



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/21/00009

दिनांक: 22 January, 2021

Shri Shailender Sharma,
Kirti Stumbh Municipal Road , Close to OM Krishna Niketan Bikaner,
Bikaner, Pin:334001, Rajasthan

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 5 January, 2021 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

उपरोक्त पत्र मे वांछित जानकारी अनुलग्नक-1 मे 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)

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

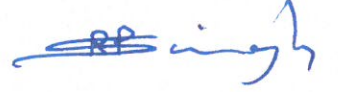
Email ID: cpio.cc@powergrid.co.in

अनुलग्नक-1

Sub.: Reply to RTI Query by Shri Shailender Sharma, Rajasthan.

Query 1.	पावरग्रिड की क्वारेन्टाइन लीव पोलिसी "Quarantine Leave Policy " की सक्षम प्राधीकारी द्वारा सत्यापित छायाप्रति उपलब्ध करावें।
Reply 1.	कृपया POWERGRID Leave Rules के Clause 14 का संदर्भ लें (प्रति Annexure I पर संलल है)।
Query 2.	दिनाँक 01.09.2014 से आज दिनाँक तक पावरग्रिड क्वारेन्टाइन लीव पोलिसी "Quarantine Leave Policy " में हुए शंशोधनों की सक्षम प्राधीकारी द्वारा सत्यापित छायाप्रति उपलब्ध करावें।
Reply 2.	दिनाँक 17.04.2020 के दिन जारी किये गये परिपत्र 03/COVID की प्रति Annexure II पर संलल है।

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Policy Manual



- 13.5 Leave salary towards the Maternity Leave for the period preceding the date of expected delivery of an eligible women employee shall be payable in advance to her on a written request along with documentary proof as regards her pregnancy and the amount due for the subsequent period shall be immediately payable to her on a written request along with the documentary proof of her having delivered a child. However, where Maternity Leave is taken in conjunction with any other kind of leave (either preceding or succeeding the Maternity Leave due), payment of leave salary shall be restricted only for the period of Maternity Leave due as per rules, in addition to leave salary due for Earned Leave, if any, as per clause 19 of these rules.
- 13.6 In respect of matters not specified above, the provisions of Maternity Benefit Act, 1961 shall apply.
- 13.7 The Chairman and Managing Director shall be empowered to approve for adoption in POWERGRID LEAVE RULES, any provision of the Maternity Benefit Act, 1961 and the amendments carried out therein by the Govt.

13.8 **Paternity Leave**

A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife (i.e. within the period in which Maternity Leave is allowed to a female employee). During period of such leave, he shall be paid wages as admissible in case of Maternity Leave at the rate drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave as in case of Maternity Leave. Subject to the above, it shall be granted only twice in a entire period of service.

✓ 14.0 **QUARANTINE LEAVE**

- 14.1 Quarantine leave is leave for absence from duty necessitated as a consequence of the presence of certain infectious diseases in the family or household of the employee. Such leave may be granted by the leave sanctioning authority on the certificate of the Registered Medical Practitioner for a period not exceeding 21 days, or in exceptional circumstances 30 days. Any leave necessary in excess of this period shall be treated as leave of the type that may be available at the credit of the employee. Quarantine leave can also be granted in continuation of any other kind of leave other than casual leave. An employee on quarantine leave will not be treated as absent from duty and his pay will not be affected.
- 14.2 Cholera, Small pox, Plague, Diphtheria, Typhus Fever and Cerebrospinal Meningitis may be treated as infectious diseases for which quarantine leave can be granted.
- 14.3 Quarantine leave can be granted to an employee at a place other than his Headquarters, also, provided that he had gone there on duty or authorised leave with permission of competent authority.

POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HR DEPARTMENT

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

Date: 17th April, 2020

Circular No.: 03/COVID

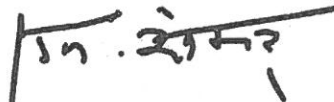
Sub. : Regularization of Attendance during lockdown period.

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.

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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.

