persons etc.
- 9.1 Towards the fulfilment of the Company's social and national obligations, it will always be POWERGRID's endeavour to provide gainful employment on a preferential basis to the members of the economically backward classes, ex-servicemen, persons uprooted from



the project areas and other unfortunate sections of the society and for this purpose the directives of the Government concerning reservation of vacancies and special concession to be allowed to such candidates will be most strictly and conscientiously adhered to. Details of the directives currently in force are given in Schedule II.

- 10.0 Application Formalities
- 10.1 No appointment other than appointments on deputation will be made in the company except on the basis of an application giving details and particulars as may be prescribed from time to time.
- 10.2 While as a rule, for all recruitments, applications should be in the forms prescribed for different categories from time to time as far as possible, applications on plain paper may also be resorted to wherever necessary keeping in view the urgency for manning the post and the lead time involved.
10.3 Unless specifically exempted by the appointing authority, all applications for job position in the Company will be accompanied by a postal order of the value of Rs. 10/- for Executive Posts, Rs. 100/- for Executive Trainees and Rs. 10/- for Non-executive posts other than those covered by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rs. 50/- per Supervisor Trainees.
Provided that candidates belonging to Scheduled Castes and Scheduled Tribes, and Ex-servicemen will be exempted from the payment of application fee.
10.4 In the case of all recruitment based on open advertisement and public notifications, there will be a last date for the receipt of applications, after which no application will be entertained for the posts advertised except with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if he is satisfied that there is good and sufficient cause and justification for such relaxation.
- 11.0 Forwarding of Applications of Candidates from Government and Public undertakings
 - 11.1 Consistent with the guidelines issued by the Department of Public Enterprises vide DPE'S MEMO NO. 2(172)/71-BPE(GM) DATED AUGUST 18, 1971, POWERGRID will accept applications only if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits of transfer on movement to another organisation in the public sector with the consent of both the organisations concerned.
Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the can-



didate submits a declaration along with the application stating that if selected for appointment in POWERGRID on terms acceptable to him.

- (a) he will be agreeable to forego the benefits of carry forward of leave, gratuity etc. and
 - (b) he will be able to produce a 'No Objection Certificate' and secure due release from his present organisation within the stipulated notice period.
- 11.2 In respect of candidates from public undertakings who despite and aforementioned guidelines from DPE, do not provide for carry forward of leave, gratuity and other benefits even in respect of persons whose applications are forwarded through proper channel, applications may be entertained directly as in the cases of candidates from private sector organisations and the requirement of proper channel will not apply.

11.3 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in POWERGRID.

11.4 In respect of candidates from Government and Public Sector Organisations who apply through proper channel, Human Resource Department will obtain copies of the annual appraisal reports or their abstracts in POWERGRID's reference check forms which will be placed before the Selection Board during or after interview but before the finalisation of the panel of selected candidates.

12.0. Requisition for Manpower

12.1. The respective departments will forward their manpower requirements in prescribed requisition forms to the Human Resource Department through the respective Appointing Authority competent to sanction creation of posts indicating therein the last dates by which placement of personnel is desired for different posts keeping in view the normal lead time for recruitment.

12.2 The requirements will be examined with reference to the sanctioned manpower in the budget by the Human Resource Department who, before proceeding with recruitment, will verify whether the post/posts can be filled.

- (a) out of acceptable transfer requests pending, if any.
- (b) recommended inter-functional adjustments of posts.
- (c) Record of surplus staff (internal) suitable for deployment.
- (d) Executive trainees, supervisory trainees and other trainees apprentices whose completion of training coincides with the requirements.



13.0 Processing of Applications

13.1 All applications received against a specific notification/advertisement will be subject to a preliminary scrutiny by the Human Resource Department who will ensure that:

- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within permitted time.
- (b) Age of the applicant is within the prescribed limit.
- (c) Qualifications and experience of the candidates conform to those prescribed.
- (d) Applications have been submitted 'Through Proper Channel' wherever required.
- (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex-Servicemen etc. application is accompanied by a certificate to that effect from the competent authority.

13.2 The applications that fulfil the prescribed requirements after preliminary scrutiny as above will be listed and forwarded to the Department concerned for further scrutiny with a view to selecting for test/interview only those candidates who are considered suitable in terms of nature and quality of technical knowledge and professional expertise required for each specific post.

13.3 On completion of the screening by the function concerned, the Head of the Department will forward to the Human Resource Department the list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of applications in each case.

13.4 While the applications will be screened at the appropriate executive level depending upon the grade of the post to be filled, it is advisable for the Head of the Department concerned to ensure as far as practicable that the scrutiny is carried out by an Officer of the Department who will be participating in the selection process as the expert member in the Selection Board representing the Department.

13.5 After the applications are finally screened, Human Resource Department will prepare a final list of eligible candidates in order of merit based on the criteria determined in the course of earlier scrutiny and other relevant factors keeping in view the reserved vacancies and the special relaxation for candidates belonging to Scheduled Castes and Scheduled Tribes etc. and this short list after approval by the appointing authority or the officer to whom powers in this behalf are delegated will form the basis for candidates being called for selection test and/or interview.

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14.0 Selection Process and Constitution of Selection Boards

14.1 Various selection methods like trade tests, written tests, group discussions etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose, the Human Resource Department in association with the concerned Department, wherever necessary will evolve and prescribe uniform methods of selection in all Units for similar jobs.

14.2 All direct appointments to every post in the company, whether regular, temporary, trainee or casual, except appointments on deputation from Government organisations and public sector undertakings, will be made only on recommendation of a duly constituted Selection Board/Committee.

14.3 All appointments to the executive and managerial cadres of the Company including Executive Trainees will be made on the recommendations of the POWERGRID Central Selection Board, Guidelines for the constitution of which are given in Schedule-III

14.4 All appointments to posts in various non-executive categories including Supervisor Trainees and other Trainees/Apprentices will be made on the basis of recommendations of Selection Boards/Committees constituted for the purpose, which must include representatives from the following sources at the appropriate executive level depending on the posts:

- (a) Concerned Department/Function
- (b) Human Resource Department
- (c) District/Local Administration at appropriate level but not below the rank of Deputy Collector/Sub-Regional Officer/Magistrate.

14.5 The Selection Boards/Committees will be constituted by the Human Resource Department in each case with the approval of the Appointing Authority.

14.6 Honorarium and reimbursement of boarding and lodging expenses may be made to Members of the Selection Board/Committee from outside the organisation as per rates and rules in this regard laid down by Corporate Centre from time to time.

15.0 Interviews and Role of Selection Boards

15.1 The candidates included in the shortlist of rated applications referred to in clause 13.5 above will be called upon to undergo a prescribed selection process which may consist of:

- (a) an interview before the Selection Board.

or

- (b) a test and/or group discussion followed by an interview of all candidates before the selection board.

or

- (c) an elimination test and/or group discussion followed by an interview before the Selection Board of only those who qualify in the test and/or group discussion.

15.2 All candidates called for interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, limited to:

Return air-fare (Economy) by the shortest route
For all executive posts in the levels of DGM and above.

I class/II class AC sleeper return rail fare by the shortest route
For executive posts in the level of EZA and above

Second class return rail fare by the shortest route
For executive posts in the E2 level including Executive Trainees, all Non-executive posts including supervisor and other trainees under company training scheme.

The shortest route for this purpose will be from the place to which the interview call letter was mailed to the appointed place of interview.

15.3 The call letters to the candidates for appearing for interview before the Selection Board, to be issued by registered post or under certificate of posting, not later than ten clear days before the date of interview should, inter alia state clearly the post and the grade/grades for which the candidate will be considered and other formalities that he will be required to comply with prior to the interview.

15.4 In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes and Scheduled Tribes, separate interviews exclusively for candidates belonging to these communities will be held before the Selection Board which should include, whenever possible, a member nominated by the Commissioner of Scheduled Castes and Scheduled Tribes or a Manager of the Corporation belonging to any of these communities as required under the Presidential directives issued in this regard.

15.5 Human Resource Department will make available to the members of the Selection Board the following documents and particulars regarding the candidates called for interview:

- (a) A copy of the advertisement/notification together with the specific requirements and duties and responsibilities of the posts.



- (b) Bio-data of each candidate.
- (c) Applications in original.
- (d) Appraisal reports and comments of forwarding authority in the case of internal candidates.
- (e) Annual appraisal reports wherever available in the case of candidates from Government and public sector organisations whose applications have been forwarded through proper channel.
- (f) Results of Tests/Group Discussions held prior to interview, if any.
- (g) Special information, if any, relevant to Selection regarding any candidate.

15.6 Apart from participating generally in the selection process, the representative of the Human Resource Department in the Selection Board will have the following specific responsibilities:

- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.
- (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill experience and technical and professional competence, it will be the primary responsibility of the HR representative to call the attention of the Board to the attitudinal, motivational and personality aspects relevant to the job requirements.
- (c) He will ensure consistency in the selection standards, starting salaries, status and seniority keeping in view the existing position within the organisation and comparative position prevailing generally in the open market and particularly in the similar organisations in the Government and public sector.
- (d) He will assist the Board in the negotiation of the terms including starting salary, grade, seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.
- (e) At the end of each interview, he will review and seek feedback on availability/number of adequate number of proper kind of candidates for the particular job and the need for development and training of such personnel internally.

157 Keeping in view the qualifications, experience, results of tests/group discussion, if any, and other relevant facts vis-a-vis the specific requirements of the posts and on the basis

of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned.

Provided that when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Scheduled Castes and Scheduled Tribes.

15.8 While making its recommendations of names of suitable candidates, the Selection Board may make special mention of the following wherever appropriate:

- (a) The amount of starting basic salary in cases where pay is to be fixed above the minimum of the grade.
- (b) Any remarks regarding accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal company policy.
- (c) Area/areas of specification and strength where the candidate would be best suited.
- (d) Any other recommendation/remark considered relevant and necessary in respect of any candidate.

16.0 Operation of Panel of Selected Candidates

16.1 The panel of candidates in order of merit as recommended by the Selection Board, on approval by the Appointing Authority, will form the basis for issue of offers of appointment.

16.2 The functional panel of selected candidates will normally remain valid and operative for a period of six months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.

16.3 Based on the panel as recommended by the Selection Board, Human Resource Department will issue offers of appointment to one or more candidates in the order given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.

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(e)



16.4 Where there is a separate panel of selected candidates from the Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government (see Schedule IV Appendix I & II) will be followed while making offers of appointment.

17.0 Offers of Appointment

17.1 Human Resource Department will issue the offers of appointment in the prescribed form in duplicate and the contract of appointment will be complete on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate.

17.2 Based on the length of notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

18.0 Medical Fitness

18.1 Nobody will be appointed to any post in the Company whether regular, temporary, trainee or casual unless he is declared physically fit as per the medical fitness standards prescribed for the post after a medical examination by the Company's authorised medical officer/officers at the time of appointment in the Company's service.

18.2 Notwithstanding the above, internal candidates and candidates joining POWERGRID from the organisations in the Government and Public Sector who have been examined and declared fit at the time of their initial appointment in the Government or Public Sector as the case may be provided they furnish a certificate or declaration to that effect.

19.0 Joining Formalities

19.1 Employees on the first appointment to the Company's service will furnish to the Human Resource Department copies of documents and other details and particulars as given in Schedule V.

19.2 In case of recruitment to executive and supervisory posts, prescribed application blanks will include a column for the candidates to give names of two references to whom in the event of selection of the candidate, reference will be made in the prescribed form for eliciting their views and opinions on the suitability of the candidate for employment in the Company.

19.3 On appointment of a person in the company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form in terms of directives issued by the Government from time to time in this regard.

Provided, however that such verification of antecedents may not be insisted upon in the case of persons employed in the Government/Semi Government Organisations and Public Sector Undertakings immediately prior to the appointment in POWERGRID subject to be condition that in the case of persons coming from Semi-Government Organisations and Public Sector Undertakings, satisfactory evidence is made available in support of the fact that due verification of antecedents was made at the time of their appointment to the Semi-Government Organisation or Public Sector Undertaking, as the case may be.

20.0 Interpretation and Amendments

20.1 In the case of any doubts arising with regard to any of the provisions in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Chairman and Managing Director whose decision will be final.

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

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 & 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-6 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 E6 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 E6 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 E6 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 1st 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, incase 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

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 and E6 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 promotion to E6 & E7 grades) 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;

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- 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 **Criteria and Conditions for Promotion and Disqualification from Promotion**

7.1 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
	TOTAL	60

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 and E6 to E7

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

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

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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 confirmation 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.

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.

Status of Finance Executives

Annexure-C

Post/Grade	Pay Scale	*Requirement	In-position
E9	150000 - 300000	2	2
E8	120000 - 280000	38	45
E7	100000 - 260000	52	60
E6	90000 - 240000	246	20
E5	80000 - 220000		21
E4	70000 - 200000		66
E3	60000 - 180000		26
E2	50000-160000		19

**Requirement of disciplines, if needed, are adjusted within overall requirement.*

Q.N. 3 to 5

Information Sought 1: Kindly provide sanction strength of executives in finance department with post and pay scale since 01.01.2017 onwards

Information Sought 2: Kindly provide vacant strength of executives in finance department with post and pay scale since 01.01.2017 onwards

Information Sought 3: Kindly provide actual strength of executives in finance department with post and pay scale since 01.01.2017 onwards

Reply 1 to 3 : As on 01.01.2017, status of finance executives is summarized below

Post/Grade	Pay Scale	*Requirement	In-position
E9	150000 - 300000	2	2
E8	120000 - 280000	38	45
E7	100000 - 260000	52	60
E6	90000 - 240000	246	20
E5	80000 - 220000		21
E4	70000 - 200000		66
E3	60000 - 180000		26
E2	50000-160000		19

**Requirement of disciplines, if needed, are adjusted within overall sanctioned manpower of organization*

