



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/21/00402

दिनांक: 14 October, 2021

Shri Varghese Mathew,
C/o Manoj Kawle,
MSEB colony,
Brahmapuri
Maharashtra-441206

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 22 September, 2021 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें।

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

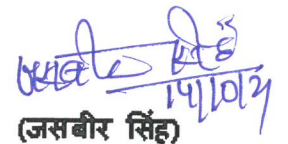
यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हो तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आरटीआई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी.अनंत शर्मा

कार्यपालक निदेशक (सी. एस.) 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: 0124-2571994

धन्यवाद,

भवदीप,


(जसबीर सिंह)

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

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

Sub.: Reply to RTI Request of Shri Varghese Mathew, Brahmmapuri, Maharashtra

Query:	Reply:
1. Please provide the name and details of employees allowed to work from home in POWERGRID with the time and date details.	Based on severity of COVID situation and instructions from Central/Local Govt. regarding lockdown, from time to time employees from different POWERGRID establishments were asked to work from home. Apart from this, a copy of the guidelines issued regarding Work from Home are enclosed at Annexure-I .
2. Please provide the details of employees working in POWERGRID those who have established residential offices with its address and the office picture.	No such information is maintained.
3. Please provide the details of employees in POWERGRID those who have reimbursed/eligible for reimbursement of the amount towards purchase of furniture/ furnishing items for residential office establishment.	<p>The following category of employees are eligible for reimbursement of cost incurred towards purchase of furniture/furnishing items for residential office:</p> <ol style="list-style-type: none"> Regular executives and key officials of POWERGRID, including POWERGRID executives on deputation to other organizations, excluding trainees, deputationists in POWERGRID, lien holders and manpower engaged on fixed tenure basis. Executives/officials on Study Leave, Corporate Sponsored higher studies, Sabbatical Leave, Child Care Leave, EOL or employees on unauthorized absence shall be eligible for reimbursement upon joining back of duties. Executives/officials under suspension shall be eligible for reimbursement on revocation of suspension and joining back duties.
4. Please provide the details of employees who have declared place of stay as residential offices.	
5. Please provide details of employees reimbursed the amount towards purchase of furniture/furnishing items for residential office establishment without declaring place of stay as residential offices.	
6. Please provide the details of employees in POWERGRID those who have reimbursed/ eligible for reimbursement of the amount towards purchase of furniture/furnishing items for residential office establishment and availing HRA/Lease accommodation in a place other than their place of posting and availing bachelor accommodations in POWERGRID.	No such information is available.
7. Please provide order copy of reimbursement of the amount towards purchase of furniture/furnishing items for residential office establishment.	



<p>8. Please provide the total financial implication for providing amount towards purchase of furniture/furnishing items for residential office establishment.</p>	<p>The amounts have been determined on the basis of requirement and practice adopted by other Maharatna PSU's.</p>
<p>9. Please provide the calculation base for reimbursement of amounts towards purchase of furniture/furnishing items for residential office establishment in different grades who are eligible for the same.</p>	<p>The information sought is part of the company's strategic plan and competitive advantage, so the information sought is not being provided for the company's commercial confidence under Section 8 (d) of the Right to Information Act.</p>
<p>10. Please provide the copy of approval taken from the Ministry of Power, Government of India to provide the above facilities to executives E2 to E9 of Power Grid Corporation of India Limited.</p>	<p>No such information is available.</p>

दीपक कुमार



Guidelines on Work from Home

1.0 Objective

To provide broad guidelines for ensuring uninterrupted continuity of business processes in POWERGRID under unavoidable circumstances such as the ongoing COVID pandemic which impedes the physical presence of workforce at workplace.

2.0 General

- 2.1 These guidelines shall be applicable to all personnel working in Corporate Centre, Regional & Project Headquarters with the exception of executives in E8 and E9 grades and personnel involved with ensuring essential services at workplaces such as civil maintenance, electrical maintenance, personnel engaged in shifts and attendants etc.
- 2.2 It will be the sole discretion of management to allow Work from Home (WFH) to employees of different departments. Heads of Departments (HODs) shall be the competent authority to allow such dispensation.
- 2.3 HODs may, at their discretion, curtail or revoke permitted 'Work from Home' at any time according to the exigencies of work.
- 2.4 During the granted period of WFH, employees shall leave their location of posting only with prior approval of HOD.
- 2.5 Employees who have been rostered for office/outside work and fail to present themselves at the designated duty place, shall have to apply for leave as per POWERGRID Leave Rules.

3.0 Guidelines for Reporting Officers & Heads of Dept.

3.1 Roster Management:

- 3.1.1 Reporting Officers may recommend WFH arrangement for employees whose assigned work responsibilities do not necessarily require physical presence at work place with the exception of pregnant women, persons with disability and employees having comorbidity.
- 3.1.2 As per work requirement, employees may be rostered for WFH and Work from Office alternately, with WFH not being more than 5 days in a row.
- 3.1.3 A designated Nodal Officer from each department shall be responsible for maintaining weekly/monthly rosters for all employees in the department. Rosters shall be prepared in consultation with the reporting officers and HODs.
- 3.1.4 Employees can request for change in roster due to specific reasons such as residence coming under containment zone or High Risk in AarogyaSetu app.

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- 3.2 Status sharing & co-ordinating with team:
- 3.2.1 Reporting Officers, Sectional Heads and HODs should hold periodic meetings as well as have informal interactions through virtual platform with the team so as to monitor the status of work and to ensure co-ordination among all team members.
- 3.2.2 All meetings should have a clear agenda. Unless unavoidable, meetings should be scheduled during normal working hours.
- 3.3 HODs may also nominate employees for online training related to job requirement and well-being in consultation with HRD.
- 4.0 **Guidelines for Employees during WFH**
- 4.1 Setting up IT Infrastructure:
- 4.1.1 Employees are required to ensure necessary infrastructure at their home, i.e. a laptop/desktop/tablet, stable and reliable broadband connection and mobile connectivity.
- 4.1.2 Employees shall setup all the necessary applications required for remote working. In order to have uninterrupted access to data, relevant files may be stored and shared through ownCloud. Detailed instructions regarding setting up e-office, FortiClient, ownCloud and SAP client at personal workstations have been circulated by Corporate IT.
- 4.1.3 Employees shall keep their laptops/ tablet/ mobile devices updated with an antivirus and shall not install any unauthorized/ unlicensed software on such devices being used for official work.
- 4.2 System and Data Security:
- 4.2.1 Employees shall not use any public devices for official purposes. They should ensure information & data security and prevent exposure of Intellectual Property owned by the company to external entities.
- 4.2.2 All applicable guidelines pertaining to information security, records management and retention policies that apply at the regular POWERGRID worksites apply during WFH as well.
- 4.3 Work Logging:
- While WFH, employees shall maintain a log of work done/ tasks completed during the day. These logs should be regularly shared with the Reporting Officers for monitoring status. A sample for the log is enclosed.
- 4.4 Ensuring clear communication:
- 4.4.1 Employees shall be proactive in initiating communication with respective reporting Officers regarding any constraints/ impediments being faced in completion of assigned/ agreed tasks.



- 4.4.2 Protocols applicable for physical/ hard copy communications are also to be followed in electronic communication.
- 4.5 Employees working from home are expected to observe normal working hours and be available on telephone and other electronic means of communication like e-mail, chat messenger, etc. However, employees may choose to complete the assigned individual tasks beyond working hours if they feel convenient.
- 4.6 Employees shall attend meetings, sessions, discussions through video/tele conferencing maintaining proper decorum. Earphones and mic may be used in virtual meetings to ensure clarity in audio stream.
- 5.0 Health and Safety while WFH:**
- 1.1 Employees are advised to ensure ergonomically friendly workspaces at their homes with suitable furniture, headsets/hands-free devices for attending calls and meetings.
- 1.2 Employees are encouraged to take up meditation, light physical exercises, yoga, etc. to stay in good physical and mental health.

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