



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



POWERGRID/NR-I/RTI/1775

Dated : 4 July, 2019

Shri Baban Davba Sarak,
Shri Baban Davba Sarak, Bldg No.1/705, B Wingh, Karm Sanket, Samata Co. Op. Hsg. Society, Beharu
Nagar, Kurla (East), Mumbai-400024,

Sub: Information under Right to Information Act, 2005.

Sir/Madam,

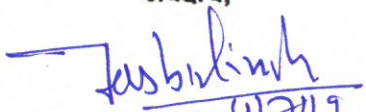
This has reference to your RTI request dated 4 June, 2019 for providing information under RTI Act, 2005.

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) 4/7/19

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

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

Annex-I

1. In your Company, is there any 'Special Accident Leave Policy/ Rule' under which if an employee meets with an accident, special leave is given for his absence due to accident? If yes, a copy of the same.
2. If the accident occurred outside the factory premises, but while going or coming from office road and considering the principle of notional extension, can special accident leave for such outside accident be granted? If yes, copy of the rules/ circular.
3. If the accident held inside factory but not while on job, bit on his way to canteen by walk, in such cases, do you treat accident arising out of employment but not connected to work, still can special accident leave be granted?
4. What criteria do you follow for special accident leave and whether you insist on medical certificate? If yes, if the employee, after two days treatment, is advised by the doctor to rest, how many days of special leave is granted?

Reply: 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". As may be noted, Sh. Sarak has asked questions which are hypothetical in nature and information related to the same is neither available in electronic nor in physical form.

However, POWERGRID does have provisions for Special Disability Leave and the same is being provided (enclosed) for reference.

(Mayank Soni)
Dy. Manager (HR)

Handwritten signature and date: 63/07/19



- (vi) Executives have to apply in the form enclosed (Annexure-III) for encashment of Special Additional Leave.

30.0 **Optional Holidays**

Two days of Restricted Holidays presently being availed by the Workmen, Supervisors and Executives can be availed as Optional Holidays on any day of the calendar year subject to exigencies of work. However, Optional Holidays can not be sandwiched between the spell of regular leave and the same can be availed as a prefix or suffix to regular leave.

31.0 **Special Disability Leave**

These Rules shall cover and be applicable to all the regular employees of the Corporation including probationers drawing pay in regular pay scales.

31.1 **Entitlement**

31.1.1 Employees who are disabled and become temporarily unfit to work on account of injuries arising out of and in the course of employment shall be allowed Special Disability Leave with full wages/salary provided that such disability leave shall not be granted in respect of any injury, not resulting in death, caused by an accident which is directly attributable to :-

- (i) the employee having been at the time thereof under the influence of drinks or drugs; or
- (ii) the wilful disobedience of the employee to an order expressly given, or to a rule expressly framed, for the purpose of securing the safety of the employees;
or
- (iii) the wilful removal or disregard by the employee of any safety guard or other device which, he knew to have been provided for the purpose of securing the safety of employees.

31.1.2 For this purpose, wages/salary shall consist of the following:

- a) Basic Pay, Special Pay and Personal Pay, if any;
- b) Dearness Allowance;
- c) House Rent Allowance, Special Compensatory Allowance, and Deputation Allowance, if any.

All the above payments would be regulated in manner as if the employee was not out of duty because of the injury due to accident and accordingly usual increment, variable DA etc. would be taken into account while calculating wages/salary in terms of the above provisions.

31.1.3 In so far as employees covered by the Workmen's Compensation Act, 1923 are concerned, the wage/salary payment mentioned herein before is in lieu of half monthly compensation admissible to them under the Act.



31.1.4 Where the benefits under the Group Personal Accident Insurance Scheme are availed, the benefit of Special Disability Leave will not be admissible and vice-versa.

31.2 **Procedure**

Special Disability Leave will be granted on the basis of recommendations of a committee consisting of the following representatives:

- a) Concerned HOD or his authorised nominee;
- b) Medical Officer authorised for this purpose;
- c) Representative from the Personnel Deptt.; and
- d) Safety Officer (if in position)

The Committee as mentioned above shall prepare a report in the format as given in FORM-I and make its recommendations both for prevention of recurrence of accident and also for grant of Special Disability Leave. The employee will submit his application in the format as given at FORM-II. The authority to sanction leave will vest with the ED/GM of the Region concerned for employees posted in Regions and GM (HRM) for employee posted at Corporate Centre. Orders will be issued by the Human Resource Department.

31.3 **Appellate Authority**

In case of any grievance in the matter of Special Disability Leave, an appeal can be made by the concerned employee to the Executive Director of the Region or ED (HR), Corporate Centre, as the case may be, whose decision will be final and binding.

31.4 **General**

In order to mitigate the hardship of the incumbents, payment of wages/salary for the period of disablement would be released provisionally and the necessary adjustment made later on after disposal of the leave applications.