



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/2018/252

Date: 13<sup>th</sup> August, 2018

Shri Vikas,  
H.No. 27, Gali No. 2,  
Ward No. 16, Kikar Wali Gali,  
Ca, Opp. Punjab & Sindh Bank,  
Ratia – 125 051  
Haryana

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

Sir,

This has reference to your online RTI request dated 13<sup>th</sup> July, 2018 for providing information under RTI Act, 2005.

Available information 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)

1. What are the defined working hours in a substation for a Supervisor (JE) on weekdays?
2. What are the defined working hours in a substation for a Supervisor (JE) on weekend day (Sunday)?

Reply to points 1 & 2.

The hours of work are governed by the POWERGRID Service Rules. The relevant portion of the POWERGRID Service rules is enclosed for reference.

3. Is it mandatory for a Supervisor (JE) to stay in the premises of substation 24X7?
4. Can a Supervisor (JE) leave the premises of substation on Government holidays or on weekend (Sunday)?

Reply to points 3 & 4.

As per the RTI Act, 2005, "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force".

Sh. Vikas has not requested any specific information that is available with us in any electronic or physical form. Accordingly, no document can be provided.

5. What is the defined department transfer policy for a Supervisor (JE)?

Reply to point 5.

Policy does not exist.



- 11.0 **Hours of Work and Attendance**
- 11.1 Every employee shall comply with such instructions as are issued from time to time relating to attendance, arrival and departure, the period and hours of work for different classes of employees. Every employee shall be at work at the time fixed and notified by the Competent Authority from time to time.
- 11.2 Attendance shall be marked daily according to the method prescribed by the Management from time to time.
- 11.3 Employees who are required to sign in attendance register will mark the time of reporting for duty as per instructions issued by the competent authority from time to time.
- 11.4 Absence from duty including absence due to late coming, shall be reckoned as follows:-
- 11.4.1 An employee who does not report for duty on time may not be taken on work, and his absence for the day will be treated, at the discretion of the Competent Authority as leave with or without pay as absence from duty.
- 11.4.2 Nothing in this rule shall prejudice the right of the Management/Corporation for deduction of wages for the period of absence and/or for taking disciplinary action against the delinquent employee as per Conduct, Discipline & Appeal rules.
- 12.0 **Leave & Holidays**
- 12.1 The list of festivals/closed holidays shall be notified by the management in the beginning of the year or at any time thereafter, if necessary.
- 12.2 Casual employees will be entitled only to the three National Holidays subject to their being on duty on the working day preceding and succeeding the holiday.
- 12.3 Entitlement & Sanction of leave will be regulated as per provision under Leave Rule.
- 13.0 **Entry and Exit**
- Every employee shall enter and leave the Corporation's premises by such gates as may be prescribed. Employees entering or leaving the premises are liable to be detained and searched by such staff as may be authorised for this purpose by the management.
- 14.0 **Identity Cards**
- 14.1 Every employee of the Corporation would be provided with an Identity card.

29

RTI by Shri Vikas, H.No. 27, Gali No. 02, Ward No. 16, Kikar wali Gali, Ca, Opp. Punjab & Sindh Bank, Ratia 125051, Haryana

**Information Sought Sl. No. 6 :** What is the procedure for a Supervisor (JE) to get NOC (No objection certificate) during Probation period... to get any other employment.

**Reply :** As per POWERGRID Service Rules for "Forwarding of Applications for Employment elsewhere", during probation period, normally no application will be forwarded.

**Information Sought Sl. No. 7 :** What is the procedure for a Supervisor (JE) to get NOC (No Objection Certificate) during Bond period of 3 years... to get any other employment.

**Reply :** As per POWERGRID Service Rules for "Forwarding of Applications for Employment elsewhere", applications from persons who have executed service bonds with POWERGRID will not be forwarded during the period for which they are liable to serve the Corporation in terms of the service bond.

