



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



PGCIL/R/2019/50223
Dated : 26 June, 2019

Nikhil Borana,

Legal Section, Room No. A-216/217, Second Floor, New Building Office, ONGC Ankleshwar Office,
ONGC Ankleshwar Asset, Ankleshwar, Pin:393010,

Sub: Information under Right to Information Act, 2005.

Sir/Madam,

This has reference to your RTI request dated 28 May, 2019 for providing information under RTI Act, 2005.

The desired information is attached at Annexure-I.

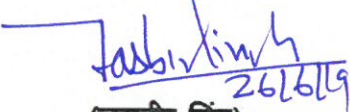
First Appeal, if any, against the reply of CPIO may be made to the first appellate Authority within 30 days of the receipt of the reply of CPIO. Details of Appellate Authority at Corporate Centre, Gurgaon, under RTI Act, 2005 is as below:

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,


26/6/19
(जसबीर सिंह)

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

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

Annexure – I

Query:

In his request dated 27.05.2019, Shri Borana has requested for the following information:

1. Kindly provide the latest detailed guideline / circular on the House Loan Advance issued in POWERGRID.
2. What is the amount and eligibility criteria for HBA issued by POWERGRID for different levels of employees and the interest thereon?
3. As per DPE guidelines or as per POWERGRID guidelines, whether both husband and wife working in POWERGRID, can avail HBA separately or individually.
4. As per DPE guidelines or the company guidelines, whether there is any restriction on POWERGRID to give separate HBA to both husband and wife working in same PSU or any other PSU.
5. Ministry of Housing and Urban Affairs has issued a circular dated 09.11.2017 on House Building Advance 2017 Rules wherein it states in the note on eligibility that in case both husband and wife are central government employee and both eligible for HBA, then the advance shall be admissible to both husband and wife jointly/ separately.
6. Whether the above mentioned circular has been adopted by POWERGRID on the admissibility of HBA to both husband and wife jointly/ separately.

Reply:

All the above questions (1-6) are related to HBA Rules. Hence, the POWERGRID HBA Rules are attached herewith for your ready reference.

-----x-----

POWERGRID HOUSE BUILDING ADVANCE (HBA) RULES

- 1.0 Objective
- 1.1 The objective of POWERGRID House Building Advance Rules is to establish uniform policy and rules relating to the grant of House Building Advance to the employees of the Company.
- 2.0 Policy
- 2.1 These rules are framed entirely as a welfare measure and do not confer any right or benefit on the employees nor impose any obligation or liability, whatsoever, on the Company and shall not be deemed to be any contract or condition of service between the Company and any such employee.
- 2.2 The House Building Advance will be admissible for constructing a house including purchase of land for that purpose, purchase of house, enlarging an existing accommodation, preferably in the areas falling within a radius of 40 kms of the Company's project and/ or its permanent offices; or anywhere in India, where an employee of the Company intends to settle down after retirement.
- 3.0 Definitions
- In these rules, unless the context otherwise requires:
- 3.1 "Company" means the Power Grid Corporation of India Limited, including the Project/ Sub-stations under its management.
- 3.2 "Competent Authority" means the authority empowered to sanction House Building Advance in accordance with these Rules.
- 3.3 "Committee" means a Committee as constituted under these rules.
- 3.4 "Employee" means a person employed in the regular establishment of the Company but does not include :-
- (i) a lien holder;
 - (ii) a deputationist on foreign service terms;
 - (iii) a person appointed on contract;
 - (iv) a muster roll, daily rated, casual, badli or substitute employee;
 - (v) an apprentice/a trainee; and
 - (vi) a Consultant.
- 3.5 "Family" means an employee's spouse and minor children including legally adopted children.
- 3.6 "House" means a house, flat or a tenement.

3.7 "Salary/Wages" means basic pay, special pay and personal pay plus dearness allowance and will include pension and pension equivalent of retirement benefits, in respect of a re-employed pensioner provided and to the extent the same has been taken into consideration for fixation of his basic pay.

4.0 Eligibility

4.1 Subject to rule 4.4, all employees who, on the date of making application for advance have rendered not less than three years continuous service in the regular establishment (excluding service as work charged, muster roll or trainee) shall be eligible for grant of the advance.

4.2 Employees of the Company who have left the services of Government/Public Sector Undertaking/ Statutory Corporation/Quasi-Government Bodies in order to join services in the POWERGRID or who initially join services in the Company or who initially joins POWERGRID on deputation/lien and subsequently get absorbed in the services of the Company, will be given the benefit of their earlier service rendered in all such organizations prior to joining the Company for the purpose of computation of the continuous service provided and to the extent that the service rendered in earlier organisations were in Government/ Public Sector Undertakings/ Statutory Corporations/ Quasi Government Bodies in succession only. For this purpose the service rendered in regular establishment in two organizations will be treated as continuous only if the same was interrupted by such period which can be accounted for by the transit time for joining from previous organization to a subsequent organization coupled with such number of days as can be reasonably explained being on account of preparation time/ time required for winding up of the establishment at the previous place of posting.

4.3 Where both the husband & wife are employees of the company and are otherwise eligible for the grant of advance, the advance shall be admissible to both of them separately or jointly.

4.4 An employee of the Company shall not be eligible for House Building Advance if:-

4.4.1 He has not satisfactorily completed the period of probation on initial appointment/ joining or has not put in at least three year's continuous service in the Company, whichever is later.

Provided that the above stipulation shall not be applicable in respect of such employees of Govt./Public Sector Undertaking/Statutory corporation/ Quasi-Govt. Bodies who in Continuation of their deputation/lien get absorbed in the services of the company and apply for an advance for the purpose of repayment of the balance amount of House Building Advance drawn from their parent organisation/ department and interest accrued thereon.

4.5 He is to leave the service of the Company within 36 months of the grant of advance either on superannuation or otherwise.

4.6 Eligibility of an employee under suspension for HBA.

- (i) Where an employee, subsequent to his being placed under suspension, makes a request for the first time for grant of House Building Advance, the same may not be sanctioned till such time his suspension order is revoked and he resumes his duties. However, in case of an employee under suspension having been already sanctioned the advance previously and also drawn the same in part, make a request for release of balance advance/subsequent installments during the period of his suspension; the same may be allowed in terms of the provision of the extant Rules.
- (ii) Where an employee having been sanctioned the advance is subsequently placed under suspension and has not drawn any amount/installment of the advance, earlier sanctioned, HBA should not be released till such time his suspension order is revoked and he resumes his duties.

5.0 Purpose

- 5.1 The various purposes for which House Building Advance may be granted to eligible employees are detailed in Annexure - 1 to these rules along with the documents required and Standard Operating Procedures for different scenarios.
- 5.2 Employee can be granted HBA for the purpose of repayment of loan earlier obtained by them from Financial Institutions like LIC, HDFC, Scheduled Banks etc. towards construction/ purchase of houses/ flats subject to the fulfilment of the conditions mentioned hereunder:
 - (i) House Building Advance in such cases will be granted only if the employee is otherwise eligible for grant of advance under the HBA Rules.
 - (ii) Before grant of HBA in such cases, the sanctioning authority should be satisfy himself that the loan obtained by the employee from the Financial Institution was entirely for the purpose of construction/ purchase of house/ flat.
 - (iii) The amount of HBA to be sanctioned in such cases shall be limited to the entitlement of the employee or the outstanding amount of loan due to be repaid by the employee to the Financial Institutions, whichever is less.
 - (iv) The HBA, as above, will be available to the eligible employees even where the construction of house/ flat has commenced.
- 5.3 The advance will be admissible only for outright purchase and not for hire-purchase of a house.
- 5.4 The advance for all purposes shall be granted only if the employee and his spouse jointly owning the land/ house/ flat are willing to execute a mortgage deed for the same in favour of the Company and shall submit an undertaking to this effect on non-judicial stamp paper.
- 5.5 Additional HBA.
 - 5.5.1 This will be allowed provided the employee pays back the entire outstanding amount of HBA including the principal and the interest to the Company before sanction of additional HBA.

5.5.2 The ceiling for additional HBA will be equal to the ceiling applicable in case of HBA for enlargement as per existing rules. Further, it will be ensured that the sum of first and additional HBA does not exceed the maximum amount of HBA permissible under the existing rules as on the date of application for additional HBA.

5.6 HBA for purchase of property from parents

5.6.1 Property acquired by the parents: If the property acquired by parents is purchased by employee then the parents shall not be treated as dependent for the purpose of medical, LTC etc.

5.6.2 The property inherited by the parents: In such a situation, parents do not have absolute right to dispose it off, or execute will, as per their choice. All the legal heirs of parents have right on the property as per Law of Inheritance. In such a situation, the HBA granted to the employee will be restricted to the cost of property excluding the share of the employee. HBA in such cases will be sanctioned only if a clear partition deed exists in favour of the employee.

6.0 Amount

6.1 Subject to rule 6.2, the maximum amount of advance admissible to an employee would be the least of the following:

6.1.1 For new construction, purchase of ready built house:

- (i) 90 months salary/wages of the employee, or
- (ii) 100% cost of construction including that for acquisition of land /100% cost of the property, as the case may be, or
- (iii) Rs. 60 lakhs (For Executives)

6.1.2 For enlargement/ Renovation & Modernization (Additional HBA- Rule 5.5) of living accommodation in an existing house:

- (i) 30 months salary/wages of the employee, or
- (ii) 100% cost of enlargement, or
- (iii) Rs. 15 Lakhs (For Executives)

6.1.3 The limits as at sub-rule 6.1.1/6.1.2 as appropriate, shall also apply to a cases of repayment of loan to previous organization.

6.1.4 The amount of HBA to be sanctioned under sub-rule 5.2 shall be limited to the entitlement of the employee or the outstanding amount or loan due to be repaid by the employee to the Financial Institution, whichever is less.

6.2 The actual amount of advance to be sanctioned to an employee will be determined by the Company on the basis of the plans, detailed specification and estimates to be furnished by the employee, within the ceiling limit of advance as prescribed above and monthly paying capacity of the employee which may be taken as :

| Length of remaining Service | Repaying Capacity |
|---|------------------------|
| Employees retiring/superannuating after 20 years. | 50% of wages / salary |
| Employees retiring/superannuating between 10 to 20 years. | 60% of wages/salary |
| Employees retiring / superannuating within 10 years. | 66.66% of wages/salary |

6.2.1 The provision of Payment of Wages Act shall also be kept in view while sanctioning the advance to employees coming within the purview of the said Act. No advance shall be granted to those employees in whose case the total deduction from the salary, including HBA installments, amounts to more than 75% of gross pay.

6.3 Enhancement of HBA is allowed under the following situations:

- a) If the sanctioned amount was restricted due to repaying or entitlement, any revision in salary which enhances paying capacity or the entitlement.
- b) Increase in cost over a period of time while retaining the original plan.
- c) Revision in ceiling Limit

6.3.1 The enhancement would be subject to the following conditions:

- a) A period of 3 years has elapsed after the date of original sanction order, leading to escalation in cost estimate and/or enhancement in repaying capacity. However, this period may not be insisted upon if, either, ceiling limit of salary revision takes place with retrospective effect. Further this period is not to be insisted in case of houses purchased from Govt. bodies/agencies/cooperative societies/or other reputed agencies.
- b) The employee has not completed the construction/taken possession of the house/ flat (in case of self-construction, the construction will be deemed to be completed within six months of drawl of last installment).
- c) The total amount of advance will be restricted to the repaying capacity as calculated under Cl.6.2 of HBA rules.
- d) There will be no deviation from the approved plan of construction on the basis of which original sanction of HBA was accorded.
- e) All legal formalities resulting from grant of additional HBA shall be completed by the employee at his own expense.
- f) The revised advance (original sanctioned amount + enhanced sanctioned amount) will bear interest as applicable to the entire amount of advance.
- g) Pay to be reckoned for the purpose of determining the revised entitlement shall be as on the date of application/request of the employees for enhancement of HBA.

6.4 In view of many house building agencies like DDA, GDA etc. offering Self Financing Scheme for semi-finished houses/flat, an additional financial assistance in HBA for completing the residual civil/electrical works shall be allowed subject to the following provisions:

- 6.4.1 Additional enhancement of HBA for completing the semi-finished house/flat shall be based on an estimate submitted by employee which is approved/vetted by the procedure/system in vogue. The additional amount together with the total sanctioned amount for purchase of semi-finished house/flat shall be subject to the maximum ceiling of HBA at the time of application for additional enhancement of HBA, subject to entitlement.
- 6.4.2 The additional enhancement will be allowed only after the possession of semi-finished house by the employee from the agency.
- 6.4.3 The additional amount will be against the request/requirement of employee concerned. The application for additional enhancement will have to be made by the employees within six (6) months of having taken possession of semi-finished house.
- 6.4.4 The purpose for which the additional enhancement can be allowed shall be either for completing the residential civil/electrical works of semi-finished house and/or for constructing additional room(s) where provision exists for such construction. The residual civil works for completion of semi-finished house/flat and/or construction of additional room(s) can be allowed only if the same are as per the drawing of the Agency.
- 6.4.5 The grant of additional enhancement of HBA will not debar an employee for grant of supplementary advance for providing fixtures/furnishing subject to meeting all other requirements for grant of that advance.
- 6.4.6 The cases under self-construction will not be covered for grant of additional enhancement.

6.5 Second HBA

An employee can be granted maximum two advances under these rules during his/her entire service. Second HBA shall be allowed to be drawn by an employee subject to the repayment of entire outstanding amount including interest, of first HBA/ Additional HBA/HBA for Enlargement. It will further be ensured that all terms & conditions of first HBA were complied by the employee. All other terms & conditions for sanction of second HBA including the amount ceiling as given at 6.1 above, shall be the same as that of first HBA.

An employee shall not be eligible for grant of second HBA if he is to leave the services of the Company within 36 months of the grant of advance either on superannuation or otherwise. However, in case of Functional Directors and CMD, the above limit shall stand at 12 months prior to leaving the services of the Company either on superannuation or otherwise.

6.6 Supplementary Advance for providing fixtures/ furnishing in ready built houses or ownership Flats

This advance shall be granted to such employee, who purchase a ready built house or ownership flat by taking advance under the Company's HBA rules limited to 20% of the estimated cost of the original flat/ house or 20% of the maximum sanctioned HBA, whichever is less at the time of

sanction of supplementary / furnishing advance. No supplementary advance is to be allowed for HBA under self- construction scheme.

The amount of advance shall be 20% of the total sanctioned HBA and not 20% of HBA ceiling prevalent at the time of sanction of supplementary advance. However, furnishing advance is allowed within the ceiling of HBA existing on the date of sanction of supplementary/ furnishing advance.

6.6.1 Supplementary Advance as above, may be granted only towards making the flat/ house habitable and not for the purpose of improvement in the already existing fixtures/ furnishings provided in the flat/ house.

6.6.2 Advance shall be granted within 5 years from the date of sanction of original HBA or one year from the date of possession of the flat, whichever is later.

7.0 Procedure and Disbursement

The procedure for applying for HBA, along with the documents required and the standard operating procedure for different scenarios is detailed in Annexure - 1 to these rules.

8.0 Surety

8.1 The applicant shall get executed the surety bond, as referred to in the Annexure - 1 to these rules, from an employee of the Company. An employee of the Company shall be eligible to stand as a surety if:

8.1.1 He has satisfactorily completed the period of probation stipulated, if any.

8.1.2 His salary/wages is not less than two-third of that of the applicant.

8.1.3 He is not likely to superannuate within 3 years of the date of executing the surety bond.

8.1.4 He has not stood as surety in more than two cases of House Building Advance.

8.1.5 The employee applying for House Building Advance has not already stood as a surety for him when he applied for House Building Advance.

8.1.6 He is working, to the extent possible, in the same Region/office, where the applicant is working for the time-being.

8.2 Where a surety employee is likely to leave the employment of the Company or ceases to be in the employment of the Company on account of resignation, retirement, death or for any other reason before the borrowing employee has executed the deed mortgaging the property to the Company or has repaid the advance in full (including interest thereon), the latter shall arrange to get executed a surety bond from another substitute Surety within one month of the communication to this effect from the HR Department.

8.3 The liability of the Surety will extend till the house built/purchased is mortgaged to the Company or till the advance in full (including interest thereon) is repaid to the Company, whichever happens earlier.

9.0 Terms and Conditions

- 9.1 The construction of the house or additions to living accommodation in an existing house, as the case may be, shall be
- 9.1.1 Carried out exactly in accordance with the approved plan and specifications on the basis of which the amount of advance has been computed and sanctioned. The plan and specifications must not be departed from without the prior approval of the Competent Authority.
- 9.1.2 Completed within 18 months/24 months/ 36 months, as applicable, of the date on which the first installment of the advance is paid to the employee concerned. Failure to do so will render the employee liable to refund the entire amount advanced to him (together with interest thereon calculated as in rule 10.0 below) in one lump-sum. An extension of the time limit may be allowed up to one year by the competent authority in the cases where the work is delayed due to circumstances beyond the control of the employee. The date of completion must be reported to the competent authority without delay.
- 9.2 Immediately, on completion or purchase of the house as the case may be, the employee concerned shall insure the house at his own cost for a sum not less than the amount of the advance and shall keep it so insured, against damage by fire, flood, lightning, earth quake and riot till the advance along with interest is fully repaid to the Company. The policy obtained should be deposited with the Company. A letter should also be written to the insurer by the employee that the company is interested in the Insurance Policy (Annexure-N). The premium must be paid regularly and the premium receipt produced for inspection by an officer of the HR Department as nominated by the Competent Authority. In the event of failure on the part of the employee to effect insurance against fire, flood, lightning, earthquake and riot, it shall be lawful but not obligatory for the Company to insure the said house at the cost of the employee concerned and recover the amount from him including interest thereon at bank lending interest rate, in the same manner as the amounts are recoverable under these rules. The employee will in addition be liable to disciplinary action.
- 9.3 The house must be maintained in good repair by the employee concerned at his own cost. He shall also keep it free from all encumbrances and shall continue to pay all the Municipal and other local rates and taxes regularly until the advance along with interest has been repaid to the Company in full. The employee shall furnish an annual certificate to this effect to the Company.
- 9.3.1 The employees who have stood surety for HBA cases are to be informed periodically by concerned HR-Estb. Group through individual communication that they must remind/ pursue the person for whom they have stood surety that he/ she is supposed to complete all formalities of mortgage and insurance of the house they have acquired by way of drawing HBA from the Company.
- 9.4 After the completion of construction of the house, annual inspection may be carried out by an authorized official of the Company under instruction from the Competent Authority to ensure that it is maintained in good condition until the advance along with interest has been repaid in full.

- 9.5 The employee concerned shall afford full facilities for all inspections as required under these Rules.
- 9.6 In case where the house is not used for residential purpose of the employee and for his family, permission of the competent authority should be obtained by him before renting the same.
- 9.7 The terms and conditions enumerated under rule 9.0 are in addition to those contained elsewhere in these Rules.
- 9.8 In case of default by employee in mortgaging the property to the Company, it shall be considered that the other advances like conveyance advance, multi-purpose advance, computer advance and other facilities like Residential Lease Accommodation etc. be stopped till the time the employee mortgages the property to the Company. This shall be at the discretion of Competent Authority as per HBA Rules.
- 9.9 No subsequent installment shall be released in case of purchase of land and construction of house thereon without mortgaging of property.
- 9.10 An Additional 2% interest over and above the normal HBA interest rate shall be charged from the employees in case of failure of mortgaging the property.
- 9.11 Notwithstanding anything contained therein, the employee shall be bound to comply with any supplementary rules/orders which may be made subsequently in this regard from time to time with a view to safeguarding the Company's interest as well as proper and faithful observance of the provisions of these Rules.
- 9.12 Furnishing of false certificates or breach of any of the terms and conditions stipulated in these Rules and/or any other supplementary rule/order will render the employee concerned liable to appropriate disciplinary action apart from his being called upon to refund to the Company forthwith the entire advance drawn by him together with accrued interest at bank lending rate.
- 10.0 Interest
- 10.1 An advance granted under these Rules shall carry simple interest from the date of payment of the advance, the amount of interest being calculated on the balance outstanding on the last date of each month.
- 10.2 The rate of interest on HBA is as under:

| Amount of Advance | Rate of Interest (per annum) (as per slab) |
|------------------------------------|--|
| Upto Rs. 10,00,000/- | 7.5% |
| Rs. 10,00,001/- to Rs. 40,00,000/- | 8.5% |

| | |
|------------------------------------|------|
| Rs. 40,00,001/- to Rs. 60,00,000/- | 9.5% |
|------------------------------------|------|

10.3 Where differential rates of interest are prescribed for varying amounts of advance, the portion of the advance carrying highest rate of interest will be treated as having been refunded first in the process of recovery.

10.4 Notwithstanding anything contained above, failure of an employee to faithful observance of all the terms and conditions attached to the advance sanctioned, will make him liable to pay the interest at bank lending interest rate.

11.0 Repayment

11.1 The advance granted to an employee under these Rules, together with the interest thereon shall be repaid in full before superannuation/separation from service of the employee by monthly installments within a period not exceeding 25 years; repayment of principal in 15 years (180 monthly installments) and interest in 10 years (120 monthly installments). Provided that where an advance has been sanctioned for repayment of the balance amount of House Building Advance together with accrued interest thereon, directly by the Company to the employee's parent (Previous) organization, the amount of monthly installment shall not be less than the installment amount at which the advance was being repaid by the employee while in service in parent organization/ department. Provided further that it will be open to an employee to repay the amount in a shorter period, if he so desires.

11.2 The amount of advance and interest thereon, to be recovered from the employee, shall be fixed in whole rupees except in the case of last installment when the remaining balance including any fraction of rupee shall be recovered.

11.3 Commencement of Recovery.

11.3.1 Recovery of advance granted for repayment of HBA along with accrued interest to the parent (previous) organization, shall commence from the pay of the month following that in which the advance is drawn.

11.3.2 Recovery of advance granted for purchase of a ready built house shall commence from the month following the month in which the possession is taken or immediately on the expiry of two months from the date on which the advance is paid to the employee, whichever is earlier.

11.3.3 Recovery of advance granted for constructing a new house or enlarging living accommodation in an existing house shall commence from the month following the completion of the house or immediately on the expiry of 18 months from the date on which the first installment of the advance is paid to the employee, whichever is earlier. The Competent Authority may relax this time limit keeping in view the merits of the case.

- 11.3.4 Recovery of advance granted for constructing a new house including purchase of land shall commence from the month following the completion of the house or immediately on the expiry of 24 months from the date on which the first installment of the advance is paid to the employee, whichever is earlier. The competent authority may relax this time limit keeping in view the merits of the case.
- 11.3.5 Recovery of advance granted for purchase of a ready built house under the Self Financing Scheme shall commence from the pay of the month following that in which the possession of the house is taken by the employee or immediately on the expiry of 36 months from the date on which the first installment of the advance is paid to the employee, whichever is earlier. The Competent Authority may relax this time limit keeping in view the merits of the case.
- 11.4 If an employee resigns from the services of the Company or his services are terminated for any reason whatsoever before repayment of the advance together with accrued interest thereon in full, the entire outstanding amount shall become payable to the Company forthwith. When the termination of service is due to involuntary act on the part of the employee concerned the Company may, in deserving case, permit him or his successors-in-interest, as the case may be, to repay the outstanding amount together with interest thereon in suitable installments after safeguarding Company's interest.
- 12.0 General
- 12.1 The Competent Authority shall ensure that the purchase/construction/enlargement of the house is completed within the period prescribed in the rules and that:
- 12.1.1 The prescribed mortgage deed is executed immediately on purchase of the house/land and the document kept in safe custody after registration.
- 12.1.2 The house is insured in the manner indicated in rule 9.2 immediately on its purchase/completion and that the premium receipts are regularly produced for inspection.
- 12.1.3 The house is maintained in good condition and that the necessary insurance premium and municipal taxes and rates are paid regularly and the requisite certificate(s) furnished annually until the advance (along with accrued interest) has been repaid in full.
- 12.1.4 Monthly recovery of installments of repayment of the advance commence from the due date and is made regularly from the pay/leave salary etc. bill of the employee concerned thereafter.
- 12.1.5 Any amount drawn in excess of the said expenditure incurred is refunded by the employee concerned to the Company together with the interest, if any, due thereon within 30 days.
- 12.2 Even in the case of employee's transfer from one Substation/Establishment to another, the documents such as title deed, mortgage deed etc. submitted by an employee should continue to be kept in the safe custody of the authority which sanctioned the advance. This is with a view to safeguarding against loss or misplacement of precious documents in transit.

- 12.2.1 In the event of transfer of an employee from one Substation/Establishment to another, all papers related to HBA, in respect to the employees concern may be kept in the custody of the authority who sanctioned the advance. However, a copy of all the papers relating to sanction of HBA etc. may be provided to the Substation/Establishment to which the employee concerned has been transferred.
- 12.3 Subject to the superintendence and instructions of the Director (Personnel), the respective Region/Project will exercise all power prescribed under these rules in respect of employees working under their administrative control, and for employees working at Corporate Centre/ RHQs, the same will be exercised by General Manager (HR)/ HoPs. The General Managers may sub-delegate these Powers to the authorities working under them to the extent considered necessary, except the following:
- 12.3.1 Grant of advance for purchase of ready built house if the agency offering it for sale is other than a Govt., Semi-Government or an institution like City Improvement Trust, Housing Unit, Registered Cooperative House Construction/Building Society.
- 12.3.2 Extension of time limit for construction of house beyond 18/24/36 months, as the case may be, of the payment of the first installment of advance and recovery of the advance granted thereto.
- 12.3.3 (i) Grant of permission to an employee who ceases to be in service for any reason whatsoever
(ii) grant of permission to the legal successor or his/ her spouse working in POWERGRID to repay the outstanding amount together with interest thereon in suitable installments.
- 12.4 Stamp duty chargeable on all documents and Registration fee to be incurred for the completion of legal formalities required in connection with the grant of HBA may be granted as advance to the concerned employees, subject, however, to the condition that the total amount of House Building Advance shall not exceed their entitlement as per Rules. The employees concerned will complete all formalities within a period of three months from the date of drawal of the advance granted for stamp duty charges etc. failing which the amount of advance drawn for the said purpose will be refunded by the employees together with interest thereon.
- 12.5 The grant of advance under these Rules shall always be subject to availability of funds.
- 12.6 The power to interpret and administer the rules shall rest with the Director (Personnel) of the Company whose decision shall be final and binding. The Director (Personnel) is also empowered to make any supplementary rules/ orders as envisaged under rule 9.11.
- 12.7 The Company reserves the right to modify, cancel, add or amend of these Rules.
