



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Power Grid Corporation of India Limited

सूचना का अधिकार अधिनियम 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/22/00125

दिनांक: 02 May, 2022

Shri Dhiraj Yadav,
House No 1810 sector 4 Rewari-123401 Haryana,

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 4 April, 2022 को प्राप्त 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 हों 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,

भवदीय,

(1) पाठिकाय (10)
02/05/22

(ए. जगन्नाथ राव)

वरिष्ठ महाप्रबंधक (कें.आयोजना) एवं

केन्द्रीय लोक सूचना अधिकारी

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

Sl. No.	Information sought:	Reply:
1.	Whether Power Grid is adhering to provisions of Rights of persons with disabilities act, 2016 in the matter of Initial appointments as well as in the promotion.	Yes. POWERGRID is complying with all the guidelines issued by appropriate Govt. under the Rights of PWD Act, 2016 with regard to Promotion.
2.	If yes please provide copy of policy prescribing the benefits of reservations of PWD in initial appointment/promotions. Also provide the beneficial schemes implemented by Power grid for PWDs in the context of Disability act 2016.	A copy of POWERGRID's Equal Opportunity Policy is enclosed herewith at Annexure-A for reference. Further to mention, POWERGRID also provides assistive devices to PWDs as per requirement of individual employee. Further, Accessibility i.e built up environment in POWERGRID has also been implemented.
3.	Whether Hon'ble supreme court judgement in CIVIL APPEAL NO. 59 OF 2021 State of Kerala Vs Leesamma joseph is being Implemented in Power Grid.	Will be implemented after issue of guidelines by the appropriate govt. in this regard.
4.	If yes date of implementation/compliance of the said order and please provide copy of order/circular/policy	
5.	Please provide number of post reserved for PWD candidate for each post/cadre/designation.	Applicant is requested to raise query with respect to specific post and period.
6.	Number of persons not promoted knowing the fact that they are PWD and are entitled to be promoted in view of judgement passed by SC in State of Kerala Vs Leesamma joseph.	All suitable employees were promoted.
7.	No of training imparted for PwD candidates.	429 (Details of training programs conducted in last 3 years are attached at Annexure-8.)
8.	Please provide details of pre promotion training conducted for PwD candidate enabling then to achieve higher grades	In order to enable such employees to achieve higher grades they are also imparted various functional, behavioral, leadership, soft skills and specialized training programs.
9.	Please provide details of post promotion trainings conducted for PWD candidates.	In the matter of e-learning courses they have also benefitted from 100+ e-learning modules made available in Corporate e-learning portal which are integrated to learning reward points linked to learning KRA as a part of their pre-promotion and post promotion.

10.	Please provide details of program conducted in last 3 years for PWD candidates for enriching them for next level of promotion/career growth.	Details of training programs conducted in last 3 years are attached at Annexure-B.																
11.	If pre promotion training/program not conducted please provide action plan and action taken report and compliance report for the same.	-NA-																
12.	Total no of PWD candidate in Power grid and number of candidates posted in their native places as per guidelines of the GOI.	<p>As on 31-03-2022, Total 221 Pwd employees are on rolls of POWERGRID:</p> <table border="1" data-bbox="502 78 909 1064"> <thead> <tr> <th>Category</th> <th>Total PwD employees</th> <th>PwD Employees posted in respective state of domicile declared at time of joining</th> <th>PwD Employees posted in respective Region or recruited Region</th> </tr> </thead> <tbody> <tr> <td>All India Posts (Group A)</td> <td>100</td> <td>42</td> <td>54</td> </tr> <tr> <td>Regional Recruitment Posts (Group B/C/D)</td> <td>121</td> <td>62</td> <td>121</td> </tr> <tr> <td>Total</td> <td>221</td> <td>104</td> <td>175</td> </tr> </tbody> </table> <p><i>Including FTB employees recruited in respective Regions</i></p> <p>Further as per POWERGRID, Equal Opportunity Policy-</p> <p>(a) POWERGRID shall supportively consider, to the extent possible, the transfer requests or preferred place of posting of employees with disabilities or those being caregivers of dependent family members with disabilities residing with the employee, so as to optimally utilize their services.</p> <p>(b) As far as possible, disabled employees and those who are care givers of disabled dependent family members shall be exempt from the provisions of rotational transfer subject to the administrative constraints.</p> <p>(c) The above provisions shall however be subject to the mode/nature/ terms and conditions of the engagement of the individual and administrative feasibility.</p>	Category	Total PwD employees	PwD Employees posted in respective state of domicile declared at time of joining	PwD Employees posted in respective Region or recruited Region	All India Posts (Group A)	100	42	54	Regional Recruitment Posts (Group B/C/D)	121	62	121	Total	221	104	175
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13.	What are the criteria to designate the work to PWD candidates.	<p>POWERGRID has implemented the provisions of RPWD-2016 Act, where List of Posts has been identified. The list can be accessed at POWERGRID's website (www.powergrid.in) -> Career Section -> Job Opportunities -> List of Posts identified for PwD.</p>																

14.	What are the policies/action implemented to ease the requirements of PWD candidate	A copy of POWERGRID's Equal Opportunity Policy is enclosed herewith at Annexure-A for reference.																																				
15.	Provide the promotion policy for PWD and Number of employees who has been promoted in PWD category.	<p>Promotion Policy for Executives, Supervisors, Workmen and Guidelines on Qualifying marks for PWD Employees are attached at annexure as detailed below:</p> <p>A- Executive Promotion Policy – Annexure-C B- Supervisor Promotion Policy – Annexure-D C- Workmen Promotion Policy – Annexure-E D- Guidelines on Qualifying marks for PWD Employees - Annexure-F</p> <p>Details of number of PWD employees promoted in 2021-22 is given below:</p> <table border="1" data-bbox="614 94 1061 1066"> <thead> <tr> <th>Sl No</th> <th>Level</th> <th>Promoted (2021-22)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E8-E9</td> <td>0</td> <td>No eligible employee was available in feeder cadre</td> </tr> <tr> <td>2</td> <td>E7-E8</td> <td>Yet to be conducted</td> <td>-</td> </tr> <tr> <td>3</td> <td>E6-E7</td> <td>3</td> <td>-</td> </tr> <tr> <td>4</td> <td>E5-E6</td> <td>8</td> <td>-</td> </tr> <tr> <td>5</td> <td>E4-E5</td> <td>7</td> <td>-</td> </tr> <tr> <td>6</td> <td>E3-E4</td> <td>5</td> <td>-</td> </tr> <tr> <td>7</td> <td>E2-E3</td> <td>1</td> <td>-</td> </tr> <tr> <td>8</td> <td>S4/SG-E2</td> <td>2</td> <td>-</td> </tr> </tbody> </table> <p>With respect to promotions in the Supervisor and Workman levels, appraisals are done in a decentralized manner and are dealt through various Regional offices across the country. Compilation of the data would disproportionately divert the resources of POWERGRID, therefore, cannot be provided as per Section 7(9) of the RTI Act, 2005.</p>	Sl No	Level	Promoted (2021-22)	Remarks	1	E8-E9	0	No eligible employee was available in feeder cadre	2	E7-E8	Yet to be conducted	-	3	E6-E7	3	-	4	E5-E6	8	-	5	E4-E5	7	-	6	E3-E4	5	-	7	E2-E3	1	-	8	S4/SG-E2	2	-
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7	E2-E3	1	-																																			
8	S4/SG-E2	2	-																																			
16.	How many employees have been promoted in executive cadre in the PWD category.	Refer to reply No.15 above.																																				

(Handwritten Signature)

EQUAL OPPORTUNITY POLICY ¹

1.0 Objective

POWERGRID is committed to promoting diversity and inclusion among the workforce and aims to create a harmonious workplace for employees regardless of their gender, nativity, community, religious beliefs or physical & mental ability, such that all employees can achieve their full potential. We believe in providing equal opportunity to persons from all sections of the society including Persons with Disabilities as detailed in this policy.

2.0 Definitions:

- a) **Discrimination** in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation;
- b) **Employee** shall mean as defined under the POWERGRID Service Rules
- c) **The Act** shall mean the Rights of Persons with Disability Act, 2016. **The Rules** shall mean Rights of Persons with Disabilities Rules 2017.
- d) **Specified Disability** means disabilities mentioned in the Schedule of the RPWD Act 2016. List of such disabilities is enclosed at **Annexure I**.
- e) **Persons with Disability (PWD)** means a person with long term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.
- f) **Person with Benchmark Disability (PWBD)** means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority
- g) **Reasonable accommodation** means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others

3.0 Policy Statement

POWERGRID is committed towards eliminating all forms of discrimination and harassment, whether direct or indirect, of persons with disabilities.

¹ Corporate HR Circular 510/2021 dated 14.07.2021

Further, in line with the provisions in the Act and the Rules, we have implemented the following policy provisions in order to provide affirmative action and promote inclusive growth of Persons with Disabilities in POWERGRID.

3.1 Identification of Posts and Reservation in Appointment

- (a) POWERGRID shall not discriminate against any person with disability in any matter relating to employment.
- (b) POWERGRID shall identify posts which can be held by respective category of persons with disabilities. The identification of suitable posts and reservation for Persons with Benchmark Disabilities shall be carried out as per the Government of India directives issued from time to time.
- (c) Vacancies earmarked for PWBD mentioning the category of disability will be clearly indicated in Recruitment advertisement. Relaxations in age, other qualifying criteria and selection criteria shall be provided in line with Govt. guidelines issued from time to time.

3.2 Manner of Selection

- (a) POWERGRID shall adopt a transparent selection process based on merit and without any bias to the disabilities of the prospective candidates as per the provisions of POWERGRID Recruitment Policy and Procedures.

Candidates with necessary disability certificate issued by the competent authority in accordance with the Rules under the Act shall be considered for appointment in the Company.

- (b) PWBD candidates who are shortlisted and appear for written tests held as a part of selection process for any post in POWERGRID shall be paid to-and-fro journey fare as per provisions under POWERGRID's TA Rules.
- (c) To the extent possible, PwBD candidates shall be provided a barrier free access to the written test center/ interview center.
- (d) PWBD candidates who have limitations in writing including that of speed, and are desirous of using the facility of a scribe, shall be allowed the facility in accordance to the guidelines issued by Ministry of Social Justice and Empowerment.

3.3 Post-Recruitment and Pre-Promotion Training

- (a) POWERGRID shall impart post-recruitment induction training program and pre-promotion job specific inclusive training programs to employees with disabilities along with other employees.
- (b) Employees with disability shall be placed with experienced employees for at least one month on resuming responsibility of a post so as to help them to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

3.4 Preference in Accommodation



POWERGRID shall give preference, to the extent possible, to the requests by employees with specified disabilities for allotment of appropriate reasonable accommodation in company quarters.

3.5 Accessibility

(a) POWERGRID shall provide appropriate barrier free and conducive environment to employees with disability. To the extent possible, the built-up environment shall be made accessible to PWD and all future establishments shall incorporate accessibility provisions such as ramps, accessible parking, accessible toilets, braille symbols and auditory signals in elevators etc.

(b) POWERGRID will endeavor to provide suitable facilities and amenities/assistive devices to persons with disabilities for effective and efficient discharge of their functions, including, but not limited to, high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorised if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement.

Such devices may either be provided directly by POWERGRID or the cost may be reimbursed with a specific time period in accordance with the price/durability of the device/furniture/software etc. as the case may be.

(c) POWERGRID will endeavor to ensure that persons with disabilities are enabled to participate in meetings in a convenient mode of communication.

3.6 Discrimination Free Work Environment

POWERGRID will ensure that the work environment is free from any discrimination against persons with disabilities. Promotion to an employee should not be denied merely on the ground of disability.

3.7 POWERGRID shall not dispense with or reduce rank, an employee who acquires a disability during his or her service. Cases shall be treated as per the applicable rules and provisions in POWERGRID Service Rules and Govt. of India guidelines pertaining to the matter.

3.8 Leave

Employees with disability can avail Special Casual Leave as per provisions in POWERGRID Leave Rules.

3.9 Transfers and Posting

(a) POWERGRID shall supportively consider, to the extent possible, the transfer requests or preferred place of posting of employees with disabilities or those being caregivers of dependent family members with disabilities residing with the employee, so as to optimally utilize their services.

(b) As far as possible, disabled employees and those who are care givers of disabled dependent family members shall be exempt from the provisions of rotational transfer subject to the administrative constraints.

(c) The above provisions shall however be subject to the mode/nature/ terms and conditions of the engagement of the individual and administrative feasibility.

4.0 Governance

4.1 Liaison Officer:

Liaison Officer appointed to look after reservation matters for SC/ST shall also act as the Liaison Officer for reservation matters relating to persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for PWBD and bring any potential issues to the notice of management.

4.2 Grievance Redressal Officer

Head of Dept - Reservation Cell at Corporate Center and Heads of HR at Regions/Projects shall also be the Grievance Redressal Officers at their respective Regions/Projects in compliance of Section 23 of the Act. The Grievance Redressal Officer shall maintain a register of complaints of employees with disabilities as per format at **Annexure II**.

5.0 General

5.1 Compliance

The responsibility for implementation of the policy shall lie with ED(HR) at Corporate Center and Head of Regions/Projects at Regional/Project level.

5.2 Communication of the policy:

The policy shall be published on POWERGRID's website as well as on the intranet.

5.3 Director (Personnel) is empowered & authorised to interpret, clarify, revise, amend/modify or discontinue any or all the provisions of this Policy in accordance with Govt. of India guidelines issued from time to time.

Annexure I

List of Specified Disabilities as per the Schedule in the RPWD Act 20161. **Physical disability:**

A. **Locomotor disability** (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) **"leprosy cured person"** means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) **"cerebral palsy"** means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) **"dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) **"muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) **"acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. **Visual Impairment—**

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—



- (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
- (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing Impairment—

- (a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
- (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. **Intellectual disability**, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

- (a) "**specific learning disabilities**" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
- (b) "**autism spectrum disorder**" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. **Mental behaviour**—

"**mental illness**" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.

4. **Disability caused due to**—

- (a) **chronic neurological conditions**, such as—

- (i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
 - (ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
- (b) **Blood disorder—**
- (i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
 - (ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
 - (iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.
5. **Multiple Disabilities** (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.
6. Any other category as may be notified by the Central Government.



Equal Opportunity Policy

Annexure II

**Format for Maintaining Register of Complaints of Persons with Disabilities
(As per 10(2) of the RPWD Rules, 2017)**

Region: _____

Date of complaint	Name of complainant	Name of the person who is enquiring the complaint	Place of incident	The name of establishment or person against whom the complaint is made	Gist of the complaint	Documentary evidence, if any	Date of disposal by the grievance redressal officer	Details of disposal of the appeal by the district level committee	Any other information

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List of Programs attended by PWD category in last 3 years

S.no	Prog Name
1	800 kv HVDC Technology - Design, Engineering and Construction
2	Accident Prevention & Case Studies
3	Accounts, Commercial and Taxation
4	ACCREDITATION, CALIBRATION, TESTING AND FAILURE ANALYSIS
5	Adapting and responding effectively to change
6	Advanced features of MS Office
7	Advanced Operation of SAP HCM Module
8	Advanced techniques to energize and heal the body and mind
9	Application of Controlled Switching Device for Improving Transmission Asset Health
10	Application of Protective relaying for Transmission System
11	Art of connecting with people and building relationships
12	ASP.NET Core MVC Development
13	Auto Reclosing
14	AUTOCAD Software
15	Awareness cum doubt clearing program on Optimizing OPEX for cost effective Asset Management
16	Awareness program on Cyber Security
17	Awareness program on SA 8000
18	Awareness programme on ISO 27001
19	Awareness session on new labour codes 2020
20	Balancing Work & Life
21	Basic Current Transfer
22	Basic knowledge about equipment and accessories of 400KV, 765kv, 1200kv substations.
23	Basic knowledge about of 400KV, 765kv, 1200kv transmission lines
24	Basic knowledge of Computer/IT for non-IT personnel
25	Basic Level Training & Certification Program On Cyber Security
26	Basic MS Office Applications
27	Basic of Protection System
28	Basic tenets of Contract and Arbitration under respective laws
29	Basics and Functionality of Communication Equipment
30	Basics of Protection Engineering
31	Basics of Protection System
32	basics of transmission protection
33	Best Practices in using SAP
34	Bhuvan application training by NRSC (ISRO)
35	Book Keeping and Financial Accounting (Integrated Financial Accounting with tax updation)
36	Budgeting and Financial Management (Works/Inventory Accounting with Audit requirements)
37	Budgeting& Financial management/taxation Central & State taxation
38	Building Corporate Credibility and Values
39	Building Mangement System
40	BUS BAR PROTECTION



41	Business Etiquette
42	Business Etiquette & Communication Skills
43	C&M for Non-C&M People
44	Capacity Building Programme on Safeguards and Rights of SC/ST/OBC & PWD employees
45	Celebration of 5th International Yoga Day
46	Certification Course in Civil Engineering for young Engineers of POWERGRID, Batch - I
47	Certification Course in Civil Engineering for young Engineers of POWERGRID, Batch - II
48	Certification Course in Civil Engineering for young Engineers of POWERGRID, Batch - III
49	Certification Course in Civil Engineering for young Engineers of POWERGRID, Batch - IV
50	Certification Program on Competency Based HR Practices
51	Certified Internal auditor program Laboratory Management System Awareness & Internal Auditing (as per ISO/IEC 17025:2017 & NABL requirements)
52	Certified ISMS Internal Auditor Training
53	CII National HR Excellence Assessor Training Workshop
54	Circuit Breaker Testing & O&M
55	Civil Design aspect in Distribution Projects
56	Commissioning of Transformer, Reactors, S/s Equipment, Construction of Lines and Safety
57	Competency management & people analytics
58	Competing on Business Analytics
59	Compliances in Right to Information Act
60	Compliances in Right to Information Act
61	Computer System Software, Hardware & Application Software system of NTAMC Project
62	Condition Based Maintenance of Switchyard Equipment
63	Condition monitoring of Transformer & Reactor
64	Condition monitoring of Transformer and Reactors
65	Configuration and maintenance of GE make
66	Configuration and Maintenance of GE make D20 RTUs
67	Contract management ethics covering vigilance and Audit angles
68	Control and Protection
69	Convalescent Plasma Donation
70	Crete Healthier Lives
71	Current Transformer
72	Cyber Security Dos and Dents
73	Data analysis related to substation operations
74	DCRM Analysis
75	DEFENSIVE DRIVING
76	Design of Foundations including pile foundation.
77	Design of Substations
78	Diet Habits During Pandemic

79	Digital Substation- Implementation and New Approach to System Testing
80	Digitalization and Automation of Distribution System
81	Distance Protection
82	Doubt clearing session of COVID-19
83	Dynamic Contact Resistance Measurement of Circuit Breaker and Analysis
84	Earth Quake Safety Mock Drill
85	Earthing System (Maintenance Free earthing) , Lightning Protection System, Surge Protection, Equip-potential bonding and latest innovation to ease regular requirements of these solutionsM/s JMV LPS Limited Delhi NCR, India
86	Effective implementation of Information Security Management System in WR-I
87	Effective Managerial Skills and Leadership
88	Effective Skills for Trainers for Designing and Delivering Training Programs
89	Electricity Act, 2003 & Telegraph Act, 1885 : Special reference to POWERGRID
90	Emergency Preparedness
91	Emergency Restoration System
92	Empower to lead (Women Empowerment/Leadership/Work-Life Balance/Parenting & Happiness)
93	Empowerment of Employees for Self Growth
94	Empowerment of Women Employees
95	Empowerment, Parenting & Work-Life Balance
96	Empowerment, Parenting & work-life balance for women employees
97	ENERGY MANAGEMENT SYSTEM FOR ISO 50001:2018 ENMS
98	Enhancing performance and life span of existing U-I-V equipments in Power Transmission.
99	Enquiry Committee recommendation for Preventive measures during work at height
100	E-office for users
101	Equal Opportunity & Equality at Workplace
102	Equal Opportunity for Women Employees and Breaking Biases and Prejudices
103	Equality opportunity and Equality at Workplace
104	Erection, Testing & Commissioning of Equipment in AC Substation
105	Erection, Testing & Commissioning of Equipments in HVDC Substation
106	Erection, Testing & Commissioning of Transmission Lines
107	ERP (Hands on)Training on Supplier Relationship Management (SRM)
108	ERP-PM & MM Module
109	Essential Competencies Acquisition (ECA) " for POWERGRID Executives by IMT, Nagpur

110	Excelling Through Dark Time
111	EXPRESS YOURSELF EFFECTIVELY
112	Extensive training program on Gas Insulated Switch Gear
113	Failure Analysis of Transformer and Reactor
114	Family Wisdom
115	FDS (Frequency Domain Spectroscopy) Measurement & Analysis
116	Field Quality Plan
117	Finance for No-Finance People
118	Finance for Non-Finance Supervisors
119	Financial Planning & Wealth creation strategy
120	Finding defects in transmission lines
121	Fire Safety & Fire extinguisher / hydrant
122	First Aid Training Programme
123	GeM (Government e-Marketplace Portal
124	Geotechnical Engineering and Its Application with a Special Reference to Few Case Study
125	GIS-Operation and Maintenance
126	GRC training
127	Great Habits of Highly Effective People
128	GST/F&A
129	HAND HELD CLEARANCE MEASUREMENT INSTRUMENT
130	Handling ROW issues and statutory compliances on environment legislations
131	Handling ROW issues and statutory compliances on environment legislations and Understanding implications of environmental legislations and POWERGRIDs ESPP
132	Hands on Training and Troubleshooting of PLCC and DTPC Exchange
133	Hands on training and trouble shooting of PLCC and DTPC exchange
134	Hands on Training and Troubleshooting of PLCC and DTPC exchange at ABB
135	Hands on Training on ,CBs, CTs and CVTs including bushing
136	HANDs on Training on Circuit Breaker and RPH2
137	Hands on Training on GeM Portal
138	Hands on Training on Power System Protection: Level 1 course
139	Hands on Training on Sub Station Automation System at ABB
140	Hands on Training on Transformer and Reactor
141	Hands on Training on various Testing Instruments
142	Hands On Training Programme on "Procurement through GeM Portal"
143	Hands on Training Programme on basic SAP and ESS transactions
144	Hazard identification, Risk assessment and preventive measures
145	Health Talk
146	High Voltage on Site testing with Partial Discharge Measurement
147	HINDI KARYASHALA
148	How to Increase Emotinal Quotent, Master Emotions, and Boost Social Skills

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149	How to say it at work : Skills to Communicate with Superiors, Colleagues and External Customers
150	How to say it at work : Skills to Communicate with Superiors, Colleagues and External Customers
151	How to say it at work: Skills to Communicate with Superiors, Colleagues and External Customers
152	HR for Non-HR
153	HR Scorecard and Dashboards
154	HRD Program on "Balancing Work & Life"
155	HRD Program on "Women in Leadership Roles"
156	HRD program on GIS design and type tests for O&M Executives
157	Human Architecture- "Shama Yoga"
158	Implementation of HR Policies
159	Implementation of HR Policies & Procedures
160	Implementation of Reservation Policy on SCs, STs, & OBCs in PSEs, Govt. aided Bodies
161	Importance of Emergency Medical Response
162	IMS and PAS99
163	IMS IA(ISO 9001,14001,45001) BATCH III
164	Induction Program for DTs 2021 Batch
165	Induction Training Program Lateral Entry Executives
166	Information Security Management System (ISMS) ISO/IEC 27001:2013
167	In-house Awareness training on "QMS/EMS/OHSAS-ISO9001:2015/14001:2015/45001:2018
168	Integrated Operation and Maintenance of AC substations
169	Integrated Operation and Maintenance of GIS substations
170	Integrated Operation and Maintenance of HVDC Substation
171	Integrated Operation and Maintenance of HVDC substations
172	Integration of Emotional Intelligence with a balanced life
173	Interactive Refresher Training Session on Live Line OPGW Installation
174	Interactive session on Commercial Aspects: Impact of new CEA/CERC regulation on POWERGRID
175	Interactive session on POWERGRID Business Plan and Future expansions
176	Interactive Session- Refresher Course on "Introduction to Industrial Relations and Related Laws"
177	Interactive Session- Refresher Course on "Project Management Issues, Challenges and Best Practices"
178	Internal Auditor training program of QMS/EMS/OHSAS & PAS 99-ISO 9001/14001:2015/45001:2018 & PAS 99
179	Internal Auditor training programme on ISO9001:2015, ISO-14001:2015 and ISO-45001:2015
180	Internal Auditors Course for PAS 99:2012
181	Internal Auditors Training on ISO 50001:2018 Energy Management Systems

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182	Internal Quality Audit (IQA) of Integrated Management System (IS 9001:2015, IS 14001:2015 & IS 45001:2018) for Internal Auditors in WR-I.
183	Interventions for women empowerment
184	Introduction of HVDC System
185	Introduction to SAP PO Creation, Entry sheet, Invoice and BTS
186	Introduction to Use of GIS Tool and Space Technology for Optimal Transmission Line Routing
187	ISMS Training
188	ISO 27001:2013 Awareness Program Information Security Management System (ISMS)
189	ISO 27001:2013 Awareness Training program
190	ISO 45001 Awareness Virtual Webinar
191	ISSUING PTW AND AMP DATA UPLOADING IN SAP
192	Key Elements of Great Managing
193	Knowledge sharing session on cube casting, handling and testing to sensitize site personnel looking after construction work
194	Laboratory Quality system, Management and Internal Audit-ISO/IEC-17025 and Review and updating documentation in line with ISO/ IEC 17025: 2017
195	Latest judgements/ammdments on Labour & service laws related to POWERGRID
196	Latest Survey Techniques
197	Latest trends and happenings, new research and developments, issues and challenges in POWER Sector and POWERGRID
198	Law relating to RoW & payment of compensation, land acquisition for public purpose and Sustainability & ESM
199	Leadership Development Program
200	Leadership Development Program by IIM Rohtak (Batch-II)
201	Leadership Development Program by IIM Rohtak (Batch-V)
202	LEADERSHIP DEVELOPMENT PROGRAMME
203	legal Training
204	Life Management of Transformer and Reactor
205	Life Style Management through Yoga, Pranayam, Acupressure & Meditation
206	Lifestyle Management through YOGA in pandemic
207	Line Protection
208	Maintenance & Troubleshooting of Automated Fault Analysis System (AFAS)
209	Maintenance & Troubleshooting of Remote accessibility System (RAS)-Batch2 (Part of contract with GE)
210	Maintenance and Troubleshooting of Remote accessibility system (RAS)
211	Maintenance of NTAMC Equipment (SCADA, RAS, AFAS, VMS, ACS, VOIP, Cyber Security)
212	Maintenance Techniques and New Emerging Trends in HVDC System
213	Management Development Program

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214	Management Development Programme
215	Managing Right of Way (ROW) and obtaining clearances from different authorities including Forest, Railways, Airport Authority, Air Force etc. for Projects
216	Mastering your time, Mastering your life (Time Management)
217	MDP on Effective Managerial Skills and Leadership
218	Mentorship for women employees
219	Multiplying Productivity & Performance
220	National Conference on Electrical Safety
221	New Technologies in Tower design and Cost Effective Line materials
222	Next Inning
223	Notable HR Practices and Analytics
224	Noting, Drafting Skills and Business Etiquette
225	NTAMC Overview and Understanding / Troubleshooting for IEC 101 and 104 protocol.
226	O&M of Equipments in Transmission System
227	O&M of Substation and Transmission Line
228	Occupational Health and Safety 13-14 December 2019 (02 days) for Safety Nodal Officers of WR-I at RHQ-Nagpur on Residential basis
229	Office Applications & Basic Knowledge of IT
230	ONLINE Basic Certificate Course on Labour Laws
231	Online Half-day workshop on Preventive Vigilance
232	ON-LINE Program on Tariff Regulations 2019
233	Online Session on SA:8000 and Labour Laws
234	Online Session on Stress Management and Meditation Training Programme
235	Online Training on Power Transformer
236	Online Training Program on "Instrument Transformer"
237	Online Training Session on PF related Issue
238	Online Test to be conducted by IIT-Delhi for shortlisting of participants for Training Program on "Energy Storage Systems"
239	Operation and Maintenance of NTAMC Equipment
240	Operation and Maintenance of Substation Auxiliaries
241	Operation of SAP MM Module
242	Operation of SAP MM Module (Batch-1)
243	Overview & Operation of HVDC System
244	Overview & Troubleshooting of Networking Devices
245	Overview of HR Rules
246	Panel Wiring Checking
247	Permissible limits for Substation equipments and electrical clearance limit in Transmission line
248	Personal Finance & Safeguarding Investment
249	Personal Finance For Women Employees
250	Philosophy of Asset Management of Sub-stations (AIS & GIS) & Transmission Lines
251	PLS CADD Software
252	Post Retirement Wellbeing

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253	POWERGRID Social Security Schemes
254	Prevention of Cancer
255	Prevention of Heart Diseases during the times of Covid
256	Prevention of sexual harassment of women at workplace
257	Preventive Measures During Miscellaneous Electrical Works
258	Preventive Vigilance Workshop
259	Procedure of Goods/Services through GeM
260	Processing bills in SAP for payment to vendor
261	Program for Rajbhasha Adhikari
262	Program Management
263	Program on Civil Engineering/Civil FQP for Non-Civil
264	Program on using Personal Protective Equipment (PPE)
265	Promotion of women empowerment and their rights
266	Protection Concept
267	Protection scheme in Substations
268	PTW (order) cycle in SAP
269	Quality Control In Construction and Durability Assessment of Concrete Structures
270	Quarterly Safety Training and Mockdrill Program on Safety during work from snake bite and their remedies
271	Quarterly Safety Training on Safety during work on height at Ajmer s/s
272	Rajbhasha Karyashala
273	RAJBHASHA SAMMELAN
274	RAS & AFAS System Troubleshooting and Case studies
275	Recruitment Workshop
276	Refresher Course for Departmental Promotion Committee (DPC) S4-SG to E2 "
277	Refresher course on Contract Management Including interpretation of Contract Clauses
278	Refresher program for promotion/placement to the Executive cadre.
279	Refresher programme for oil test lab
280	Refresher Technical Training Programme
281	Relay Testing
282	Replica and RTDS
283	Reporting of Near Miss and Fire Incident
284	Research and Developments in Power Sector, Power Transmission equipments
285	RETIRE RICH THROUGH FINANCIAL PLANNING
286	RTU, BCU Communication
287	SA 8000:2014 Awareness Training
288	Sa: 8000 & OHSAS
289	Safety at Workplace
290	Safety Awareness Training Programme
291	Safety briefing
292	Safety Management & Legal requirements as per IS 45000 & ISO 14001



293	Safety Management in Transmission System
294	safety mockdrill
295	SAP
296	SAP (PM and MM Module)
297	SAP ERP Training on "MM Module"
298	SAP Treasury and Risk Management - TRM (ECC & HANA)
299	SAS and remote operation of substation
300	SC/ST Awareness Welfare Programme
301	SCADA Database and Display development of NTAMC System
302	SCADA Database and Display development of NTAMC System
303	Schemes of Company leased accommodation/HRA/company quarters and other HR issues
304	Secret of Managing the Mind for Positive Thinking
305	Secrets of managing the mind for positive thinking(Batch-II)
306	Secrets of Managing the Mind for Positive Thinking
307	Secrets of Managing the Mind for Positive Thinking
308	Sensitization of employee on various Contract Management Practices
309	Seven Habits of Highly Effective People
310	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
311	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" for Employees and at RHQ-Nagpur
312	SFRA (Sweep Frequency Response Analysis)
313	Smart Grid in Indian Power Sector - Implementation issues and challenges
314	Social corporate Responsibility
315	Social Security and Separation related rules and procedures
316	Specialized expert level Hands on training on SIEMENS make relays.
317	STATCOM
318	STATCOM
319	Stress Free Lifestyle
320	Stress Management
321	Strict Adherence of Safety norms during all work on
322	sub-station Construction Overview (including Safety Measures)
323	Substation Design and Digital Sub-station Including New Technologies
324	Sub-station O and M and Safety practices
325	Supplier Relationship Management, (SRM)" & Government e-Marketplace (GeM) portal" at RHQ-Nagpur from 12-14 March 2020 (03days) for employees in WR-I
326	Talk by Cardiologist from Apollo Medics
327	Taxation: Central and State Taxation
328	TBCB biddings, TSA and SA requirements.
329	TBCB biddings, TSA and SPA requirements.
330	Technical for Non Technical

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331	Telecom Marketing of New Services on MPLS platform viz. DDoS, SDWAN & DNS and System Improvement Plan for Superior Service
332	Testing and Commissioning of sub station Equipments
333	TESTING OF CIRCUIT BREAKER
334	The art and science of creating and sustaining a good habits
335	The art of thinking clearly and deciding effectively
336	The Science of Creating & Sustaining Good Habits
337	The Science of Creating and Sustaining a Good Habbit
338	The science of creating and sustaining a good habit
339	The science of creating and sustaining a good habit at RHQ Nagpur on Residential basis
340	The science of creating and sustaining a good habit(Out Bound Program)
341	The Science of creating and sustaining good habit
342	Thyristor Replacement
343	Time Office Management.
344	TL condition monitoring & Methods of Post fault defect finding
345	TL O and M and safety practices
346	TLM Training Program
347	Train the Trainer for Women Employees
348	Train the Trainers HCM Module & Portal
349	Train the Trainers PM Module
350	Train the Trainers SRM e-Tendering Module
351	Training program on on FSC at Wardha Substation on Non Residential basis
352	Training on C&M for non- C&M
353	Training on DG set supplied under Telecom Project (Package- I-3) for Augmentation of Telecom Backbone & Access Network by M/s Jakson & Company, Delhi
354	Training on Gas insulated S/S
355	Training on Gas insulated Substation
356	Training on PLCC system
357	Training on STATCOM and reactive power management
358	Training on Updation of Documents/Content on Intranet Portal for Departmental Coordinators
359	Training Program Circulation of Safety Manual with inspection/ Audit/ Mock drill/ Peptalk Formats and Safe work culture implementation requirements
360	Training program for RTAMC Shift Operation Personnel
361	Training Program on Case Study of complex and multipurpose tripping, Brainstroming with participants
362	Training Program on IMS IA (ISO 9001:14001:45001)
363	Training Program on PM & MM Module
364	Training Program on Quality Control in Construction & Durability Assessment in Concrete Structure
365	Training Program on Trend Micro Endpoint Protection Solution to IT Engineers

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366	Training Program on Women Empowerment
367	Training programme on Safety
368	Training programme on Social Accountability
369	Training regarding use of PPE to AMC Workers and Security Guard
370	Transformer Protection
371	Transforming HVWS Delgue Valve Fire Protection/Other related fire protection system for transformers/Fire Hydrant Line leakage problem
372	Transmission Line Maintenance Level II
373	Transmission Line Protection
374	Transmission Line Survey
375	Transmitting Confidence: Create a Mega-Watt Presence
376	Tripping Analysis of Transmission Lines and SS Faults
377	Troubleshooting of Networking Equipment at Substation Level
378	Troubleshooting of VMS system
379	Uncertainty Measurement
380	Understanding Company Businesses, Stakeholders, Financial Structure, Business Plan, Future expansions
381	Understanding Company's Businesses, Stakeholders, Financial Structure, Business Plan, Future expansions
382	Understanding Company's Businesses, Stakeholders, Financial Structure, Business Plan, Future expansions
383	Understanding Electricity Act 2003, relevant CERC Regulations and MOP Rules and Regulations
384	Understanding Electricity Act 2003, relevant CERC Regulations, and MOP Rules
385	Understanding Financials of a Company
386	Understanding Financials of a Company
387	Understanding general laws including CPC, CRPC, Land acquisition Act, Arbitration Act, RTI Act & other essential Acts related to POWERGRID business.
388	Understanding HR Policies
389	Understanding of Basic of IBC, 2016
390	Understanding of Control panel drawings with hands on
391	Understanding POWERGRID Procurement Policy, DOP, conditions for different contracts, procedure for bidding and award of contracts
392	Understanding procurement through GEM portal
393	Understanding Tariff Regulations 2019
394	Understanding TBCB norms & cost implications
395	Understanding the Philosophy of Asset Management of Substation (AIS&GIS) and Transmission
396	Understanding the Schematic drawing training program
397	Unified Real Time State Measurement (URTDSM)
398	Union Budget 2020: Analysis of Direct and Indirect Tax
399	Unlocking the Secrets and Science of Happiness
400	User - ERP Training on Human Capital Management (HCM)
401	User - ERP Training on Materials Management (MM)



402	User - ERP Training on Materials Management (MM) & Project Systems (PS)
403	User - ERP Training on Plant Maintenance (PM)
404	User - ERP Training on SRM e-Tendering Module(Incl. GeM portal)
405	User - ERP Training on Supplier Relationship Management (SRM)
406	Using basic MS Office Applications
407	Webinar on "Earthing Systems"
408	Webinar on DCRM signatures of Circuit Breakers & its analysis
409	Webinar on Hotline maintenance
410	Wholesome wellbeing
411	Win COVID through Immunity Booster Capsule of Yoga and Naturopathy"
412	Women Empowerment
413	Women Forging Ahead: Management and Leadership Excellence
414	Work-Life Balance
415	Workshop on "Women Empowerment" at RHQ-Nagpur on Residential basis from 16-18 December-2019 .
416	Workshop for Women Employees
417	Workshop on Disaster Management
418	Workshop on Equal Opportunity & Equality at Workplace for Women Employees
419	Workshop on e-Vehicle and Charging Station Technology
420	Workshop on GeM Portal
421	Workshop on Government e-Marketplace (GeM Portal) new functionalities
422	Workshop on Happiness at Workplace
423	Workshop on Information and Cyber Security(Things you need to know about cyber security)
424	Workshop on Preventive Vigilance
425	Workshop on Preventive Vigilance & Ethics
426	workshop on RTI ACT 2005
427	Workshop on RTI act and latest amendments
428	Workshop on Team Building and Leadership
429	Yoga Training

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**STATEMENT OF COMPANY POLICY REGARDING
PROMOTION OF EMPLOYEES IN EXECUTIVE
CATEGORY**

1.0 Scope and coverage

1.1 This Statement of Company Policy will be applicable to all POWERGRID personnel on the regular rolls of the Company in the following executive grades:

Grade	Pay Scale (Rs.) (w.e.f 01.01.2017)
E 2	50000-160000
E 3	60000-180000
E 4	70000-200000
E 5	80000-220000
E 6	90000-240000

1.2 The Policy Statement will not be applicable to executives who are appointed in a grade for a limited tenure, superannuated persons reappointed in the Company's service and to other executives appointed on a purely casual or temporary basis.

1.3 Executives in whose cases a clause in the terms of initial appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the executive initially joins the Corporation, will be excluded from the purview of this Policy Statement.

1.4 Executives who are on deputation to POWERGRID or who retain lien on the service of the parent organisation will not be covered by this Policy Statement.

2.0 Philosophy and Objectives

2.1 POWERGRID as a Company subscribes to the philosophy of generating growth from within, and in pursuance thereof, endeavours to achieve synchronisation of the goals and objectives of the organisation with the aspirations for growth and development of the individual employees.

2.2 POWERGRID hereby declares that it will be the Company's general policy to look within the organisation for suitable persons with the requisite skill, expertise, merit and suitability for filling up the senior executive positions.

2.3 Notwithstanding anything stated above, POWERGRID will take recourse to lateral entry at all levels from outside to the extent considered necessary to ensure infusion of new blood and fresh outlook brought in by specialised/experienced personnel from other reputed organisations from India and abroad with a view to sustaining the vigour and vitality of POWERGRID as a leading and progressive organisation.

2.4 The basic induction level into the executive cadre in POWERGRID is E-2/ E-3 grade to which entry will be largely through the Company's own Trainee Scheme, but it will be ensured that such induction will not impair the growth opportunities for the meritorious and talented executives in E-2 grade.

2.5 In order to facilitate the fulfillment of the growth expectations, POWERGRID will strive to create and sustain an environment conducive to efficient and effective functioning of the executives in their roles and responsibilities and to provide the necessary scope and facilities for development of technical and managerial skills and capabilities through training, job rotation, opportunity to serve in the field, job enlargement and job enrichment. Executives are expected to avail fully of the developmental opportunities, as mere reliance on length of service may not be sufficient to meet fully their growth aspirations.

2.6 Consistent with and subject to the above principles and Company philosophy, POWERGRID lays down herein its Promotion Policy for the executives and managerial personnel with the following as the objectives :

2.6.1 To motivate and enthuse executives and managers for better and more effective performance by rewarding them with promotion to positions of higher responsibility commensurate with their merit and ability and contribution towards the achievement of the organizational goals and objectives.

2.6.2 To lay down clear and unambiguous principles to regulate promotion of executives to available higher positions consistent with requirements of the Company.

2.6.3 To ensure uniformity, consistency and fairness in the promotion of Company executives as between various disciplines, projects and establishments of the Company.

2.6.4 To communicate to the executives, the requirements of performance, merit and other conditions prerequisite to promotion and the events and circumstances which might disqualify them from being promoted

3.0 General Principles

3.1 Promotion of executives to positions in next higher grades will be solely on the basis of merit, efficiency, grade service and suitability. In view of the fact that such merit, efficiency and suitability can be meaningfully determined on the basis of assessment of performance and potential over a reasonable period, there shall be a minimum period of service in a grade to be called "Eligibility Period" and only those Executives who complete the minimum period so prescribed will be eligible for consideration for promotion to the next higher grades.

3.1.1 The Promotions to the grade of E6, E7 (DGM) & E8 (GM) will be subject to notified vacancies. However, vacancy may not be a constraint for promotions upto E5 grade.

3.2 Wherever limited applicability of seniority is provided in this policy, such seniority will be determined with reference to one or more of the following factors:

3.2.1 Length of service in a grade from the date of joining inclusive of seniority weightage, if any or from the date of promotion in POWERGRID.

3.2.2 Merit position in the selection panel where date of joining is the same or the merit position in Corporate Promotion Committee minutes where date of promotion is the same.

3.3 Cases of eligible personnel in the executive cadre may be taken up for consideration for promotion at any time depending upon the availability of vacancies and exigencies of work. Promotions will take effect from the date of assumption of charge of the higher post or the date of issue of order or any prospective or retrospective date as may be specified in the promotion order. However, to enable promotions being effected in a planned and rational manner and to ensure that anomalies and unavoidable widening of inter-se-differences are kept down to the minimum, promotion of executives to available vacancies in grades upto and including E-7 (DGM) will normally be made effective from standard date/ dates.

The standard dates and other matters relating to eligibility date etc. shall be regulated as under:

a) Meeting of the Corporate Promotion Committee for promotion of executive will be held once in a year. The eligibility of an executive upto and including the grade of E6 (Chief Manager) will be determined as on 1st of April with grace period of one month i.e. those who complete the eligibility period as on 30th April will come under the zone of consideration.

b) Executives in the grade of E6 and below who are found fit for Promotion by the Corporate Promotion Committee will be considered for promotion effective from the dates as mentioned below :

(i) Executives who completed the eligibility period together with the grace period as on preceding 31st July will be considered for promotion from 1st January preceding the April CPC proceedings.

(ii) Executives who complete the eligibility period as on 30th April (inclusive of grace period) will be considered for promotion from 1st April.

3.4 It would be essential to clear a departmental examination of standard equivalent to bachelor in engineering for any executive who possesses only diploma in engineering qualification, to be promoted beyond the grade of Manager. This condition will be relaxable by CMD only in exceptional cases where knowledge and performance of an individual is adjudged, by a committee duly constituted for this purpose, to be equivalent to a degree in engineering and CMD is satisfied that such relaxation is justified.

3.5 For consideration of Executives in the grade of E7 for promotion to E8, field Exposure is considered desirable except in cases of Specialization/Expertise which are required to meet the organizational needs.

4.0 Appraisal System - Basis for assessment of merit and suitability

4.1 The Performance Appraisal System in operation for the executives of the company, as modified from time to time, will generally provide the basis for determination of merit, efficiency, potential and suitability of executives and Managers for positions of higher responsibility in the appropriate higher grade, as relevant.

4.2 The appraisal year will be the calendar year for executives in the grades upto and including E6. For E7 and above, the appraisal year will be the financial year from 1st April to 31st March. Where more than 6 months of the appraisal year have elapsed at the time of consideration of an executive for promotion, a Special Performance Report for the part year may be obtained and taken into consideration along with the Reports of the previous years.

Wherever an executive is promoted taking into consideration the special report, the special report shall be treated as regular report and regular report for the balance appraisal period shall only be obtained. However, in case the executive is not promoted; the special report has to be replaced by the regular appraisal report for the full appraisal period.

4.3 Performance Appraisal Report for any period of less than 6 months in an appraisal year will not be taken into consideration for the purpose of promotion. However, where two or more reports are written in any appraisal year by reason of an executive being posted under different reporting/countersigning officers, a single rating for the year will be determined by the Moderation Committee.

4.4 Where the case of an executive comes up for consideration for promotion before he completes the prescribed eligibility period on account of a "seniority weightage" granted to him as a part of the terms of his initial appointment, the rating given in the first appraisal report in POWERGRID, if for a period of 6 months or more, will be deemed to be the appraisal rating of the earlier years' reports which are to be taken into consideration, in accordance with this policy statement.

4.5 The Appraisal System will be on a 5 point scale i.e "Outstanding", "Very Good", "Good", "Average" and "Not Satisfactory". The final overall evaluation by the "Moderation Committee" will be taken into consideration for the purpose of aggregation and marks will be allotted to various ratings as follows:

Ratings	For Promotion from E2 to E3	For Promotions E3-E4, E4-E5	For Promotion E5 to E6 & E6-E7
Outstanding	6	8	10
Very Good	4	6	8
Good	2	4	6
Average	1	2	4
Not Satisfactory	0	0	0

Following shall be the conversion table for converting the marks into five point scale:

80-100	Outstanding
60-79	Very Good
50-59	Good
40-49	Average
Below 40	Not Satisfactory

5.0 Eligibility Periods

5.1 The eligibility period for consideration of executives in the grades as mentioned below for promotion to the next higher grades shall be as under:

Executive in the Grade	Eligibility Period (Years)
E3, E4, E5	3
E2, E6	4

It is on completion of the minimum period of service in the grades as prescribed above, as on 30th April (inclusive of the grace period of one month) that an executive will become eligible for consideration for promotion to the next higher grade.

5.2 In the case of promotions of executives in the pay scale of E-6, normal period of eligibility will be four years but keeping in view the special requirements of the organization in this fast expanding phase when it may be considered desirable to fill vacancies in higher grades with executives from within rather than resorting to recruitment from outside, the eligibility period may be relaxed at the sole discretion of the Chairman & Managing Director upto a maximum of 6 months in exceptional cases.

5.3 There will be a grace period of a maximum of one calendar month for the purpose of determination of the eligibility periods as above.

5.4 While computing the length of service rendered by an executive in his existing pay scale, the seniority weightage granted to him in that pay scale, if any, as laid down in the terms of initial appointment will be taken into account.

6.0 Constitution & Role of Corporate Promotion Committee (CPC)

6.1 CMD shall have the powers to constitute Corporate Promotion Committee (CPC), as considered appropriate by him, from time to time.

6.2 CPC will consider the suitability or otherwise of the eligible executives for promotion to the appropriate next higher grade, on the basis of their qualification, grade service, performance and potential as reflected in the Appraisal Reports, Interview (wherever applicable) and other documents, relevant records in the personal files and any other information/reports having a bearing on their suitability for assuming positions in the next higher grade.

6.3 In addition to the above, the CPC shall interview the eligible executives in E5 to E6, E6 to E7 with a view to ascertain their suitability for the next higher position.

6.4 The CPC shall take into consideration the Performance Appraisal Reports including Special performance Report, if any, for the last Three/Four years as the case may be depending upon the eligibility period prescribed at para 5.1 above.

6.5 While considering promotions after taking into account all relevant factors, the CPC will award upto a maximum of 10 marks (for promotion to E2 - E3, E3 - E4, E4 - E5 grade), 15 marks (for promotion to E6 grade) and 20 marks (for promotion to E7) to each eligible executive, keeping in view;

- a) the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
- b) the need to ensure uniformity, consistency and equitability;
- c) potential and suitability for the specific job position to which he is to be promoted;
- d) general conduct, personality and sense of involvement and commitment to the organisation; and
- e) the upward or downward trend in the appraisal ratings. In case of upward trend, the CPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.

6.6 The marks secured by each eligible executives from the Performance Appraisal Reports, Grade Service and mark awarded by CPC (wherever applicable) will be aggregated in the evaluation sheet. Those executives who have been found suitable for promotion will be ranked in order of merit. Where aggregate of marks is the same, they will be ranked in order of seniority.

6.7 Subject to fulfilment of the principles, minimum criteria and other conditions as laid down herein and subject to other relevant rules and orders in force in the company, the recommendation of CPC will be put for approval of the Chairman and Managing Director or any delegated authority, a panel of names of eligible executives, ranked in order of merit, who are considered suitable for promotion to specific appropriate positions in the next higher grade. Where the Chairman and Managing Director himself is the Chairman of the CPC, the said recommendation will be deemed to have been approved. The recommendation so approved will constitute the basis and authority for promotion of executives to the appropriate higher grade.

6.8 Human Resource Department will provide all necessary support to the CPC, including constitution and convening of meeting of CPC, recording of minutes, furnishing of information and records, analysis and report on the Appraisal Ratings, available vacancies etc.

7.0 Criteria and Conditions for Promotion and Disqualification from Promotion

7.1 Factors which are to be taken into account for determining suitability for promotion of an executive and the weightage therefore shall be as under:

a) Promotion of executives from the grades of E2 to E3

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 4 Years)	24
ii)	Grade Service	16
iii)	CPC Marks	10
	Total	50

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
4 Years	10
5 Years	13
6 Years and Above	16

The qualifying Marks for promotability will be 38 (Thirty eight)

b) Promotion of executives from the grade of E3 to E4, E4 - E5

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 3 Years)	24
ii)	Grade Service	16
iii)	CPC Marks	10
	Total	50

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
3 Years	10
4 Years	13
5 Years and Above	16

The qualifying Marks for promotability will be 38 (Thirty eight)

c) Promotion of executives from the grade of E5 - E6

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 3 Years)	30
ii)	Grade Service	15
iii)	CPC Marks	15
	Total	60

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
3 Years	8
4 Years	10
5 Years	12
6 Years and Above	15

The qualifying Marks for promotability will be 45 (Forty Five)

d) Promotion of executives from the grade of E6 - E7

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 4 Years)	40
ii)	Grade Service	20
iii)	CPC Marks	20
	Total	80

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
4 Years	12
5 Years	14
6 Years	17
7 Years and Above	20

The qualifying Marks for promotability will be 60 (Sixty)

7.2 No employee whose Performance Appraisal Report for the last year or Special Performance Report, if any, is "Not Satisfactory" will be considered for promotion.

7.3 No employee under suspension or where the charge sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order.

7.3.1 The cases of employees against whom disciplinary proceedings are pending or contemplated, but are otherwise eligible for consideration for promotion shall also be considered by the CPC (Corporate Promotion Committee) along with all other cases. The recommendations of the CPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed 'findings regarding suitability for promotion to the grade/post of..... In respect of Shri not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri..... The proceedings of the CPC need only contain the note, 'The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

7.3.2 In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual CPCs from the date of the meeting of the first CPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by CPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the adhoc promotion or to revert at any time, the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.

7.3.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under :

i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. However, whether the concerned employee will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so, to what extent, will be decided by the Competent Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. The financial

benefits for the period of notional promotion will not be paid unless specifically mentioned otherwise in the promotion order.

ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next CPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment. Where adhoc promotion has been given as at 7.3.2 above will be cancelled/revoked.

7.4 In case of transfer on promotion, the promotion will be effective from the standard date or notified date, provided the concerned executive joins at the new place of posting within a period of not more than two months from the date of issuance of the promotion/Date of Promotion order failing which the promotion will be regulated as under :

a) In case the concerned executive joins at the new place of posting beyond two months but within 6 months from the date of issuance of the promotion order, the promotion will be effective only from the actual date of joining at the new place of posting. However, in exceptional cases, based on merits of the case, the promotion can be considered to be notionally effective from a date prior to the actual date of joining, as may be decided by the Competent Authority. The financial benefits on account of promotion will be allowed only from the actual date of joining the new place of posting.

b) In case the concerned executive does not join at the new place of posting within 6 months from the date of issuance of the order, the promotion order would stand automatically cancelled and withdrawn and his case for promotion to the next higher grade will be considered afresh by the next CPC, as per policy.

8.0 Probation

8.1 All Executives promoted to the grades of E7, E8 & E9 shall be placed on probation for a period of one year from the date of assumption of charge in the next higher grade. The period of probation may be extended at the discretion of the Competent Authority but will not be extended by more than one year save for exceptional reasons to be recorded in writing.

8.2 Every executive promoted to the higher grade will be issued a formal order of confirmation on satisfactory completion of the probationary period or the extended period of probation as may be applicable. The executive will be deemed to be on probation until so confirmed in writing.

8.3 An order relating to confirmation or extension of probation will normally be communicated within one month from the date of completion of the probationary period or the extended period of probation. Non-compliance of this stipulation will not, however, result in automatic confirmation of the executive concerned.

8.4 If during the probationary period or extended period of probation, the performance of the executive is not found satisfactory or upto the standard required for the promoted post, the executive shall be reverted back to the pre-promotion grade. After reversion, the employee will not be considered for promotion to the higher grade for a period of one year from the date of reversion.

9.0 Reservation for SC/ST

The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion will be kept in view while effecting promotions of executives.

10.0 General

The Management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.



PROMOTION POLICY FOR SUPERVISORS

1.0 Objective

The objective of the Company's Promotion Policy for employees in the supervisory categories is to provide, keeping in view the organisational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 General Principles

The following factors will be taken into account in promotion from one grade to the next higher grade:

2.1 Promotions will be effected only against vacant sanctioned posts.

2.2 Channel of Promotion

All the functional areas/disciplines will be suitably grouped into well defined channels of promotion taking into account the nature of duties and other relevant considerations; and the promotions will be affected strictly in accordance with the channels so laid down. The channel of promotion charts will also indicate the test interview and minimum qualification and relevant experience, if any which will be required for promotion to a certain grade.

2.3 Eligibility Period

The eligibility period for promotion in various grades to available posts in respective next higher grades will be three years. However, Supervisors in S4 Grade not meeting the prescribed qualification/ not qualifying the written test or interview, for promotion to Executive grade, will be eligible for consideration for promotion to Selection Grade on completion of 4 years of service in S4 Grade.

2.3.1 Promotion of Supervisors in S4 grade to E2

Supervisors who have put in 1 year of service in the S4 grade will be considered for promotion to E2 grade. As per amended rules, Supervisors in S3 grade will not be considered for promotion to E2.

Promotion of Supervisors in S4 grade to Selection Grade /E2

- i) Employees in S4 grade who possess the prescribed qualification for being considered for promotion to E2 but fail to get promotion and complete 4 years in the grade will be considered for promotion to Selection Grade on standard dates.
- ii) On promotion to Selection Grade, such employees at (i) above will continue to be eligible for consideration for promotion to E2 on fulfillment of other prescribed conditions.
- iii) Employees promoted to Selection Grade due to not having the prescribed qualifications for E2 but acquire the qualification later will also be eligible for consideration for promotion to E2 on standard dates after acquiring such qualification.

- iv) Employees found suitable for promotion from Selection Grade to E1 will be placed in the scale of E2. The pay fixation in such cases shall be as per the rules.

If a Supervisor in Selection Grade acquires qualification subsequently, he will be eligible for consideration for promotion to E2. However, in such cases the pay fixation on promotion will be done as in the case of placement.

2.3.2 Meeting of the Departmental Promotion Committee for promotion of supervisors will be held once in a year.

2.3.3 Supervisors who are found suitable for promotion by the Departmental Promotion Committee will be considered for promotion effective from the dates as mentioned below:

- i) Supervisors who complete the eligibility period together with the grace period as on 31st July will be considered for promotion w.e.f. 1st January of the following year.
- ii) Supervisors who complete the eligibility period together with the grace period as on 30th April will be considered for promotion w.e.f. 1st April of that year.

2.3.4 E.O.L. on account of illness or for prosecution of higher scientific and technical/professional studies duly supported by a medical certificate from an authorised medical officer of the Company in case of illness, and by a certificate from the Head of Region that the higher scientific and technical/professional studies are in interest of Company's work in case of leave for prosecution of such higher studies, will count for the purposes of computing the period of eligibility for the purpose of promotion.

E.O.L. taken on account of reasons other than illness or prosecution of higher scientific and technical/professional studies will also count for computing the period of eligibility for the purpose of promotion provided it is for less than 3 months.

2.3.5 Where the employee placed under suspension pending enquiry, is held guilty by the disciplinary authority, the period spent under suspension shall not be treated as on duty/ service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as on duty/service.

Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as duty/service and will be excluded while working out the minimum eligibility period required to be put in by such employee in service/on duty under the promotion policy for being considered eligible for promotion to the next higher grade/scale of pay.

2.3.6 In case of both Inter-unit and Intra-unit transfers (irrespective of whether the transfer is inter-departmental or intra-departments of employees) the employees will be allowed credit for the entire period of service put in by them in a grade if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject, however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.

- 2.4 Seniority**
- The seniority lists of the employees in various grades/channels will be prepared and updated from time to time by the concerned Human Resource Department in accordance with the rules framed for this purpose.
- 2.5 Confidential/Merit Rating Reports**
- Confidential Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every calendar year. Such reports may, however, also be asked for any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned Human Resource Department.
- 2.6 Test/Interview Qualification Bar**
- In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test(s) and interview if any, laid down for consideration for promotion to the next higher post.
- 2.7 Exemption from trade test/written test**
- 2.7.1** Those Supervisors who have qualified the Test i.e. Trade Test/Written Test/Supervisory Test/ Executive Written Test as prescribed in the COP but not promoted either due to non-availability of vacancies or failing to qualify the interview will be exempted for re-appearing the same Test. However, while considering promotion in the next DPCs, such Supervisor have to re-appear in the interview again and their cases will be finalized keeping in view the performance in the interview, appraisal rating, disciplinary / vigilance record etc. as required in case of a fresh candidate. The marks secured in the Test qualified earlier will be taken into account by the DPCs.
- 2.7.2** In case where promotion to higher grade involves qualifying both Trade as well Written/Supervisory Test and an employee has qualified only one of the prescribed Test then he will be exempted from re-appearing the Test in which he has qualified.
- 2.7.3** The above provision will be applicable from DPC-2010 onwards and the candidates who have qualified the Trade Test/Written Test/Supervisory Test/ Executive Written Test during the DPC-2009 (Workmen to Supervisor and Supervisor to Executive-E2 grade) and wherever such type of Trade/Written Test are admissible will also be exempted from re-appearing the test.
- 2.8** Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets shall be as per Corporate HRD Honorarium Policy.
- 2.9 Reservation for SC/ST**
- The directives of the Central Government/company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the

matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.

2.10 Debaring

2.10.1 No employee whose latest confidential/merit rating report whether annual or special is adjudged as "Adverse" will be considered for Promotion.

2.10.2 No employee under suspension or against whom decision has been taken to chargesheet, or where the charge-sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order. However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge-sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

The cases of employees against whom disciplinary proceedings are pending or contemplated but are otherwise eligible for consideration for promotion shall also be considered by the DPC (Department Promotion Committee) along with all other cases. The recommendations of the DPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed findings regarding suitability for promotion to the grade/ post of In respect of Shri, not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri The proceedings of the DPC need only contain the note, "The findings are contained in the attached sealed cover". The same procedure will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/ criminal prosecution against the employee concerned are not concluded even after the expiry of two annual DPCs from the date of the meeting of the first DPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of employee, provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by DPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/ revoke the adhoc promotion or to revert, at any time the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.

2.10.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under:

- (i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be

made effective from the date as would otherwise have been announced as if there were no proceedings against him. The financial benefits accruing due to promotion will be allowed with effect from the date promotion order is issued and no arrear will be payable on this account, unless specifically mentioned otherwise in the promotion order.

- (ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment where adhoc promotion has been given as at 2.8.2 above will be cancelled/revoked.

3.0

Procedure

3.1

Written Test/Interview, wherever prescribed, for the candidates fulfilling all the eligibility conditions as mentioned hereinbefore, will be conducted once in a year in the same order. The number of eligible candidates to be trade-tested will be limited to three times the number of anticipated vacancies and all those who qualify in the test will be allowed to appear for an interview before the Departmental Promotion Committee. The test will be conducted by a Committee comprising of Executive Director's nominee, representative of the Head of the Department where the vacancy exists/is likely to occur, an officer of the Training Department and Assistant Manager/Dy. Manager as nominated by the concerned Head of Human Resource.

Where, in addition to Interview, the candidates are required to appear for Written Test also, the number of eligible candidates to be called for the written test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade Test and/or Interview will be limited to three times the number of anticipated vacancies.

3.2

Departmental Promotion Committees for selecting candidates for promotion to various grades/posts will be constituted by the Competent Authority.

3.3

The promotion will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows:

Factor considered in Promotion	Weightage / Marks
Seniority	30
Appraisal Report/ Merit Rating	30
Test, Trade Test, Interview	40
Total	100

In cases where no test and/or interview is involved, the total maximum mark will be 60. The merit rating reports for the last three consecutive years will be taken into account for the above purpose.

3.3.1

Grade Seniority Marks and AAR Ratings for Supervisors in S4 grade for promotion to Selection Grade

1. The marks for AAR ratings and grade seniority will be as under:

AAR Ratings (*)	Marks (Max 30)
Outstanding	7.5
Very Good	6
Good	5
Satisfactory	4
Unsatisfactory	0

(*)Four AARs to be taken into consideration

2. **Grade Seniority**

Grade Seniority	Marks (Max 30)
4 yrs	15
5 yrs	20
6 yrs	25
7 yrs & above	30

Total marks 1+2 = 60 marks; Qualifying marks = 50% as per rules (40% for SC/ST)

3.3.2 **AAR Ratings, Grade Seniority, Test and Interview marks for Supervisors In S4 Grade for Promotion to E2**

1.

AAR Rating(*)	Marks(Max 10)
Outstanding	10
Very good	8
Good	7
Satisfactory	5
Unsatisfactory	0

*Only one AAR to be taken into consideration.

2.

Grade Seniority ratings	Marks (Max 30)
1 year	15
2 years	20
3 years	25
4 years & above	30

3. Test Marks : 20 marks

4. Interview Marks : 20 marks

Total marks (1+2+3+4) : 80 marks

Qualifying marks = 50% as per rules (40% for SC/ST)

Break-up of Seniority marks in supervisory cadre upto S4 level

Grade Seniority	Marks (Max 30)
3 years	15
4 years	20
5 years	25
6 years & above	30

AAR Ratings in supervisory cadre upto S4 level

AAR Rating(*)	Marks(Max 10)
Outstanding	10
Very good	8
Good	6
Satisfactory	5
Unsatisfactory	0

- 3.4 Based on the seniority position, the merit rating/Appraisal Reports and results of the test/ interview, the position of the candidates will be arranged in order of merit by the committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST candidates will be 40% in each of the items assessed.
- 3.5 Based on the above mentioned criteria, the DPC shall give its recommendation. Based on the recommendation of the DPC, the competent authority shall approve the list of successful candidates and the promotion orders shall be issued by the respective HR department.
- 3.6 Supervisors promoted to E2 will be placed on probation for a period of six months.
- If the performance of an employee during such probation, including extended period is not found satisfactory, she/he shall be reverted to the lower post and shall not be considered for promotion for one year from the date of her/his reversion.
- 3.7 **Designation of supervisors in Selection Grade**
 The designation of the Supervisors in Selection Grade will be given by suffixing "SG" in the respective pre-promoted designation. For example, Jr. Officer(Acct) GR I in S4 grade will be designated as Jr. Officer(Acct) GR I (SG), Sr. P.S. and JE Grade (I) will be designated as Sr. P.S (SG) and JE grade I(SG) respectively.
- 4.0 **Appeal**
 An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.
- 5.0 **General**
 The Management reserves the right to modify, cancel, add or amend any of these rules at any time.

WORKMEN PROMOTION POLICY

1.0 Objectives

The objective of the Company's Promotion Policy for employees in the Workmen Categories is to provide, keeping in view the organizational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 General Principles

The following will be taken into account in promotion from one grade to the next higher grade:

2.1 Promotions will be effected only against vacant sanctioned posts.

2.2 Channel of Promotion (COP)

All the functional areas/disciplines will be suitably grouped into well defined channels of promotion taking into account the nature of duties and other relevant considerations; and the promotions will be effected strictly in accordance with the channels so laid down. The Channel of Promotion charts will also indicate the test, interview, minimum qualification and relevant experience if any which will be required for promotion to a certain grade.

Wherever channel of promotion indicates Trade test and interview, all eligible workmen under special dispensation also needs to qualify the Trade Test and interview for placement to next higher grade. Further, workmen have also to satisfy all the conditions of promotion relating to AARs, Disciplinary action/ Vigilance proceedings etc.

COP of drivers are applicable only to those drivers who are operating vehicle. Those drivers, who are not presently operating any vehicles, will be subjected to proper training for suitable deployments in technical fields like Technicians, Operators etc.

2.3 Categorization of workmen is done into two groups

2.3.1 The grades will be grouped into the following skill levels:

A) Technicians, Assistants, Stenographers, Storekeepers, Draftsmen, Operators, Drivers, Security Guards, Cooks, Artisans, Pharmacists etc.

W3 to W6	Skilled
W7 & above	Highly Skilled

B) Attendants, Mazdoors, Khalasls etc:

W0 & W1	Unskilled
W2 to W6	Semi-Skilled

2.3.2 Eligibility Period

The minimum length of service required to be rendered by an employee in his existing grade for being considered for promotion will be termed as eligibility period. The eligibility periods for promotion shall be as follows:

Promotion from a grade falling in the group of	Eligibility period (Years)
W-0 to W1	10
W-1 to W2 & W-2 to W3	6
W3 to W4 & above	4

The eligibility for workmen in Semi - Skilled group for W0 to W1 shall be ten (10) years and from W1 onwards up to W5 to W6 eligibility period shall be six (6) years at each level.

- 2.3.2.1 The grace period of one month is permissible for the purpose of determination of eligibility period for promotion in Workmen category as being provided to Supervisory and Executive category. Accordingly, the Workmen who have joined/ been promoted upto 1st February (F/N) of a calendar year will be considered in the DPC to be conducted for promotion effective from 1st January and similarly the Workmen who have joined/ been promoted upto 1st August (F/N) of a calendar year will be considered in the DPC to be conducted for promotion effective from 1st July.

Workmen who are found suitable for promotion by the Departmental Promotion Committee will be considered for promotion effective from the dates as mentioned below:

- i) Workmen who complete the eligibility period together with the grace period as on 1st February (F/N) will be considered for promotion w.e.f. 1st January of that year.
- ii) Workmen who complete the eligibility period together with the grace period as on 1st August (F/N) will be considered for promotion w.e.f 1st July of that year.

2.3.2.2 Special Dispensation to Stagnating Workmen

A) Special dispensation to the workmen with qualification of VIII standard:

All those workmen in Skilled Group who are below Matric but have VIII standard qualification will be considered for placement in higher grades with consideration period of five (05) years up to W11/SG as a special dispensation.

B) Special dispensation to the workmen with qualification below VIII standard

In order to provide growth opportunities to unqualified workmen (below VIII standard), such workmen will be considered for placement in next higher grades up to maximum level of W 8 for Skilled/Highly skilled group and up to W6 for unskilled/Semi-skilled group with consideration period of six(06) years at each level as a special dispensation.

In special dispensation cases for placement in next higher grades as per the aforesaid provisions, no promotional increment will be given while doing pay fixation.

The arrangement of Special dispensation will be personal to employees and shall continue till they attain the age of superannuation. It will be applicable only to those under-qualified and unqualified workmen who are on the rolls of the Corporation as on 17.01.2007.

2.3.2.3 Placement of Workmen (W7 & Above) in S1 Grade

A workman who is promoted to W7 grade, due to not possessing the requisite qualifications or not passing the Supervisory test / interview etc will be considered for placement in S1 grade if he:

- a) Acquires the prescribed qualification
- b) Qualifies in the supervisory test / interview etc

A workman promoted to W8 or above can also be considered for placement in S1 grade only on acquiring the prescribed qualification and passing the supervisory test / interview etc. In other words instead of lateral placement in corresponding Supervisory cadre on meeting prescribed requirement such placement shall be at S1 level only, which is induction level in Supervisory cadre. In case workman W8 and above does not wish to be placed in S1 grade in this manner, he will continue to move in the Workmen cadre as per available opening.

Placement in S1 grade will be subject to fulfillment of all the conditions for promotion in terms of the promotion policy. For award of marks on account of seniority, the service from the date of entry in W6 grade will be considered.

Seniority in the S1 grade will be counted from the date of actual placement in the S1 grade.

Pay Fixation on placement in S1 grade will be at the same stage of pay in S1 scale, if available, otherwise, at the next higher stage.

2.3.3 E.O.L. on account of illness or for pursuing of higher scientific and technical/professional studies:- duly supported by a medical certificate from an authorized medical officer of the Company in case of illness and by a certificate from the Head of Department that the higher scientific and technical/professional studies are in the interest of Company's work, in case of leave for pursuing of such higher studies, will count for the purposes of computing the period of eligibility for the purpose of promotion.

E.O.L. taken on account of reasons other than illness or pursuing of higher scientific and technical/professional studies- will also count for computing the period of eligibility for the purpose of promotion provided it is for less than 3 months.

2.3.4 Where the employee placed under suspension pending enquiry, is held guilty by the disciplinary authority, the period spent under suspension shall not be treated as on duty/service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as on duty/service.

Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as on duty/service and will be excluded while working out the minimum eligibility period required to be put in by such employee in service/on duty under the promotion policy for being considered eligible for promotion to the next higher grade/scale of pay.

2.3.5 In case of both inter-unit and intra-unit transfers (irrespective of whether the transfer is Inter-departmental or Intra-departmental) of employees, the employees will be allowed credit for the entire period of service put in by them in a grade if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.

2.4 Marking System

(i) Seniority Marks

The seniority marks will be as under:

Eligibility period of 04 years		Eligibility period of 05 years		Eligibility period of 06 years		Eligibility period of 10 years	
Years of service	Marks	Years of service	Marks	Years of service	Marks	Years of service	Marks
4	15	5	15	6	15	10	15
5	20	6	20	7	20	11	20
6	25	7	25	8	25	12	25
7 & above	30	8 & above	30	9 & above	30	13 & above	30

2.5 Annual Appraisal/Merit rating

Appraisal Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every calendar year. Such reports may, however, also be asked for at any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned HR Department.

(i) AAR Marks in case of Workmen will be as under:

Ratings	Eligibility period of 04 years	Eligibility period of 05 years	Eligibility period of 06 years	Eligibility period of 10 years
Outstanding	7.5	6.0	5.0	3.0
Very Good	5.5	4.5	3.0	2.0
Good	4.0	3.0	2.5	1.5
Satisfactory	2.0	2.0	1.5	1.0
Not satisfactory	0	0	0	0

2.6 Test/Interview/Qualification Bar

In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test(s) and interview, if any, laid down for consideration for promotion to the next higher post.

2.7 Exemption from trade test/written test

2.7.1 Those Workmen/Supervisors who have qualified the Test i.e. Trade Test/Written Test/Supervisory Test as prescribed in the COP but not promoted either due to non-availability of vacancies or failing to qualify the Interview will be exempted for re-appearing the same Test. However, while considering promotion in the next DPCs, such Workmen/ Supervisor have to re-appear in the interview again and their cases will be finalized keeping in view the performance in the interview, appraisal rating, disciplinary / vigilance record etc. as required in case of a fresh candidate. The marks secured in the Test qualified earlier will be taken into account by the DPCs. This will also be applicable for placement to higher grade under special dispensation for Workmen.

2.7.2 In case where promotion to higher grade involves qualifying both Trade as well Written/Supervisory Test and an employee has qualified only one of the prescribed Test then he will be exempted from re-appearing the Test in which he has qualified.

2.7.3 The above provision will be applicable from DPC-2010 onwards and the candidates who have qualified the Trade Test/Written Test/Supervisory Test during the DPC-2009 (Workmen and Workmen to Supervisor grade) and wherever such type of Trade/Written Test are admissible will also be exempted from re-appearing the test.

2.8 Honorarium Rate for Setting and Evaluation of Question Papers & Answer Sheets shall be as per Corporate HRD Honorarium Policy.

2.9 Reservation of SC/ST

The directives of the Central Government/Company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.

2.10 Debaring

2.10.1 No employee whose latest confidential/merit rating report, whether annual or special is adjudged as "Adverse" will be considered for promotion.

2.10.2 No employee under suspension or against whom decision has been taken to charge-sheet, or where the charge-sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order.

However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge-sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

The case of employees against disciplinary proceedings are pending or contemplated but are otherwise eligible for consideration for promotion shall also be considered by the DPC (Department Promotion Committee) along with all other cases. The recommendations of the DPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed 'findings regarding suitability for promotion to the grade/post of in respect of Shri not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri The proceedings of the DPC need only contain the note, "The findings are contained in the attached sealed cover". The same procedure will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual DPCs from the date of the meeting of the first DPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee on adhoc basis, provided his case was recommended by DPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/ revoke the adhoc promotion or to revert, at any time the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.

2.10.3 On conclusion of disciplinary cases / criminal prosecution etc. the promotion of the employee will be regulated as under:

- (i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. The financial benefits accruing due to promotion will be allowed with effect from the date promotion order is issued and no arrear will be payable on this account, unless specifically mentioned otherwise in the promotion order.
- (ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment and where adhoc promotion has been given as at 2.8.2 above; it will be cancelled/ revoked.

3.0 Procedure

3.1 Written Test/Trade Test/Interview

The above wherever prescribed, for the candidates fulfilling all the eligibility conditions as mentioned hereinbefore will be conducted once in a year in the same order. The number of eligible candidates to be trade-tested will be limited to three times the number of anticipated vacancies and all those who qualify in the test will be allowed to appear for an interview before the Departmental Promotion Committee. The test will be conducted by a Committee comprising of Chief General Manager's nominee, representative of the Head of Department where the vacancy exists/is likely to occur, an officer of the Training Department and Assistant Manager/Dy. Manager as nominated by the concerned Head of HR. Where, in addition to Trade-test and Interview, the candidates are required to appear for written test also, the number of eligible candidates to be called for the Written Test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade-Test and/or Interview will be limited to three times the number of anticipated vacancies.

3.2 Departmental Promotion Committees for selecting candidates for promotion to various grades/posts will be constituted by the Competent Authority.

3.3 Promotions will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows:

Seniority	30 marks
Appraisal Report/Merit Rating	30 marks
Test, Trade Test & Interview	40 marks
Total	100 marks

In cases where no test and/or interview is involved the total maximum marks will be 60. The merit rating reports for the last three consecutive years will be taken into account for the above purpose.

3.4 Based on the seniority position, the Merit Rating/Appraisal Reports and results of the test/Interview, the position of the candidates will be arranged in order of merit by the Committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST/PH candidates will be 40% in each of the items assessed.

3.5 Based on the above mentioned criteria, the list of the successful candidates will be drawn up by the Committee on which every member of the Committee will affix his signature. Thereafter the panel will be put up for the approval of the competent authority.

3.6 The approved list as well as the concerned papers/documents will be kept in the custody of the concerned HR Department, and the promotion orders in respect of the successful candidates will be issued by the concerned HR Department as per the vacancies. The promotions will be effected from two standard dates, namely 1st of January and 1st of July of every calendar year. The promoted employees will be placed on probation for a period of six months in case of change of cadre from Workmen to Supervisor, which may be extended wherever necessary.

If the performance of an employee during such probation including the extended period is not found satisfactory, he shall be reverted to the lower post and he shall not be considered for promotion for one year from the date of his reversion.

3.7

DPC Periodicity

DPC may be conducted one in a year in the month of July with the following modalities:

- DPC in July
- Eligibility to be seen as on 1st Jan & 1st July
- Combined vacancies would be released against which both groups i.e. 1st Jan & 1st July shall be considered.
- Successful candidates shall be promoted from their date of eligibility i.e. 1st Jan or 1st July as the case may be.
- Those found unsuitable would be considered for promotion after one (1) year. For example, if one is dropped in Jan 2007 he would be considered for promotion in Jan 2008 and similarly if dropped in July 2007 he would be considered for promotion in July 2008.

4.0

Appeal

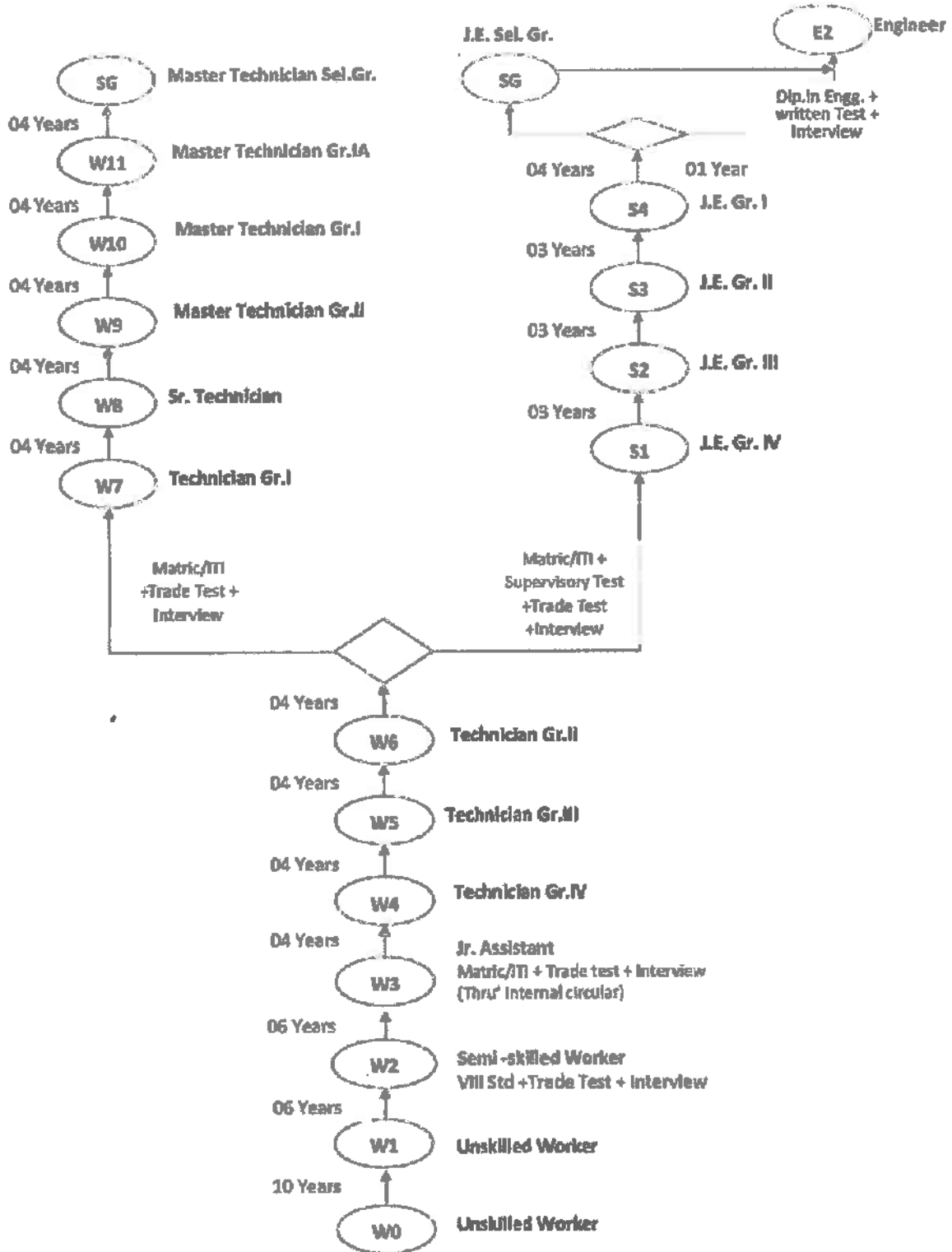
An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.

5.0

General

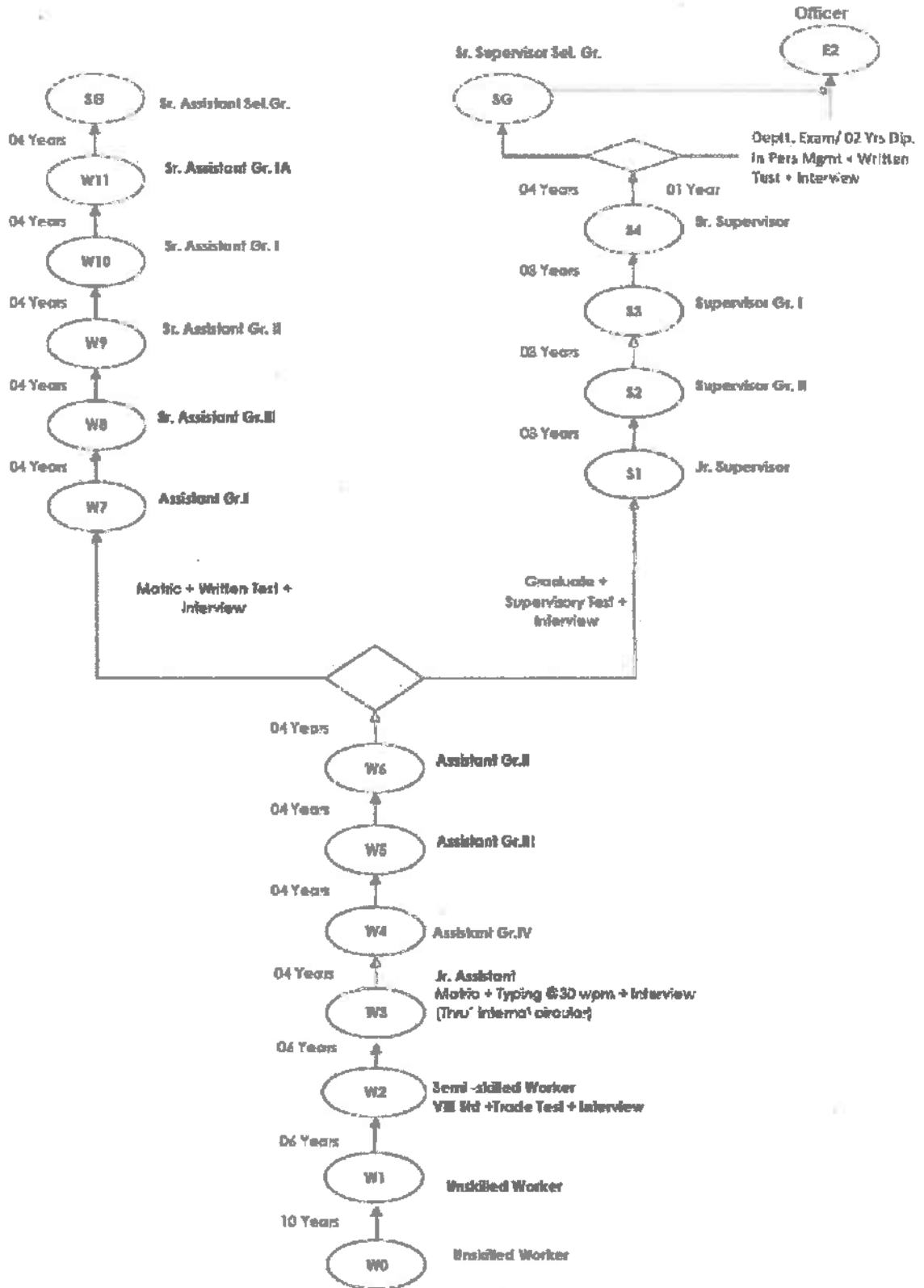
The management, reserves the right to modify, cancel add or amend any of these rules at any time.

Trade: Technician
Area: Transmission System

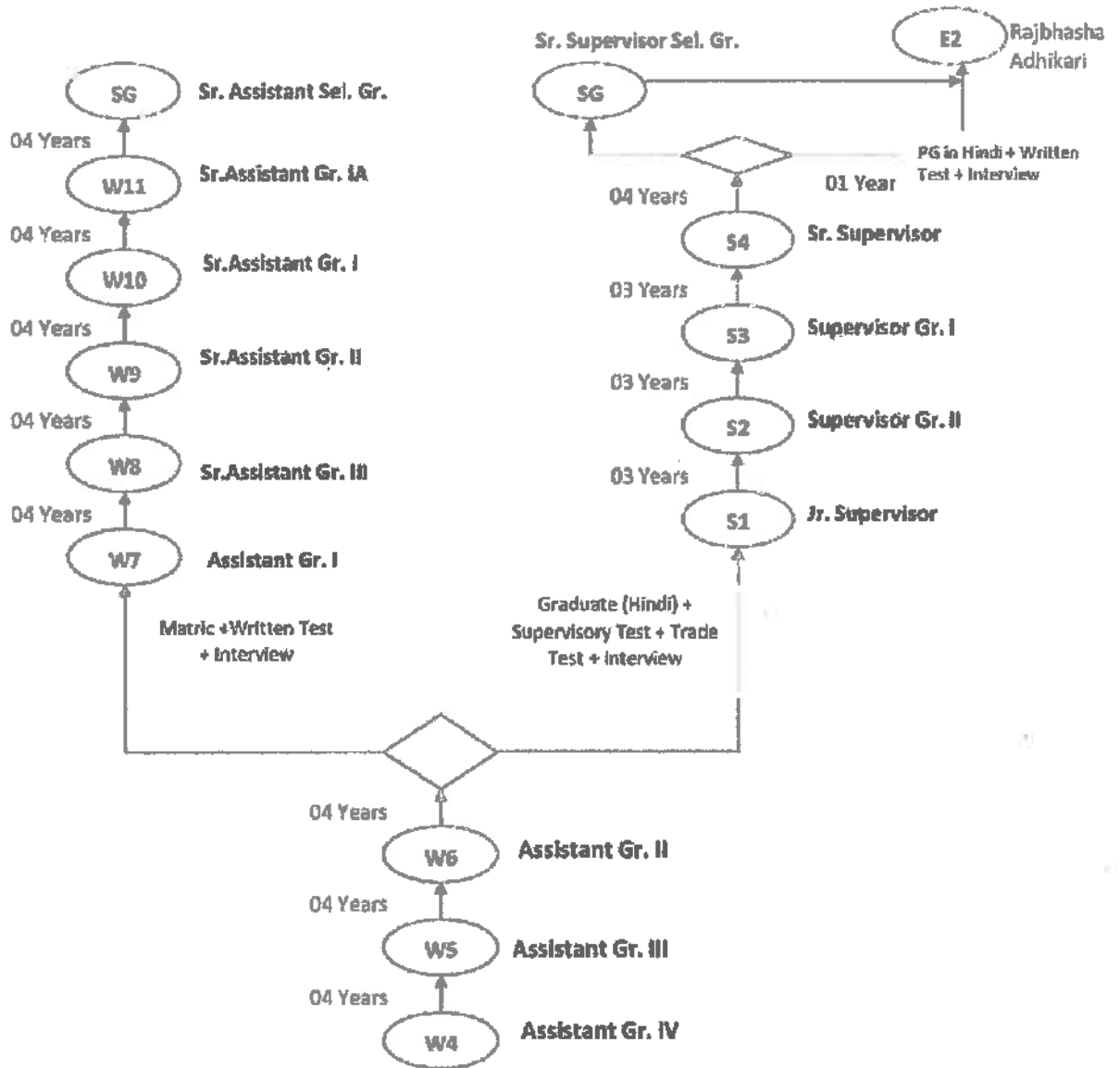


Lineman is inclusive in the broad term of 'Technician' and the Channel of Promotion (COP) will be same for lineman as applicable to 'Technician'.

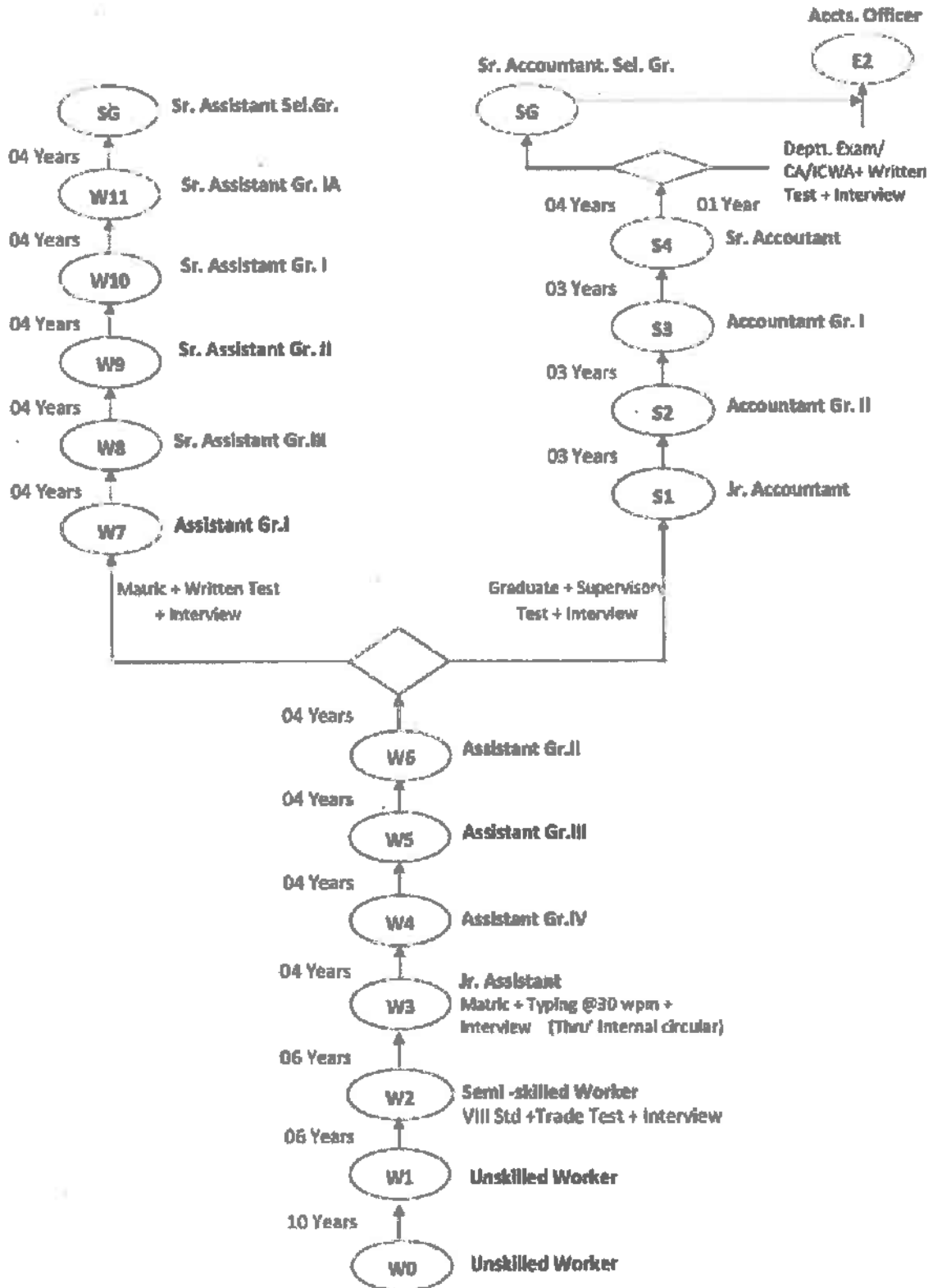
Trade: Assistant
Area: General (HR & Admin)



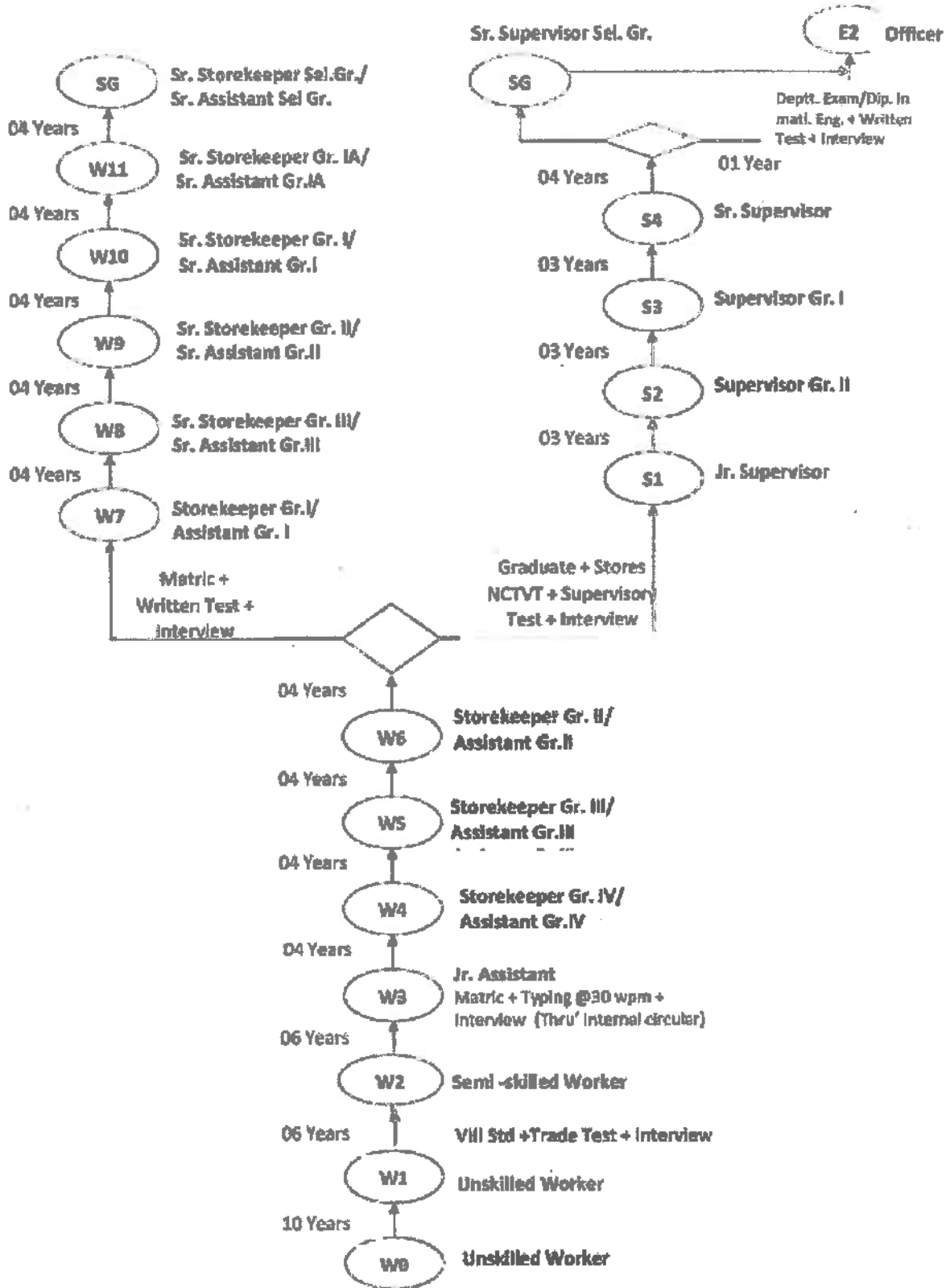
Trade: Assistant
Area: Rajbhasha



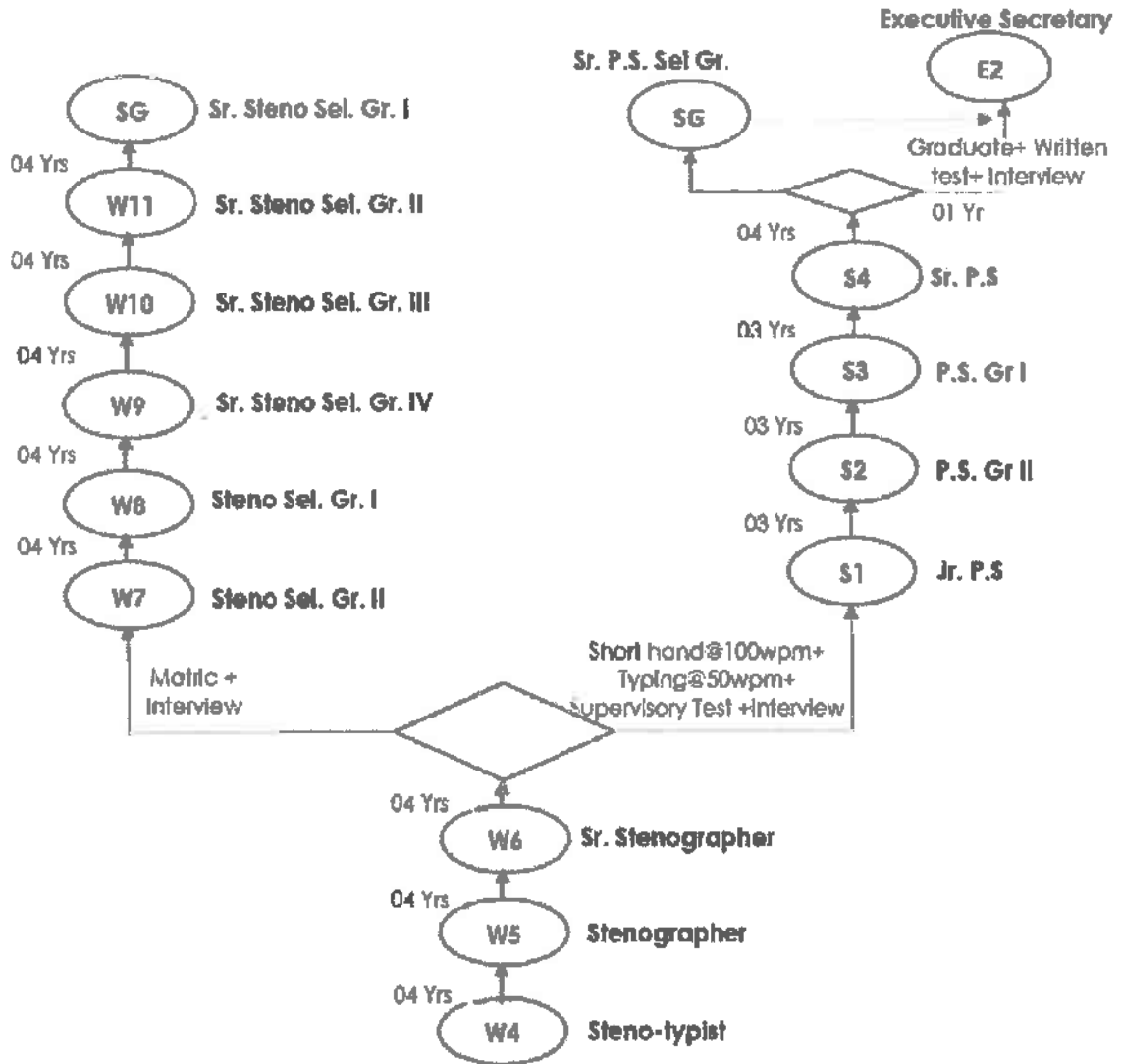
Trade: Assistant
Area: F & A



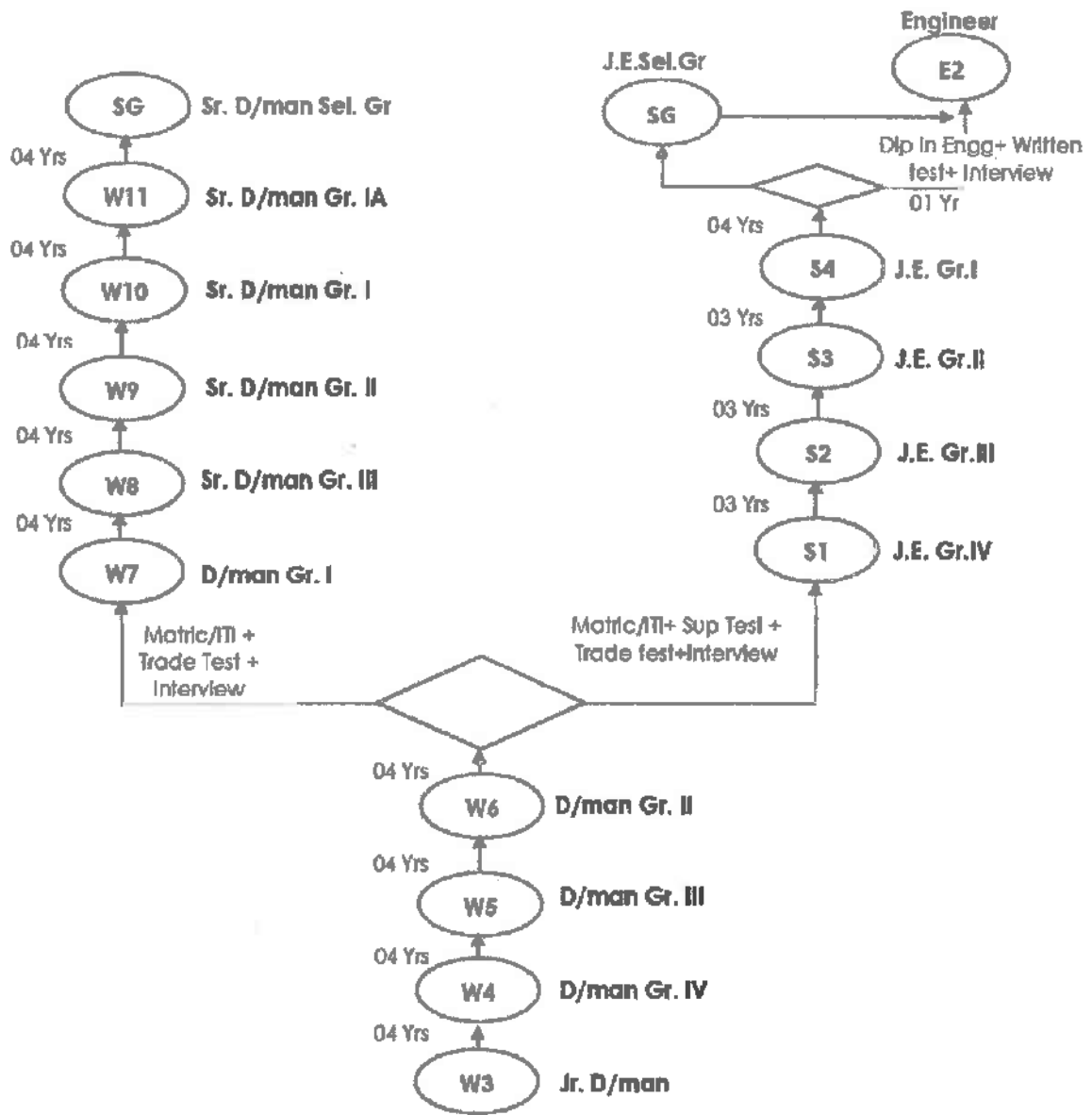
Trade: Storekeeper/Assistant
Area: Contracts & Materials



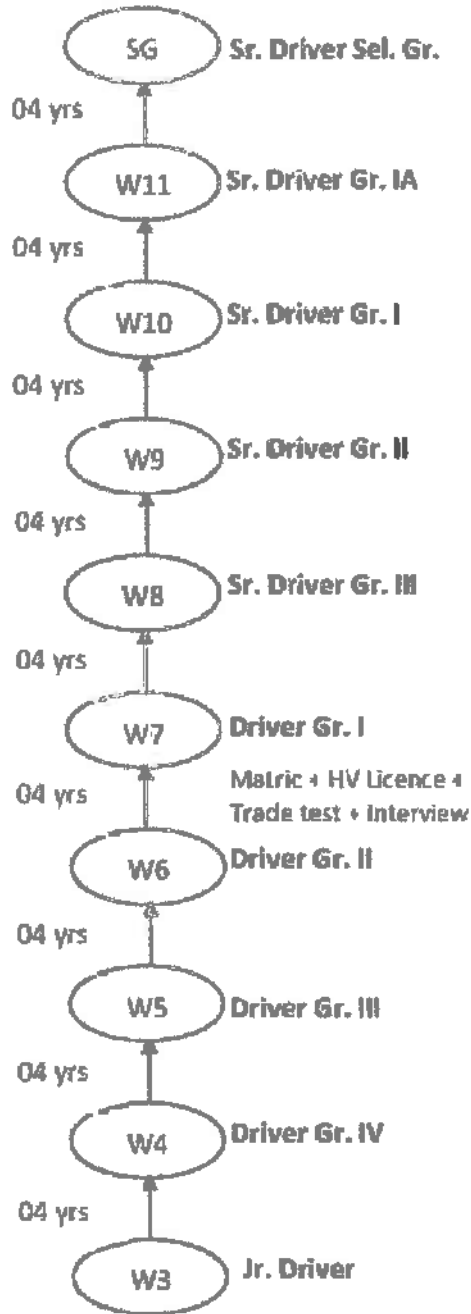
Trade: Stenographer
Area: Secretarial



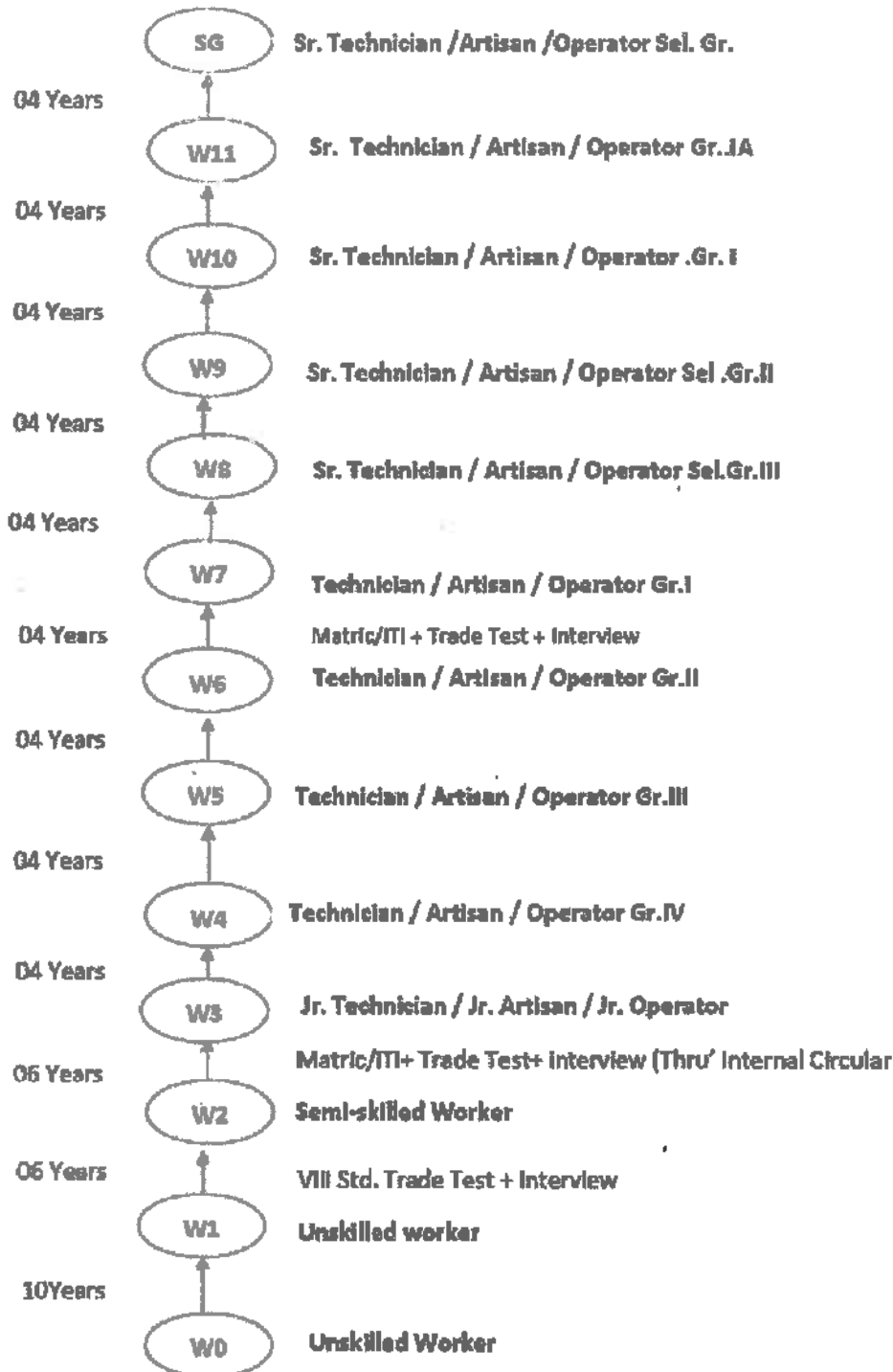
Trade: Draughtsman
Area: Engineering, Planning



Trade: Driver
Area: Vehicle Operation

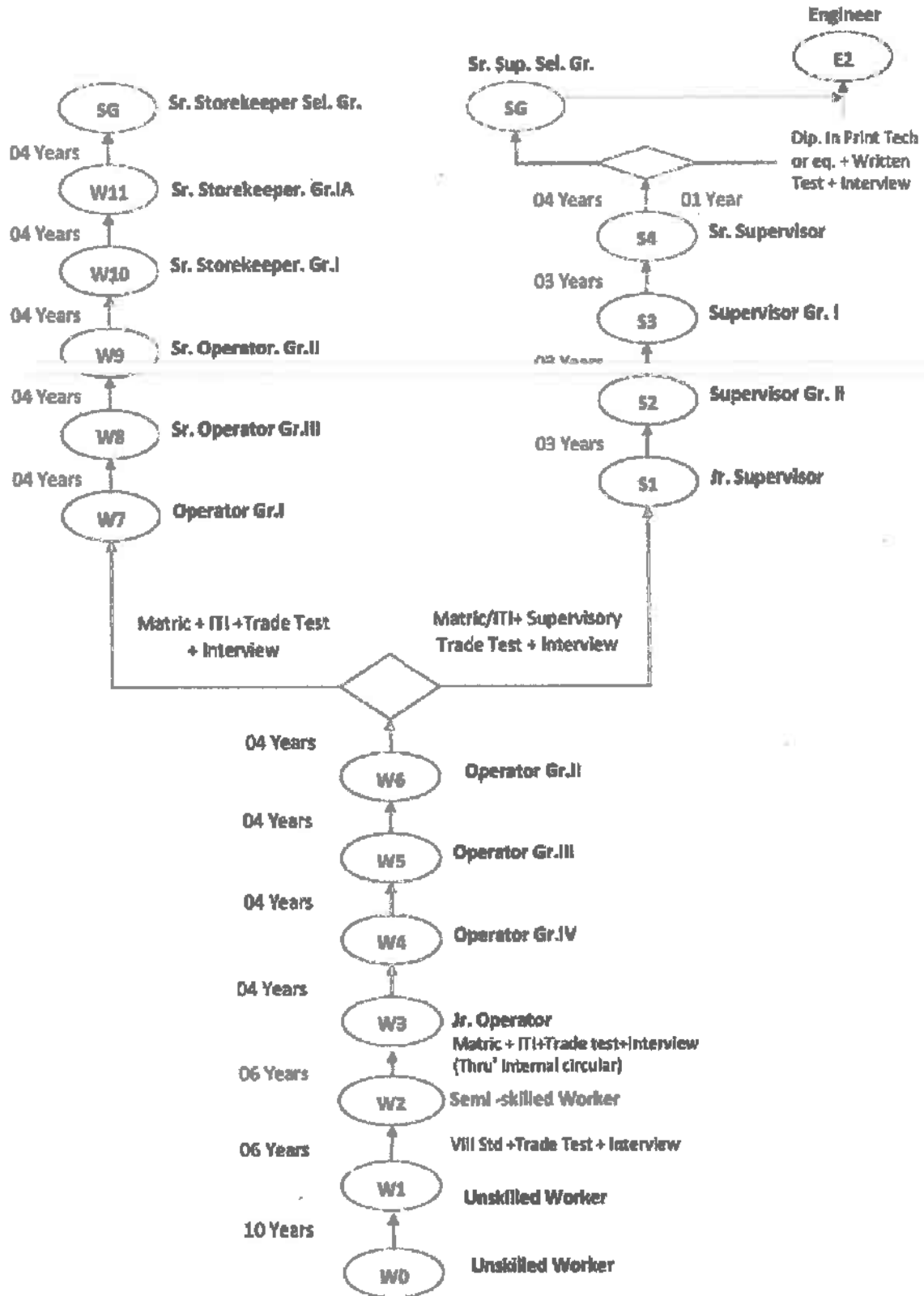


Trade: Artisan/Operator
Area: Utilities

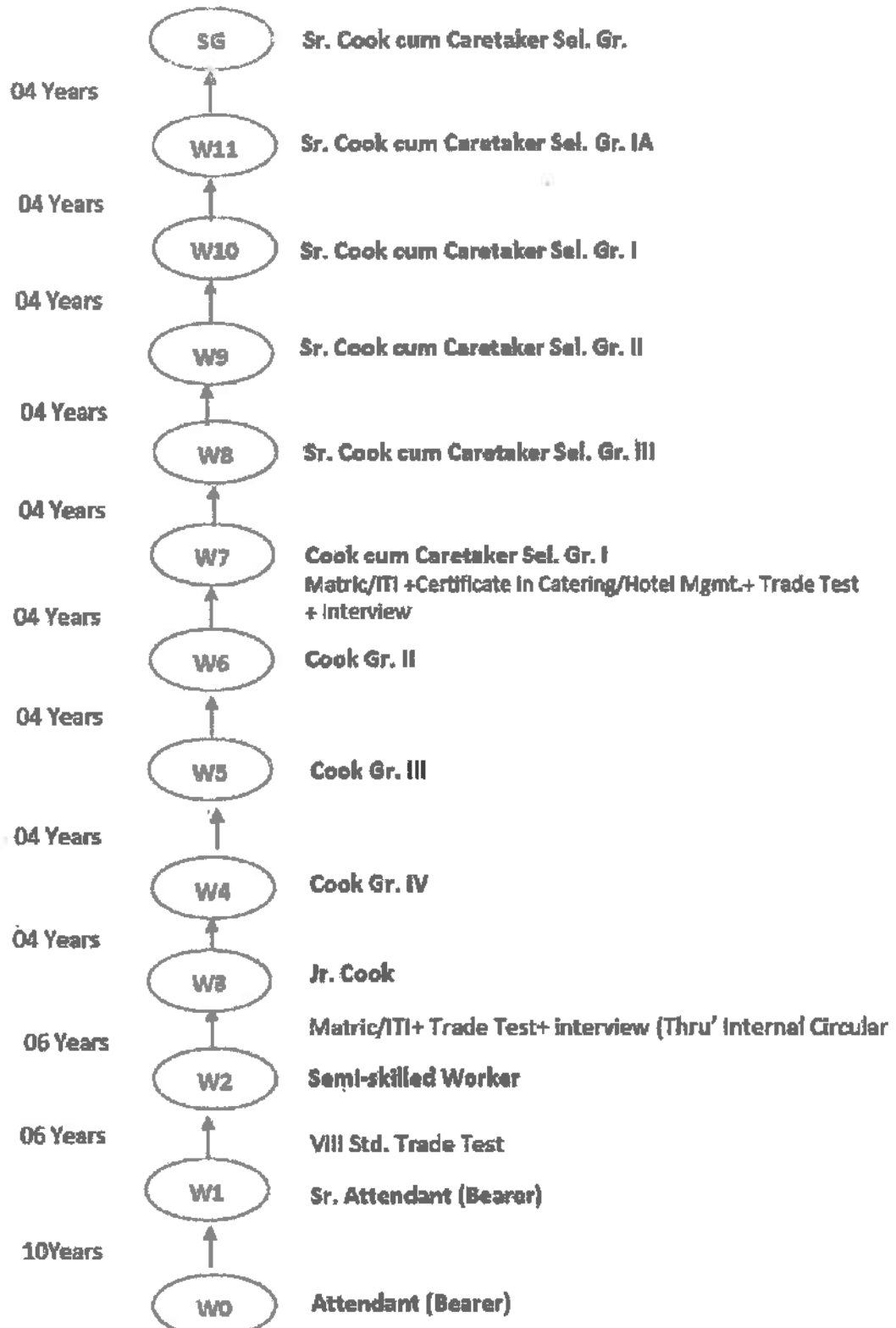


Trades: Artisan : Plumbers, Carpenters, etc
 Operator : Water Supply Pump, DG Set, Crane, Lift ,etc.
 Note : The movement to next higher level will be within one's respective trades.

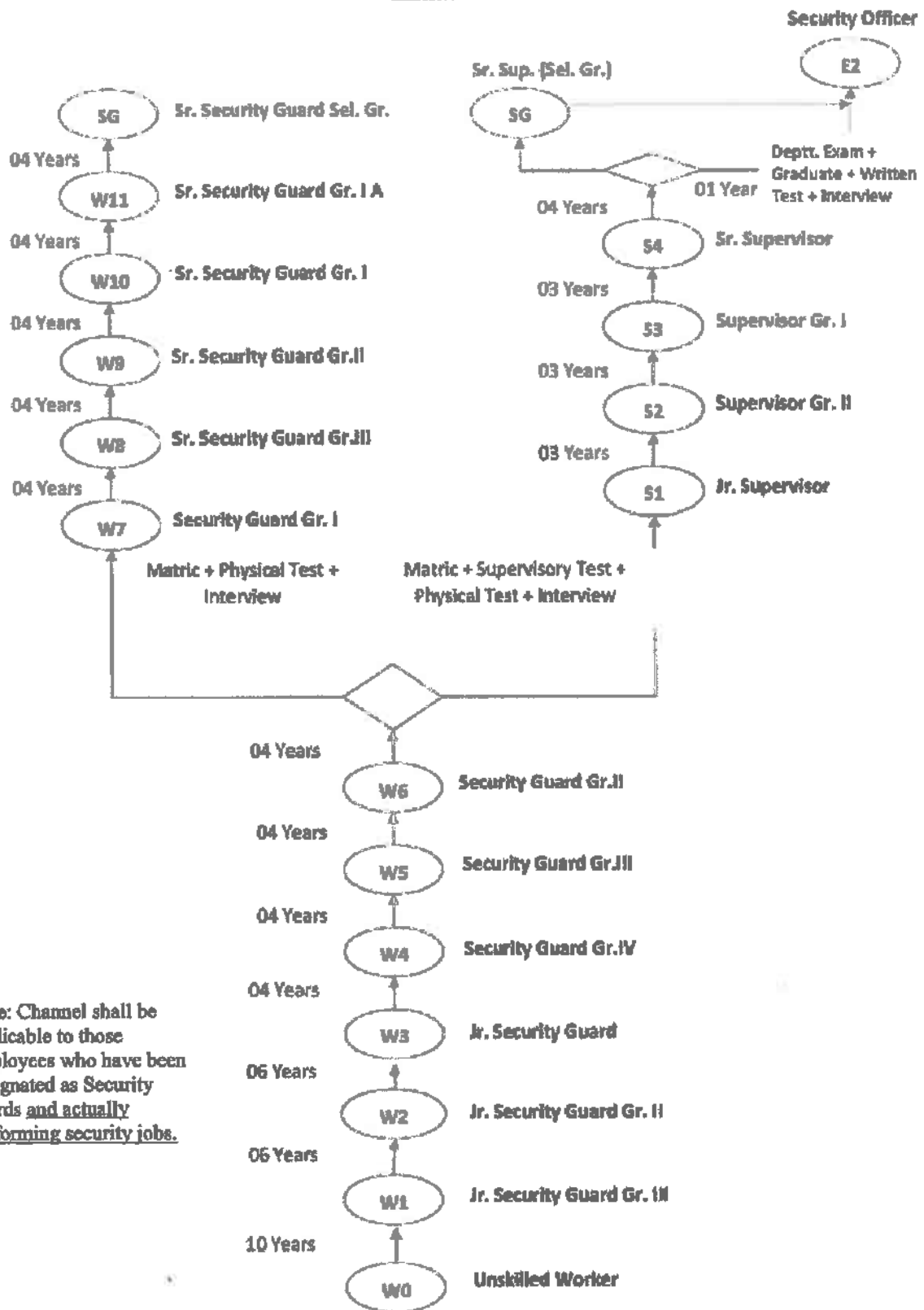
**Trade: Operator
Area: Print Room Operation**



Trade: Cook
Area: Guest House

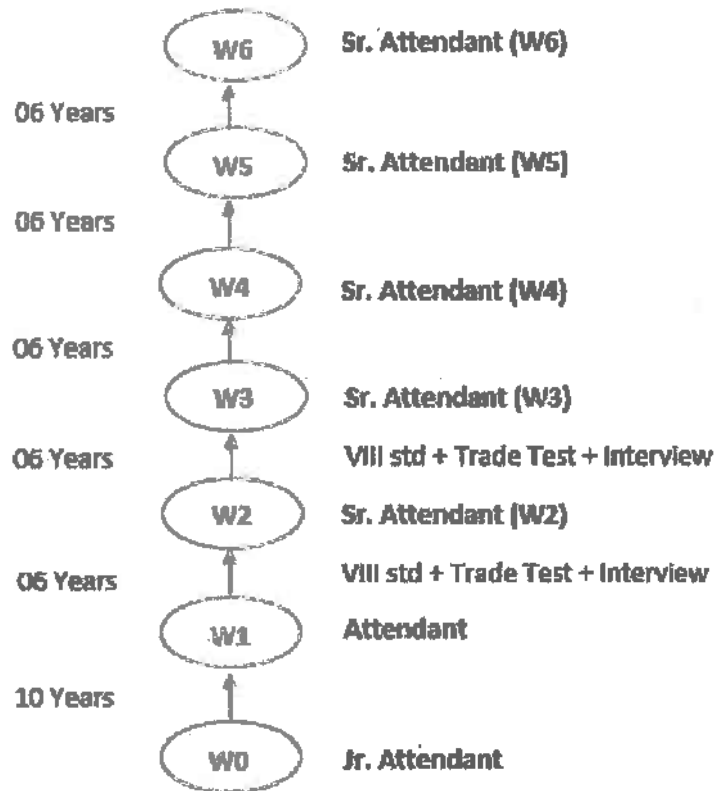


Trade: Security Guard
Area: Security



Note: Channel shall be applicable to those employees who have been designated as Security guards and actually performing security jobs.

Trade: Attendant
Area: General



**POWER GRID CORPORATION OF INDIA LTD.
(CORPORATE HR-APP GROUP)**

INTER OFFICE MEMO

FROM : DGM (HR)

TO : DGM (HR)-NRTS-I/WRTS-II/SRTS-I/
SRTS-II/ERTS-II
CM (HR)-NRTS-II/WRTS-I/E
NERTS/SRLDC/WI
CC-IE&POLICY
MGR(HR)-NRLDC/NERLDC

REF : C/HR/APP/2009

CC: ED (HR&ADMN)-CC
ES/PS TO DIRECTOR (PERS)

DATE : September 11, 2009

Sub : Workmen & Supervisors Promotion Policy – Regarding qualifying marks in respect of Physically Handicapped Category.

In accordance with Para 2 (ii) of Ministry of Personnel Public Grievances & Pensions, Department of Personnel & Training OM No. 36035/3/2004-Estt.(RES) dtd. 29th December, 2005, three percent (3%) of the vacancies in case of promotion to Group D and Group C are reserved for persons with disabilities of which 1% each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) loco motor disability or cerebral palsy in the posts identified for each disability as per Disabilities (equal opportunities, protection of rights and full participation) Act, 1995.

In this regard, we would like to inform you that the Competent Authority has approved that the PH Category employees will require to obtain 40% marks in AAR Marks, Written Test and Interview in Group C & D posts instead of 50% Marks as applicable to General Category. The relaxation provided to PH Category is similar as applicable to SC/ST employees.

This issues with the approval of the Competent Authority.


(MEENAKSHI DAVAR)