



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



PGCIL/R/2019/50139

Dated : 5 April, 2019

Mukesh Kumar Mahato,
Village TIYARA P.o dudhigazar p.s chas dist Bokar, Pin:827013,

Sub: Information under Right to Information Act, 2005.

Sir/Madam,

This has reference to your RTI request dated 15 March, 2019 for providing information under RTI Act, 2005.

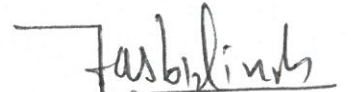
The desired information is attached at Annexure-I.

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
Phone No. 0124-2571962

Thanking you,

भवदीय,


(जसबीर सिंह) 5/4/19

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

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

1. What are the overtime rules for shift and general persons, on general duty, public holidays and national holidays?
2. Is there any advantage of doing duty on national holidays over public holidays?
3. What is the compensation on night shift? How many night shifts are allowed in a month? What is the maximum number of night shifts that can be compensated in a month?

Reply: The company policy regarding overtime allowance, shift allowance and compensatory off have been enclosed.



OVERTIME ALLOWANCE

1.0 Overtime Allowance is payable to employees in the non-executive category to compensate for the work performed by them beyond normal working hours.

2.0 **Definitions**

"Overtime Work" means work done in excess of the prescribed hours of work on any working day and includes work done on any Sunday/off or any other Holiday. Holiday includes Saturday at Corporate Centre and Regional Headquarters.

"Emoluments" means Basic Pay, Personal Pay, if any, Dearness Allowance and City Compensatory Allowance, if any, only.

3.0 **Entitlement of Overtime Allowance for Extra Hours Worked**

a) For Workmen Category

Emoluments (Rs.) Structure	(1992)	Rate of Overtime Allowance per hour (Rs.)
2200-2575		17.90
2576-3150		21.50
3151 & above		23.70

b) For Supervisory Category

The ordinary rate of salary per hour = Emoluments/208

4.0 When an employee is recalled from his residence to perform overtime work, Overtime Allowance may be paid for the entire period of overtime work (actual hours worked) but excluding half an hour time for lunch/tea break where the total overtime hours exceeds four.

4.1 For the purpose of compensation, the first half an hour and thereafter every period upto half an hour are to be reckoned as half an hour. For example, an employee working for 3 hours and 10 minutes (beyond prescribed hours of work) will be allowed compensation for 3 1/2 hours.

However, deduction of 1/2 hour overtime in case of shift staff performing additional shift duty in the absence of reliever shall not be made.

4.2 In case of working for the full prescribed hours of work on a holiday (including Sunday/ off day), an employee may avail of one day compensatory off in lieu of the monetary compensation, at his option. In case of working on these holidays for part of a day's work (8 hours), no compensatory off will be admissible; but only monetary compensation for the period actually worked, at the ordinary rate shall be allowed.



- 4.3 The compensatory off should normally be availed of within one month of its becoming due. This time limit may, however, be relaxed at the discretion of the concerned Head of Department. Although there will be no limit for accumulation but not more than two compensatory off may be granted at a time.
- 4.4 The total Overtime Allowance payable to an employee shall not exceed 1/3rd of hi "Monthly Emoluments" payable during the month. This shall be uniformly applicable to all categories. However, in special cases, "Personal Staff" attached to the officers of the level of General Manager and above, may be allowed Overtime Allowance in excess of the ceiling, if the officers to whom they are attached consider it necessary in the interest of the company's work and record of specific certificate to the effect that "the limit of 1/3rd of the monthly emoluments is relaxed in the interest of company's work". But even in such cases, it shall not exceed 50% of the "Monthly Emoluments".
- Notwithstanding the above, in case of staff car drivers, the ceiling in respect of the Overtime Allowance payable shall be 100 hours in a month.
- For working out the ceilings, the overtime performed on all days, including Sundays/ Off days/Holidays in a month vis-a-vis compensatory off granted in lieu of overtime allowance will be taken into account.
- 4.5 A register of overtime work shall be maintained in the form given in Annexure-I in which entries shall be made as and when overtime work authorised by the Competent Authority is performed by the employee concerned.
- 4.6 The claim for overtime allowance shall be preferred by the employee concerned, in the proforma at Annexure-II, for a full calendar month and after approval of the Competent Authority, the same should be sent so as to reach the concerned Finance Department by 10th of the following month, in order that the payment of overtime allowance for employees in any given month can be made along with the salary of succeeding month.
- 4.7 In order to ensure that the overtime working and payment thereof is kept within reasonable limits, Head of Department/Controlling Officers may organise the work in their departments/groups in such a way as to complete it during the normal working hours, so that as far as possible no employee is detained on overtime work. For this purpose, monthly reports (separate reports for Workmen and Supervisors) as regards payment of Overtime Allowance made to the employees in every month shall be prepared by the concerned Finance & Accounts Department and submitted by 10th of the following month to the Director (Finance), in case of Corporate Centre and Head of the Region/RLDC, if otherwise, with a copy to Corporate HR deptt.
- 5.0 In case of any doubt in regard to interpretation of any of the above provisions and also in respect of cases not covered herein, the matter should be referred to Corporate HR deptt. for clarification.

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POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HR DEPARTMENT

Ref.No: CC/HR/Policy/2 1/2014

Date: 28.01.2014

CORPORATE HR CIRCULAR NO: 214/2014

SUB : Revision of Overtime (OT) Allowance for employees in Workmen Category.

1.0 As per Sl.No:3 of Overtime Allowance Rules, the Entitlements of Overtime Allowance for Extra Hours Worked for Workmen Category is as follows:

Emoluments (Rs.) (1992 structure)	Rate of Overtime Allowance per hour (Rs.)
2200-2575	17.30
2576-3150	21.50
3151 & above	23.70

2.0 The rates of OT rate was under review and now it has been decided to revise OT Rates for employees in workmen category was under:

$$\text{Rate of OT per hour} = \frac{\text{Emoluments per month}}{208}$$

(When emoluments is Basic Pay, DA and Pension (if any))

3.0 The revised rate of OT will be effective prospectively. All other rules on OT will remain unaltered.

This issues with the approval of Competent Authority.

(Signature)
 (I.R.Kidwai)
 Executive Director (HR)

- Distribution:**
- Region:
 - All Heads of Regions
 - All Heads of HR Finance of the Regions
 - POSOCO-RLDC:
 - CEO-POSOCO
 - All Heads of RLDC
 - All Heads of HR Finance -RLDC
 - Corporate Centre:
 - Asst. ED, GMS
 - GM (C)-Fin
 - GM (Admin)
 - Company Secretary
 - Asst. CME, Director (Project/Finance/Personnel/Operation)/CVC

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SHIFT ALLOWANCE

- 1.0 Shift Allowance is payable to Executives normally rostered for duties in three shifts throughout the month including night shift (i.e. shift commencing from 21:00 Hrs. or thereafter)
- 2.0 Night Shift Allowance will be payable to Supervisors who are rostered for whole month in three shifts.
- 3.0 Rates of Shift/ Night Shift allowance are as follows:

Level	Monthly Amount (Rs. Per month)	Amount payable/recoverable (Rs. per night shift Extra/not worked)
(1)	(2)	(3)
E-1/E-2/E-2A	900/-	115/-
E-3/E-4	1200/-	150/-
E-5/E-6 & E7	1500/-	190/-
Selection Grade	700/-	88/-
W8 -W11/S1 -S4	520/-	65/-
W1-W7	320/-	40/-

- 4.0 For Executives/ Supervisors/ Workmen, who are not rostered for three shifts but are called for night shift only, the allowance shall be paid as per column (3) above for each night shift worked.

Revised

16.1 For Workman

- 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.
- 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.).
- c) The compensatory-offs as regulated in terms of (a) & (b) above can be allowed to be accumulated.
- d) Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31st of December of each calendar year can be carried forward and availed till 31st of January of next calendar year after which it will lapse.
- e) If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as for overtime) will be admissible.

DELETED

16.2 For Supervisor/ Executives

The compensatory off shall be granted for working extra one day/shift work beyond normal hours of work/shift to the supervisors/executives of all establishment of POWERGRID which have been commissioned and where O&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:

- a) i) Supervisor/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.

ii) If the weekly holiday, being a day other than Sunday in case of such supervisors/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 supervisors/executive does not work on such a day, one day's compensatory off will be allowed to him.

b) Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31st of December of each calendar year can be carried forward and availed till 31st 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 of 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.

Apart from the given rule, following modification has been made in Clause 16.2:

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 31st of December of each calendar year can be carried forward and availed till 31st 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.