



पावर ग्रिड कॉर्पोरेशन 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/E/20/00410

दिनांक: 20 October, 2020

SHRI DEEPAK TRIPATHI,
68, MEENAKSHI PLANET CITY, BAG MUGALIYA, BHOPAL-462043
Madhya Pradesh

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी।

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 6 October, 2020 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें।

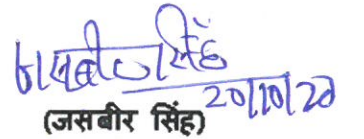
उपरोक्त पत्र में वांछित जानकारी अनुलग्नक-1 में संलग्न है।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हो तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आरटीआई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी.एन.डे.भौमिक,
कार्यपालक निदेशक (तकनीकी विकास) एवं अपील प्राधिकारी
केन्द्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
सौदामिनी, प्लॉट नंबर-2, सेक्टर-29, गुडगांव-122001, हरियाणा।
ईमेल आईडी: appellate.cc@powergrid.co.in
फोन नंबर: 0124-2571790,2863616

धन्यवाद,

भवदीय,


(जसबीर सिंह) 20/10/20

मुख्य महाप्रबंधक (के. आ.) एवं के.तो.सू.अधिकारी

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

Sub.: Reply to RTI Query by Shri Deepak Tripathi, Madhya Pradesh.

Sl. No.	Information/ Query Sought	Reply
1.	Please provide list of employees who had gone on personal leave after 25/03/2020 and provided Work from Home at location other than their place of posting after personal leave for the period between 25/03/2020 to 31/05/2020.	<p>Data requested is not readily maintained. Further, creation of such voluminous data would disproportionately divert the resources of the organization and is therefore avoided under Section 7(9) of RTI Act, which states that “An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.”</p> <p>Further, there is no obligation to provide this data in line with Clause 8 (1) (j), which states that “Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information.”</p>
2.	Please provide copy of circulars issued by Competent Authority for Work from Home (distant location-location other than their place of posting) for PGCIL employees who had gone on personal leave between 25/03/2020 to 31/05/2020 and after personal leave, provided Work from Home (distant location – location other than their place of posting) due to stranded on account of national lockdown.	Circulars attached herewith (4 Nos).

**POWER GRID CORPORATION OF INDIA LTD.
(CORPORATE HR DEPARTMENT)**

Ref. : CC/HR/Policy/2.0/2018

Date: 22nd March, 2020

Circular No -01/COVID-19

Sub : Preventive measures to contain the spread of COVID-19 – Work From Home.

- 1.0 As a preventive measure, to contain the spread of Novel Corona Virus, the DoPT vide its OM dated 22.03.2020 & subsequent DPE OM dated 22/03/2020 has instructed that offices should function with skeletal staff from 23rd March, 2020 to 31st March, 2020 and staff (all officers and employees, including consultants/contract and outsourced employees), who are required to render essential services within each department may be asked to attend office.
- 2.0 In line with the aforementioned directive, the offices at Corporate Centre/RHQs/Project Offices shall function with skeletal staff from 23rd March 2020 to 31st March 2020. All HoDs at Corporate Centre/Regional/Project Heads are required to immediately draw up a Roster of employees who are required to necessarily attend office (for work that cannot be done from home).
- 3.0 HoDs at Corporate Centre/Regional/Project Heads, may communicate the roster to employees working under their administrative control. Employees who are not rostered to attend office shall be required to work from home and be available on telephone and other electronic means of communication (e-mail, WhatsApp, etc.) at all times and must attend office if required, for any exigencies of work.
- 4.0 It is once again reiterated that POWERGRID ERP & IT department has already extended services such as ESS, e-Office, SAP, etc. to all employees to enable to work from home. Employees required to function from home as decided by their respective HoDs at CC and Regional/Projects Heads shall follow the guidelines already issued by ERP department vide circular dated 18th March 2020. Accordingly, keeping in view the exceptional circumstances, HoDs at CC & Regional/Project Heads are advised to inform the rostered employees to attend the office and rest of the employees working at Corporate office & Regional Headquarters to work from home. Further, HoDs at Corporate Centre are advised to inform the names of rostered employees to Administration Departments and Establishment Section of Corporate HR.
- 5.0 Communication regarding functioning of other establishments is being issued separately.

This has the approval of Competent Authority.


(N. Shankar)
Executive Director (HR & Law)

Distribution List :

Regions/ Projects:

Heads of Regions/ Projects.

Heads of HR/ Finance – Regions/ Projects.

Corporate Centre:

All Head of Departments.

ES/ PS – CMD/ Director (Operations/ Projects/ Personnel)/ CVO.

CFO/ Company Secretary.

Notice Board/ Intranet Website

POWER GRID CORPORATION OF INDIA LTD.
Corporate HR Department, Gurgaon

CIRCULAR No. - 02/COVID

Ref: C/HR/Covid-19

Date : 22.03.2020

Sub : Preventive Measures to contain the spread of COVID-19

In view of DOPT's OM No. F No 11013/9/2014-Estt-(A-III) dtd. 22-03-2020 read with DPE's OM No. 10037/2014-GM-FTS-1867 dtd. 22.03.2020 on the above subject and taking into account the declarations made by different State Govts. to completely shut down all activities in various districts across the country (excluding essential services) to prevent spread of COVID-19, it has been decided to implement the following precautionary / preventive measures in POWERGRID establishments immediately.

- 1- All POWERGRID establishments situated in districts where shutdown is declared shall run with skeletal staff only to run the emergency and essential services from 23rd to 31st March 2020.
- 2- Accordingly, all control rooms in POWERGRID establishments e.g. substations/ RTAMC/ NTAMC/ Telecom Control Centres etc. in such districts where shift operations are carried on shall remain functional with rostered staff. Operations & Maintenance of systems, TL patrolling and maintenance shall continue to be carried on to ensure grid security, stability / running of services. However, HODs of such departments may manage the above by engaging minimum staff at work place and keeping others on standby at home/ station/ township for any emergency requirement / engagement on rotation.
- 3- All employees not attending the office shall work from home and will remain available on phone and render their services through mail, e-office, SAP, other e-networks and come to office immediately in case called for any work requirement. Accordingly, they are advised to keep soft copy of all necessary files / records in their possession / on cloud.
- 4- POWERGRID establishments situated in districts other than as referred above, are advised to take suitable measures to prepare duty rosters, categorise/ group employees and stagger the working hours to avoid crowding in office. Entry of visitors shall be restricted. HODs are also advised to regulate deployment of contractual staff during the above period. Further all POWERGRID employees are advised to use their own conveyance and avoid public transport / cab/ taxis for commuting to office. Any activity of non-emergency nature may be deferred / postponed by the respective HoDs.

Accordingly, all employees are advised to take necessary instructions from their HODs. Detailed communication regarding deployment of skeletal staff in Corporate Office and RHQs falling in districts already notified by respective state Govts as COVID 19 affected has already been issued vide (Circular No. 01/ COVID dated 22.3.2020) and the same may be followed.

This issues with the approval of Competent Authority.


(N Shankar)
Executive Director (HR & Law)

Distribution List :

Regions/ Projects:

Heads of Regions/ Projects.
Heads of HR/ Finance - Regions/ Projects.

Corporate Centre:

All Head of Departments.
ES/ PS - CMD/ Director (Operations/ Projects/ Personnel)/ CVO
CFO/ Company Secretary.
Notice Board/ Intranet Website

POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HR DEPARTMENT

Ref. : CC/HR/Policy/2.0/2020

Date: 17th April, 2020

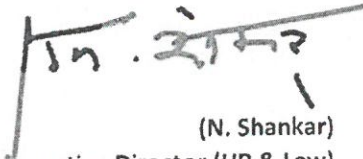
Circular No.: 03/COVID

Sub. : Regularization of Attendance during lockdown period.

This is in continuation to Circular Nos.: 01 & 02/ COVID dated 22nd March, 2020. In view of the global pandemic crisis, it has been decided by the management that as an exception, provisions to regularize attendance by way of 'Work from Home'/ Special Casual Leave/ Quarantine Leave be extended to employees as follows:

- i. Employees permitted to work from home during the lockdown period, imposed by the Central or respective State Government, may apply for attendance regularization by selecting the Regularization Type 'Work from Home' in ESS. Grant of work from home shall be regulated as per the existing procedure/ workflow maintained for attendance regularisation in ESS. In other cases, where employees are unable to perform their official duties from home (other than due to personal reasons), they may be granted Special Casual Leave with approval of the Leave Sanctioning Authority, based on merit of each case.
- ii. For employees who had proceeded on sanctioned leave before commencement of the lockdown and are stranded in places outside their headquarters; if they are engaged in work which can be done from remote locations, they may be permitted to work from home. In case such employees are engaged in work that requires physical presence in the workplace, such employees may be granted Special Casual Leave till the end of lockdown, or till such time that travel restrictions are in place due to which the employee is unable to report at his/ her headquarter. However, the decision to choose between grant of Special Casual Leave or Work from Home in such cases shall rest with the Head of Region/ Project/ HoD at CC.
- iii. In the unfortunate case where an employee or any member of the employee's family or any other individual residing with him/ her have tested positive for COVID-19; or in case of employees who have been directed to remain under strict home/ institutional quarantine for a period as directed by Local Health Authorities, such employee may be granted quarantine leave upon approval of the Head of Region/ Project/ HoD at CC.

This issues with approval of the Competent Authority.


(N. Shankar)
Executive Director (HR & Law)

Distribution List

Regions/ Projects:

All Heads of Region/ Project.

All Heads of HR/ Finance – Region/ Project.

Corporate Centre:

All Heads of Departments at CC.

ES – CMD/ Director (Operations & Finance / Projects/ Personnel)/ CVO.

Intranet Website.

POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HR DEPARTMENT

Ref. : CC/HR/Policy/2.0/COVID-19/2020

Date: 20th May 2020

Circular No.: 05/COVID

Sub. : Measures to ensure social distancing at Corporate Centre.

1.0 In line with Government directives on lockdown measures to prevent the spread of COVID-19, Corporate Centre is currently functioning with upto 100% GM & above level employees and upto 33% of the remaining employees at a time, as per work requirement. Going forward, in a bid to ensure social distancing at workplace, it has been decided by the management that the following norms shall be followed for attendance in Corporate Centre with immediate effect and until further orders:

- a) All GM & above level employees shall attend office on all working days.
- b) For employees below the level of GM, HoDs shall prepare a roster so as to ensure that 50% of such employees attend office on every alternate days. Those employees who are not required to attend office on a particular day, shall 'Work from Home' and be available on telephone and other electronic means of communication at all times viz. e-mail, Whatsapp, etc.
- c) All Heads of Departments shall encourage employees attending office to observe staggered timings to avoid crowding at common areas like entry gates, iris-based bio-metric attendance machines, etc. at standard entry/ exit times. HoDs shall work out the staggered timings depending upon interdependence (on other employees/ departments) of employees scheduled to work from office on a particular day. Timings may be observed as follows:

1 st block	:	08:30 AM to 04:30 PM
2 nd block	:	09:00 AM to 05:00 PM
3 rd block	:	09:30 AM to 05:30 PM
4 th block	:	10:00 AM to 06:00 PM
- d) Further, HoDs shall ensure that guidelines/ SOP issued by MHA and other concerned authorities from time-to-time are strictly adhered to at the workplace, as well as while preparing roster of employees under their administrative control.
- e) Employees shall continue to follow the directions regarding 'Effective use of Arogya Setu mobile application' issued vide Corporate HR Circular No. 04/COVID dated 01.05.2020.

2.0 The above norms shall be applicable to all employees of Corporate Centre, working in different establishments including Corporate Centre – Gurgaon (Saudamini), EIL building, Manesar, New Delhi.

3.0 Regions/ Project offices are advised to prepare own modalities for functioning, after reviewing work requirements and the prevailing situation in areas under their jurisdiction, broadly based on the aforementioned norms and in accordance with the instructions given by Local-Admn from time to time.

This issues with approval of the Competent Authority.


(N. Shankar)
Executive Director (HR & Law)

Distribution Overleaf:

Distribution:

Regions/ Projects:

All Heads of Region/ Project.

All Heads of HR/- Regions/ Project.

Corporate Centre:

All Heads of Department at CC.

ES - CMD/ Director (Operations & Finance/ Projects/ Personnel)/ CVO.

Intranet Website.

to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

- (i) the reasons for such rejection;
- (ii) the period within which an appeal against such rejection may be preferred; and
- (iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

8. (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

Exemption
from
disclosure of
information.

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

19 of 1923.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.