



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-122001  
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



CIN : L40101DL1989GOI038121

दिनांक: 29 August, 2022

PGCIL/R/E/22/00262

Shri Sahil,  
Surekha Colony, Damoh

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

महोदय / महोदया,

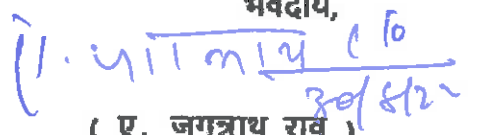
कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 4 August, 2022 को प्राप्त अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

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

यदि आप केंद्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हों तो, केंद्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आर.टी.आई अधिनियम, 2005 के तहत केंद्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी.अनंत शर्मा  
कार्यपालक निदेशक (सी. एस.) एवं अपील प्राधिकारी  
केंद्रीय 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,  
  
( ए. जगन्नाथ राव )  
वरिष्ठ महाप्रबंधक (कें.आयोजना) एवं  
केंद्रीय लोक सूचना अधिकारी  
Email ID: [cpio.cc@powergrid.co.in](mailto:cpio.cc@powergrid.co.in)

Sub: Reply to RTI Request of Shri Sahil, Surekha Colony, Damoh,

Sl. No.	Information sought:	Reply:
1.	What is the amount & break-up of disturbance allowance paid to employees at PGCIL?	Disturbance Allowance is paid to POWERGRID employees posted in countries like Afghanistan and Nigeria, where law & order and other security problems exist, the amount of disturbance allowance depends upon the specific country of posting.
2.	What is the amount & break-up of transfer benefit paid to employees at PGCIL?	Please refer POWERGRID Travelling Allowance Rules which are enclosed herewith at ANNEXURE-II.
3.	How many Lieu leaves are provided to employees posted at PGCIL?	<b>Reply to Sl. No. 3, 4, 5 &amp; 6:</b>  POWERGRID Leave Rules are enclosed herewith at ANNEXURE-III.
4.	Are Lieu Leaves en-cashable at PGCIL in a financial year/Calendar year?	
5.	How many Special Additional Leaves are provided to employees posted at PGCIL?	
6.	Are Special Additional Leaves en-cashable at PGCIL in a financial year/calendar year?	
7.	Kindly share transfer policy and leave policy of PGCIL.	POWERGRID Transfer Policy for Executives are enclosed herewith at ANNEXURE-IV and POWERGRID Leave Rules are enclosed at ANNEXURE-III.
8.	Kindly share TA & DA policy of PGCIL	POWERGRID Travelling Allowance Rules are enclosed herewith at ANNEXURE-II.

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श्री साहिल

## Note No. #1

Attachment: TA Rules.pdf  


## Travelling Allowance Rules

**TRAVELLING ALLOWANCE RULES****1.0 Short title**

These Rules shall be called 'POWERGRID Travelling Allowance Rules'.

**2.0 Applicability**

These rules shall be applicable to all employees of the Company including:

- 1) Lien holders;
- 2) Deputationists on Foreign Service terms, unless their terms of deputation provide otherwise;
- 3) Apprentices/Trainees engaged under Company's own training schemes;

These rules shall not be applicable to:

- i) Apprentices engaged under the Apprentices Act, 1961; and
- ii) Muster-Roll, Daily-Rated, Casual, Badli or Substitute employees save and except to the extent specifically mentioned in these rules.

**2.1** These rules shall also be applicable to:

- i) Persons appointed on contract, unless otherwise specified in the terms of their contracts;
- ii) Candidates called for appearing in a test/interview conducted by the Company; and
- iii) Any other person or class of persons to whom these rules are so extended by specific order(s) of the Chairman and Managing Director.

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POWERGRID

## Travelling Allowance Rules

## CHAPTER - i

**3.0 Scope**

3.1 The provisions of this Chapter shall be applicable to journeys performed by the employees to places beyond a radius of 30 kms from the Headquarters or outside municipal limits of the Headquarters, whichever is more for purpose specified hereinafter.

**4.0 Definitions**

In these Rules, unless the context otherwise requires:

4.1 "**Company/Corporation**" means the Power Grid Corporation of India Ltd. including the Regions/substations under its management.

4.2 "**Controlling Officer**" means the officer empowered to approve and/or countersign the Travelling Allowance claims (including advance) in respect of employees working under him, in accordance with the powers delegated from time to time for specified purposes under these Rules.

4.3 "**Day**" means a calendar day beginning and ending at mid-night. This is for general reckoning only.

4.4 "**Family**" means an employee's spouse residing with the employee and legitimate children (including step children and legally adopted children) parents, unmarried sisters and minor brothers, provided that the concerned member is residing with and wholly dependent upon him.

4.4.1 However, till such time the Company's special facility of housing/house rent allowance for retention of family at a place other than the place of posting of the employees is in existence, the condition of 'residing with the employee' will not be essential for such employees as are allowed to retain their family under the provisions of such special facility.

4.4.2 Only one wife is included in the term 'family' for the purpose of these Rules.

4.4.3 Legitimate children do not include adopted children except those legally adopted.

4.4.4 Step children include the children of the spouse from a previous marriage, where the same was dissolved due to legal divorce or death of the other party to such marriage.

4.4.5 "**Minor**" means a person below 21 years of age.

4.4.6 The criterion for judging the dependency Rs. 3000/- p.m or otherwise of a family member of an employee will be the monthly income of the concerned family member. A family member will be deemed to be dependent upon the employee if his/her income from all sources is not more than Rs. 3000/- p.m. In

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## Travelling Allowance Rules

- case of parents, the income of both father and mother jointly will be taken into account for this purposes.
- 4.4.7 Where both husband and wife are employed in the Company, the dependent parents of either of the spouses may be treated, at their option, as parents for the purpose of these Rules.
- 4.5 **"Headquarters"** means the normal place of duty of an employee. In case of an employee deputed for training in India or abroad, the Headquarters will mean the place of duty from where he proceeded on training unless the same is changed in respect of an employee sent on long-term training or assignment by a specific order of the Head of Region.
- 4.5.1 In respect of an apprentice/trainee, the Headquarters shall mean the place of training at which he is posted for undergoing long duration (more than 30 days) apprenticeship/training.
- 4.6 **"Head of Region"** means the concerned Functional Director/ Executive Director/Chief General Manager or any other Executive to whom the power is delegated by Chairman and Managing Director for the purpose of these Rules.
- 4.7 **"Management"** means the Board of Directors and if authorised by the Board, the Chairman and Managing Director of the Company for the purpose of these Rules.
- 4.8 **"Official Tour"** means absence on duty of an employee from his Headquarters.
- 4.9 **"Pay"** means basic pay together with personal pay, special pay, deputation (duty) allowance, dearness pay and officiating pay, if any.
- 4.9.1 In case of a re-employed pensioner, pension and pension equivalent of retirement benefits will also be considered as pay, provided and to the extent, the same has been taken into consideration for fixation of his basic pay. In such a case, if the sum of his pay plus pension exceeds the pay of the post, if it is on a fixed rate of pay or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.
- 4.9.2 For muster roll, daily rated, casual, badli or substitute employees, pay means the amount arrived at by multiplying their daily rate of wage by 26 (twenty six) or 30 (thirty), as the case may be, depending upon the manner of calculation of their daily wage-rates.
- 4.10 **"Principal Cities"** shall include all 'X' class cities prescribed for HRA purpose<sup>1</sup> in addition to all State/ Union Territory capital cities in India and other cities, as mentioned under these Rules.

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<sup>1</sup> Cir No. 419/2018 dated 01.10.2018

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## Travelling Allowance Rules

- 4.11 **"Shortest Route"** means the route which is shortest in terms of distance.
- 4.11.1 The route by which the destination can be reached most speedily by rail/air as per entitlement, even if longer, will be deemed to be the shortest route for the purpose of these Rules. In respect of a road journey, it means the route which is shortest in point of time by entitled mode of travel.
- 4.11.2 Keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the Chairman and Managing Director may declare from time to time specific routes which, though not shortest, will deem to be shortest routes for the purposes of all or any of the journeys mentioned in these Rules.
- 4.12 **"Transfer"** means the movement of an employee from one Headquarters station at which he is posted to another station to which his former Headquarters have been changed or where he is ordered to take up the post.
- 4.12.1 Notwithstanding the above definition of transfer, the movements of an apprentice/a trainee, engaged under the Company's own training scheme, during the period of training as well as that for joining his duties at the place of posting in consequence of final appraisal and placement etc. shall be not be treated as transfer.

**5.0 Entitlement of Travelling Allowance on official tours within India**

An employee on official tour will be entitled to Travelling Allowance which is intended to cover expenditure incurred in connection with journeys performed for the Company's work, as provided hereinafter.

**5.1 Reimbursement of journey fares**

- 5.1.1 The reimbursement of fares for journeys performed between the Headquarters station and tour station by the employees of various Levels/Pay ranges by different means of transport shall be as per the following entitlement, subject to actuals:

**5.1.2 Nature of Entitlement****(i) Journey by Air**

Sl.No:	Level/ Pay Range (Rs.)	Class of Travel
<b>A</b>	<b>Employees</b>	
1.	Those in the Level of E9 and above <sup>2</sup>	Executive Class
2.	Those in the Level of E6 to E8	Economy Class

<sup>2</sup> Cir. No. 175/2004 dated 02.12.2004

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## Travelling Allowance Rules

3.	Those in the level of E2 to E5 <sup>3</sup>	Economy Class while on Business tours or training. For all other purpose including sports, culture events, etc. they shall be allowed to travel by their normal entitlement of I- class/ AC-II tier by train.
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## (ii) Journey by Rail

Sl.No:	Level / Pay Range (Rs.)	Class of Travel
<b>A.</b>	<b>Employees</b>	
1.	Those in the Level of E8 (Sr. GM/CGM) and above	ACC I Class
2.	Those in the Level of E6 – E8(GM)	AC II Tier
3.	Those in the Level of E2-E5	I Class/ AC II Tier
4.	All Supervisors and Workmen in the levels W7 & above.	I Class/ AC II Tier
5.	W6 to W1	AC III Tier/ Sleeper Class
6.	<sup>4</sup> W0	Ordinary Sleeper Class
<b>B</b>	<b>Trainees</b>	
1.	Executive Trainees	I Class/ AC II Tier
2.	Assistant Engineer Trainees	I Class/AC II Tier
3.	Supervisor/ Diploma Trainee and Artisan Trainee/ ITI	II Class
<b>C</b>	<b>DAILY RATED / MUSTER ROLL ETC EMPLOYEES</b>	II Class

## (iii) Journey by Road

Sl.No:	Level / Pay Range (Rs.)	Class of Travel
<b>A.</b>	<b>Employees</b>	
1.	E6 and above	Actual Taxi Fare
2.	E4-E5	<sup>5</sup> Actual Taxi Fare limited to Rs.6.10/ Kms
3.	E3	Fare of a single seat in taxi availed limited to Rs.2.30 /kms or actual bus fare.
4.	E2, All Supervisors, Workmen W7 and above.	Fare of a single seat in taxi availed limited to Rs.1.10/ Kms or actual bus fare.

<sup>3</sup> Cir No. 456/2019 dated 30.08.2019 (refer 374/2017 dated 04.02.2017)

<sup>4</sup> Cir No.192/2005 dated 08.11.2005

<sup>5</sup> Cir No. 187/2005 dated 10.08.2005

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## Travelling Allowance Rules

Sl.No:	Level / Pay Range (Rs.)	Class of Travel
	Workmen other than those mentioned at Sl.No:4 above.	Actual Bus Fare
<b>B</b>	<b>Trainees</b>	
1.	Executive Trainees	Fare of a single seat in taxi availed limited to Rs.1.10/Km or actual bus fare.
2.	Assistant Engineer Trainees	Fare of a single seat in taxi availed limited to Rs.1.10/Km or actual bus fare.
3.	Supervisor/ Diploma Trainee and Artisan Trainee/ITI	Actual Bus Fare
<b>C</b>	<b>DAILY RATED / MUSTER ROLL ETC EMPLOYEES</b>	Actual Bus Fare

## 5.1.3

For places which are not connected by rail but which are connected with the railway system by steamer, if the steamer service is not owned by the railways or for journeys otherwise by sea, the reimbursement of fares for such portion of the journey as is undertaken by steamer or otherwise by sea, in respect of employees of various Levels/ Pay ranges shall be as per the following scale:

S.No	Level/Pay Range	Entitled class of travel
1	2	3
<b>(A)</b>	<b>EMPLOYEES</b>	
1.	Those in the level of E6 and above	Highest class
2.	Those in the level of E3, E4 & E5	Higher class, if there are only two classes on the vessel. Middle or second class, if there are more than two classes
3.	E2, All Supervisors and Workmen in the grades W7 & above.	Lower class, if there are two classes only on the vessel. (Middle or second class, if there are three classes. Third class, if there are four classes.
4.	W6 & below.	Lowest Class
<b>(B)</b>	<b>TRAINEES</b>	
5.	Executive Trainees/Assistant Engineer Trainees	Lower class, if there are two classes only on the vessel. Middle class if there are three classes. Third class, if there are four classes.
6.	Supervisors/Diploma Trainee and Artisan Trainee	Lowest Class
<b>(C)</b>	<b>DAILY RATED/MUSTER ROLL ETC. EMPLOYEES</b>	
7.	All pay ranges.	Lowest Class



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## Travelling Allowance Rules

- 5.1.4 Where journeys are performed by road between places connected by rail, the reimbursement as per sub-rule 5.1.2 (iii) will be restricted to rail fare as per entitlement, subject to actual.
- 5.1.5 For journeys performed by road between places not connected by rail and where road travel is customary, the reimbursement will be allowed in full as admissible under table (iii) of sub rule 5.1.2.
- 5.1.6 Notwithstanding the provision contained in sub-rule 5.1.4, keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the Chairman and Managing Director may notify places/stations connected by rail, in respect of which reimbursement of actual fare may be permitted as for road journey under table (iii) of sub-rule 5.1.2 in full for all or specified categories of employees.
- 5.1.7 When journey is performed by an employees in his own car/scooter/motor cycle, reimbursement will be allowed <sup>6</sup>@ Rs. 6.10/Km for travel by car if entitled for full taxi; otherwise Rs.2.30/Km for travel by scooter/motor cycle, subject to restrictions as contained in sub-rule 5.1.4 unless there is any contrary notification under sub-rule 5.1.6.
- 5.1.8 The reimbursement of fare will normally be admissible by the shortest route on through ticket basis. In exceptional cases, the concerned Head of Region may relax this provision in really deserving cases purely on merits but not as a general rule.
- 5.1.9 Charges for sleeper accommodation, superfast train surcharge, reservation, telegram charges by railways for booking of tickets as well as telegram charges levied by airlines for reserving accommodation and with the approval of the Head of Department, charges for cancellation of tickets for journeys not undertaken due to official reasons will also be reimbursable. In addition, agency charges paid to travel agents for booking of tickets subject to the monetary limit as may prescribed from time to time by the Chairman and Managing Director for each journey are also reimbursable on production of vouchers. Service charges towards purchase of ticket under "Tatkal" service will also be reimbursed on production of proof of payment.
- 5.1.10 In exceptional cases cancellation charges may be reimbursed, at the discretion of the Controlling Officer where the journey is not undertaken by an employee due to natural calamities or any mishap in his family.
- 5.1.11 Non-availability of reservation by train is not an acceptable reason for not performing the journey connected with official work. Also, in case of non-availability of accommodation in the entitled class and/or modes, an employee should travel in a lower class/by a lower mode.

<sup>6</sup> Cir No. 187/2005 dated 10.08.2005

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## Travelling Allowance Rules

- 5.2 Reimbursement of conveyance charges**
- An employee will also be entitled to reimbursement of actual conveyance charges for journeys between railway station/bus-stand/airport and residence/place of stay either at Headquarters or tour stations and other than official journeys performed by road at tour stations/through means of conveyance other than Company's transport. The reimbursement shall be regulated in accordance with the following sub-clauses:
- 5.2.1** For journeys to and fro railway station/bus-stand/airport, at Headquarters and tour stations, the reimbursement will be as per the scale laid down in the table under sub-rule 17.2.2 of Chapter II of these Rules. Notwithstanding the above provision the employees at the levels of E3 to S1 and Executive Trainees may be reimbursed actual taxi charges wherever three wheelers do not ply.
- 5.2.2** <sup>7</sup>For journeys performed by road at tour stations, the reimbursement will be regulated as per the scale laid down in the table under sub-rule 17.2.2, subject to the provisions of sub-rules 17.2.3, 17.2.4 and 17.2.5 of Chapter II. The reimbursement will be limited to a maximum of Rs.2000/- at any one station, at any one time for a continuous halt not exceeding seven days. The limit of Rs. 2000/- can be relaxed in exceptional cases by the concerned Head of Department not below the rank of GM up to Rs. 2500/- For halts exceeding seven days, the limit may be raised proportionately. These limits are for journeys other than those covered in sub-rule 5.2.1.
- 5.2.3** It is clarified that in case of journeys between places situated in the urban agglomerate of 'X' class cities such as Greater Mumbai, Greater Kolkata and like stations, journeys between places connected by rail should be undertaken by rail only and if the journeys are performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement. However, Self-Controlling Officers may undertake the journeys between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.
- 5.2.4** Employees proceeding on official tour for work in the suburbs of 'X' class cities of contiguous industrial complex should normally stay in such places where the official work-proper is to be done. In case they choose to stay in the 'X' class city-proper, the journeys between the place of stay and the suburbs/contiguous industrial complex if connected by rail should be undertaken by rail, and in case the journey is performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement. However, Self-Controlling Officers may undertake the journey between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.
- 5.2.5** In respect of the top officials of the Company who are entitled to staff car facility for official duties at their Headquarters/Stations as per their terms of appointment

<sup>7</sup> Cir No. 315/2014 dated 19.02.2014

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## Travelling Allowance Rules

or otherwise, the restrictions laid down in sub-rules 5.2.2, 5.2.3 & 5.2.4 will not apply and they will be reimbursed the actual cost of conveyance charges incurred by them at tour stations, if not provided with staff car facility at such stations.

5.2.6 No conveyance charge for purchase, cancellation or exchange of railway ticket either at Headquarters or tour stations will be reimbursed.

5.3 **Daily Allowance**

5.3.1 An employee on official tour will be entitled to daily allowance intended to cover expenses incurred for food and incidentals in the course of travelling and for boarding and lodging at places other than Headquarters, as provided here-in-after:

5.3.2 Daily Allowance will be admissible at the following rates :

(i) **Accommodation Charges**

Sl. No	Category of Employees	Accommodation Charges subject to maximum of (Rate/ Day (Rs.))		
		Principal cities <sup>a</sup>		Ordinary Cities
		X class cities	Other Principal Cities	
1	CMD & Functional Directors	Boarding & Lodging as per actual		
2	E9	14000	11000	8800
3	E8	9800	7700	6160
4	E6-E7	5600	4400	3520
5	E4-E5	4200	3300	2640
6	E2-E3	3150	2475	1980
7	W8/S1 and above but below E2	2000	1600	1200
8	W4 to W7	1500	1200	900
9	W3 and below	1000	800	600
10	Executive Trainee/ Assistant Trainees	1500	1200	900
11	Supervisor/ Diploma Trainee and Artisan Trainee/ITI	1000	800	600

**X Class cities:** Delhi, Mumbai, Bangalore, Hyderabad, Chennai, Kolkata, Pune and Ahmedabad

8 Cir 419/2018 dated 01.10.2018

9 Cir No. 394/2017 dated 30.11.2017

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Other Principal cities (State/UT capital as on date)<sup>10</sup>:

Amaravati, Itanagar, Dispur, Patna, Raipur, Panaji, Gandhinagar, Chandigarh, Shimla, Srinagar, Jammu, Ranchi, Thiruvananthapuram, Bhopal, Imphal, Shillong, Aizwal, Kohima, Bhubaneswar, Jaipur, Gangtok, Agartala, Lucknow, Dehradun, Port Blair, Daman, Leh, Kavaratti, Pondicherry,

Other Principal cities:

Vijayawada, Greater Visakhapatnam, Rajkot, Vadodara, Surat, Jamshedpur, Dhanbad, Kochi, Indore, Jabalpur, Nagpur, Nasik, Amritsar, Ludhiana, Coimbatore, Madurai, Meerut, Agra, Kanpur, Allahabad, Varanasi, Asansol.

(ii) **Rates of DA**

Daily Allowance will be admissible at following rate:

(a) **Board Level Executives:**

S.No		Allowance for food & incidentals (Rs. Per day)	
		Principal cities	Other Cities
<b>1.</b>	<b>Stay in Hotel</b>		
(i)	Where Lodging and Board charges are claimed at actual.	Actual+ 700 *	Actual + 550 *
(ii)	Where lodging only is claimed at actual.	1100 (DA)	900 (DA)
<b>2.</b>	<b>Stay in POWERGRID / PSUs/ Government- Transit Camp/ Guest House.</b>		
(i)	Where Lodging only is claimed at actual.	1100	900
(ii)	Where Lodging and Boarding are provided free of cost.	¼ of Composite DA	¼ of Composite DA
(iii)	Where Boarding only is provided free of cost.	¼ of DA	¼ of DA
<b>3.</b>	<b>Composite DA</b>	Rs.1400	Rs.1100

\*Incidentals

(b) **For other employees:<sup>11</sup>**

SNo	Level of Employee	DA for Food & incidentals (Rs/ Per Day)		Composite DA in lieu of accommodation charges & DA (Rs/ Per Day)	
		Principal Cities	Other Cities	Principal Cities	Other Cities

<sup>10</sup> Cir 419/2018 dated 01.10.2018

<sup>11</sup> Cir No. 315/2014 dated 19.02.2014

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
A)	Employees				
1	E9	1100	80% of Column (iii)	1380	80% of Column (v)
2	E8	1000		1250	
3	E6-E7	900		1130	
4	E4 -E5	800		1000	
5	E3	700		880	
6	E2	600		750	
7	W8/S1 and above but below E2	400		500	
8	W4, W5, W6 & W7	330		420	
9	W3 and below	275		350	
B)	Trainees				
11	Executive	370	80% of Column (iii)	470	80% of Column (v)
12	Non-Executive	250		320	
C)	Daily rated/ Muster Roll				
13	Skilled	60	80% of Column (iii)	130	80% of Column (v)
14	Semi-Skilled	60		110	
15	Un-skilled	60		80	

- 5.3.3 Actual accommodation charges limited to the amounts as shown in table 5.3.2.(i) for stay in any hotel, Company's guest house or any other guest house will be reimbursed subject to production of receipts. The limits of accommodation charges may be relaxed in exceptional cases on merits with the approval of the Chairman & Managing Director.
- 5.3.4 The ceiling rates of accommodation charges indicated in sub-rule 5.3.2 are exclusive of service and other similar charges/taxes related to accommodation charges. Such charges where levied and paid will also be reimbursable to the extent of an amount which would have been payable on the maximum amount of entitled accommodation charges, subject to actuals. Luxury taxes levied by Hotels on the declared/published tariff shall be paid as per actuals.<sup>12</sup>
- 5.3.5 For food and other incidental expenses, an employee will be paid as per 5.3.2 table (ii) Column (iii) & (iv) in case of stay at Principal Cities and Ordinary cities/ Other places, respectively.
- 5.3.6 An employee who does not produce receipt of accommodation charges will be paid composite daily allowance at the rates indicated in 5.3.2 table No: (ii) Column (v) & (vi) for stay at Principal Cities and Ordinary Cities/Other places, respectively.

<sup>12</sup> Cir No. 315/2014 dated 19.02.2014

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Provided that an employee who stays in a public sector undertaking's guest house shall be entitled to boarding expenses as laid down in column (iii) & (iv) of sub-rule 5.3.2 (ii) as the case may be in addition to accommodation charges as per actuals subject to the limits indicated in 5.3.2 table No: (i) as applicable.

When the family members of an employee accompany him while he is on tour and the accommodation is hired for lodging of the employee as well as his family members, the actual accommodation charges may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on the part of employee concerned to submit the hotel bill(s) clearly indicating the name(s) of the person(s) who have shared the accommodation with him.

Family members for the above purpose would mean an employee's spouse residing with him and legitimate children (including step children and legally adopted children) residing with and wholly dependent upon him.

- 5.3.7 An employee, who having proceeded on official tour returns to his Headquarters within a period of 24 hours from the time of his departure from his place of work/residence, will be entitled to daily allowance, at the rate applicable to the place of visit, on the following scales:

PERIOD OF ABSENCE (Hours)	ADMISSIBLE ALLOWANCE
Less than 12	Half
12 - 24	Full

Provided that where the accommodation booking is for a full day, accommodation charges in full will be admissible.

Notwithstanding the above, in case the absence from Headquarters involves overnight halt, full Daily Allowance shall be admissible at the rate applicable to the place of visit.

- 5.3.8 In case an employee proceeds on official tour and the period of absence from Headquarters is for more than 24 hours from the time of his departure from his place of work/residence, he shall be entitled to daily allowance for his day of departure from Headquarters, day of arrival at the Headquarters and for each day in between as detailed hereunder:
- i) DA for the day of departure - full DA if time of departure is 12:00 noon or before and half DA if time of departure is after 12:00 noon, at the rate applicable to the place where the employee spent the first night (24:00 mid-night hrs.)
  - ii) DA for the day of arrival - full DA if time of arrival is 12:00 noon or thereafter and half DA if time of arrival is before 12:00 noon, at the rate applicable to the place where the employee spent the preceding night (24:00 mid-night hours).
  - iii) DA for the intervening period - one full DA for each night (24:00 mid-night hours) spent on tour beginning from second night till the last night of the tour period.

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the rate of DA for each such night being the rate applicable to the place (Principal City or Ordinary City /Other place) where the night (24:00 mid night hrs.) was spent. This procedure is to be adopted for the limited purpose of calculation of DA payable, either composite DA or allowance for food incidentals in case of stay in Guest House, Hotel etc. The accommodation charges for stay in Guest House, Hotel etc. during the period of tour shall be reimbursable in full subject to the daily limits as laid down from time to time. The accommodation charges in full will be admissible even for part of a day, where the accommodation booking is for a full day.

For the above purpose, any night (24:00 mid-night hrs.) spent on journey shall be deemed to have been spent at an Ordinary/Other place.

- 5.3.9 The allowance will be admissible for the period of absence from Headquarters starting from the time of departure from place of work or residence, as the case may be and ending at the time of arrival at residence/work place.
- 5.3.10 For prolonged halts, full daily allowance may be drawn for a period of 30 days/and for a further period of 60 days, half daily allowance will be admissible. These limits relate to stay at any one station only. The concerned Head of Region may relax these conditions in special circumstances for an additional period upto 90 days with half daily allowance as in table no: (ii), column (iv) or (vi) of sub-rule 5.3.2, as the case may be, irrespective of the place of stay. Notwithstanding the above provision, actual accommodation charges as per sub-rule 5.3.3 will be reimbursed, when composite daily allowance is not claimed.
- 5.3.11 Wherever calculation for daily allowance admissible for journey period are required to be necessarily made, the same is to be regulated on the basis of actual journey time involved starting from the time of departure from place of work/residence, as the case may be, and ending at the time of arrival at residence/work place after suitable rounding off in case of period less than 24 hours as under:

PERIOD OF ABSENCE (HOURS)	ADMISSIBLE ALLOWANCE
Less than 12	Half
12 – less than 24	Full

Notwithstanding the provision mentioned above, the daily allowance admissible for the journey period under sub-rules 5.3.15 and 10.1.4 (a) (iii) shall be calculated by subtracting the number of days for which daily allowance is admissible for halts on tour (i.e. 24.00 mid-night hrs. spent on such halts) from the total number of days for which the daily allowance is payable in respect of the entire tour duration.

- 5.3.12 If an employee is provided with both boarding and lodging free of cost, he will be entitled to draw 1/4th of the D.A. as in table (ii) column (v) or (vi) of the sub-rule 5.3.2, as the case may be. If only lodging is provided free of cost, he will be paid 1/4th of the amount in column (iii) or (iv), in addition to charges for

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- accommodation as per sub rule 5.3.2 table(i) as the case may be subject to actual.
- 5.3.13 The daily allowance will be admissible for journey periods, all halts on tour and holidays occurring during the period of halt subject to the provision in sub-rule 5.3.15 but the same will not be admissible for the period of leave of any kind availed while on tour. If an employee breaks journey enroute due to personal reasons, he shall not be paid the daily allowance for such period of halt.
- 5.3.14 Employees are expected to stay in the Company's Guest House and Guest Houses of other Public Sector Undertakings and of the Government. The accommodation charge as provided in sub-rule 5.3.2 for staying in hotels will be admissible only when the employees fail to get accommodation in the guest house of the Company. In such situation, the employees will have to certify that he could not get accommodation in the Company's guest house.
- 5.3.15 An employee who is in receipt of House Rent Allowance or is provided with Company's leased accommodation, for keeping his family at a station other than his Headquarters, will be entitled, when on tour to such station to draw only 1/4th of the Composite Daily Allowance as in table (ii) of sub-rule 5.3.2, as applicable, in addition to the allowance admissible for the period spent on journeys between Headquarters station and tour station.
- 5.3.16 As provided in sub-rule 4.5.1 the places at which long duration (more than 30 days) training arrangements are made for the trainees, shall be deemed to be their headquarters. Accordingly no TA/DA etc. shall be admissible to the trainees for their stay at such places. However, when the trainees are required to be sent from their Headquarters for short durations to other places for work visits, practical demonstration etc. as part and parcel of their training, they will be entitled to TA/DA etc. as per rules. For this purpose any period of stay up to 30 days at a particular outstation shall be treated as "Short Duration" visits. In case the stay exceeds 30 days at any one outstation, the Headquarters of the trainees would be deemed to have been changed from previous place to the new place of training.
- 5.3.17 When the trainees move from one Headquarters to another, the TA/DA etc. for the journey period will be admissible to them, and they will be entitled to bare journey time only, but no preparation time.
- 5.3.18 When the trainees are recalled from outstations to Delhi at fag end of their training for final appraisal and placement etc., and if the period of stay at Delhi during the period of training is not more than 30 days, the same will be treated as on tour and accordingly TA/DA etc. will be admissible to them.
- 5.3.19 Consequent upon the decision regarding final placement, if some of the trainees are posted at Corporate Centre, the period of stay up to the date of issue of the placement order will still be treated as on tour and accordingly TA/DA etc. will be payable.



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- 5.3.20 Consequent upon the decision regarding final placement, such of the trainees as are posted to the Regions/places away from Delhi will be entitled to TA/DA etc. for journey period and they will be entitled to bare journey time only, but no preparation time.
- 5.3.21 If a trainee is sent on official tour other than training, TA/DA etc. shall be admissible to him as per his entitlement. Recourse to this provision can be taken only in very exceptional cases with specific approval of concerned Head of Region.
- 5.4 **Miscellaneous charges incidental to official tour**
- 5.4.1 The following tour incidental expenses, if actually incurred, will also be reimbursed on production of receipts:
- i) The excess baggage charges for carrying the official records;
  - ii) The expenses on account of official telephone calls (local and STD) and telegram/phonogram if specifically sanctioned by the Controlling Officer;
  - iii) Insurance charges in respect of journeys by air at the rate of Rs. 10/- per air travel. Annual Insurance Policy may be taken with the approval of the concerned Head of Region for such executives who are likely to travel frequently by air. For reimbursement of the claims of Insurance Charges the details of policy number, date, place of issue should be indicated in the TA claims;
  - iv) Any other expenses, not covered hereinbefore, incidental to and incurred during the course of tour at the discretion of the concerned Head of Region.
- 5.5 In exceptional cases, on merits, the concerned Head of Region may permit employees to travel by a class/mode higher than their entitlement.
- 5.6 The rate of reimbursement for road journey as indicated in sub-rules 5.1.2 and 5.1.7 and the Daily Allowance rates as indicated in sub-rule 5.3.2 may be reviewed once in two years by the Chairman and managing Director, who shall have the powers to increase/decrease the rates subject to the maximum variation of 20% of the prevailing rates on one such occasion, keeping in view the increase/decrease in prices of petroleum products, boarding and lodging charges and other relevant factors.
- 6.0 **Entitlement outside India**
- 6.1 The entitlement of Travelling Allowance, Daily Allowance etc. in connection with official tours outside India will be regulated in accordance with the provisions contained hereinafter except for the portion of the journey, including halts, if any, within India up to the point of embarkation/disembarkation in India, which will be regulated in accordance with the provisions contained in rule 5.0.
- 6.2 **Travelling Allowance**

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- 6.2.1 Chairman & Managing Director and Functional Directors/Executive Directors may travel by air in Executive Class. Other employees will be entitled to economy class air fare only.
- 6.2.2 Statutory levies as paid in connection with tour will also be reimbursable.
- 6.2.3 The payment of Travelling Allowance for official tours abroad will be subject to the instructions/guidelines of the Government of India as adopted by the Board from time to time.
- 6.3 **Daily Allowance and other Travelling Entitlements**
- 6.3.1 The payment of Daily Allowance for tour abroad will be made on the basis of actual time spent outside India including journey time by shortest route.
- 6.3.2 The Daily Allowance and other travelling entitlements in respect of the employees deputed abroad will be as per the scale of release of foreign exchange prescribed by the Reserve Bank of India from time to time for employee of Public Sector Undertakings. Based on RBI norms, internal guidelines will be issued with the approval of Chairman & Managing Director from time to time.
- 6.3.3 Where the stay abroad is extended for official reasons with the approval of an authority competent to approve the foreign tour beyond the period for which foreign exchange was released, the employee will be paid additional Daily Allowance in foreign exchange for such extended period of halt provided it is released on time by the Reserve Bank of India, failing which the Company will pay an equivalent amount in Indian currency.
- 6.3.4 Where the duration of stay abroad is curtailed/reduced, the employee shall refund the Daily Allowance in foreign exchange for the number of days so curtailed/reduced.
- 6.4 **Miscellaneous**
- 6.4.1 In respect of employees provided with free lodging and boarding facilities abroad, the out-of-pocket expenses will be regulated as per the scales prescribed by Reserve Bank of India from time to time.
- 6.4.2 Foreign exchange which is normally released at the airport at the time of embarkation will not be treated as part of travelling expenses reimbursable by the Company.
- 6.4.3 The employees of the Company who are deputed abroad for training under Colombo Plan, UNDP Programme, Bilateral Agreements like PRG, EDF etc. will be paid a non-refundable kit allowance of Rs. 1500 (Rupees one thousand & five hundred) only towards preparatory pre-departure expenditure subject to fulfillment of the following conditions:

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- i) The continuous duration of training abroad should be more than 30 days; and
- ii) The employee concerned has not received such an allowance in the last three years.

**6.5 Inter-city travel during foreign tours<sup>13</sup> :**

At times during Foreign tours, inter travel city is involved due to exigencies of official work. This may entail executives to travel across cities either by plane, train or road mode. In order to stream line the procedure when intercity travels are involved during foreign tour, following is clarified:-

- (a) Where foreign tour involves inter-city travel, the concerned executive shall obtain prior approval of travel plan from Competent Authority.
- (b) When the inter-city travel involves air journey, then the same is required to be booked by official travel agent i.e M/s Balmer Lawrie. In case the journeys are performed either by train or on road, the executive can purchase the tickets by their own credit/ debit card and same shall be reimbursed in Indian Rupees on submission of TA claim supported by actual bills/ documentary evidence.
- (c) In case during foreign tour there is an unanticipated inter-city travel, then the executive concerned shall obtain approval from Competent Authority through email. The cost of tickets for journeys performed and purchased from their own credit /debit card shall be reimbursed to the concerned executives in Indian Rupees on submission of TA claim supported by actual bills/ documentary evidence.

**7.0 Entitlement during leave availed while on official tour**

7.1 Under exceptional circumstances, leave (irrespective of its nature) can be allowed to an employee on tour either before, after or during the tour by the Controlling Officer. However, no Daily Allowance or other charges will be admissible during such period of leave. Where an employee makes a de-tour for his own convenience and with the prior approval of the Head of Department, the entitlement of TA/DA etc. may be determined in each case on merits by the concerned Head of Department subject to the condition that the same in no case shall exceed the amount that would have been admissible had the journey been performed by shortest route between the tour-station and Headquarters, limited to actuals.

**8.0 Entitlement on transfer**

8.1 In case of transfer of an employee in the Company's interest, the entitlements shall be regulated as per the provisions contained hereinafter.

<sup>13</sup> Cir No. 457/2019 dated 03.09.2019

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## Travelling Allowance Rules

- 8.2 A transfer at the request of an employee will not be treated as a transfer in Company's interest unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- 8.3 **Journey Fare**
- 8.3.1 An employee and members of his family will be entitled to travel by the same mode and class of travel as on tour with reference to his level/pay range at the new station of posting and will be entitled to single fare for self and each member of his family as chargeable under the rule of the concerned carrier.
- 8.3.2 The fare will normally be admissible from the old station of posting to the new station of posting. However, if the family of an employee travels to a station other than his new place of posting, or travels from a station other than his old station of posting, the fare to be allowed for such journey performed by the family shall be the amount admissible for the distance between the new place of posting and the old station of posting or the actual fare paid, whichever is less.
- 8.3.3 An employee's family member who follows him within six months from the date of the transfer or precedes him by not more than one month will be deemed to have accompanied him.
- 8.3.4 If the family of an employee does not accompany and the employee undertakes a journey prior/subsequent to his transfer for shifting his family, the employee will have the option to claim TA for self either for the journey undertaken at the time of actual transfer or journey undertaken at the time of shifting his family, subject to the condition that the prior/subsequent journey is performed within one month or six months respectively of the transfer.
- Provided that in case of transfer to a project site, the aforesaid limitation of six months will not apply in case of an employee who is compelled to keep his family away from the place of posting because of non-availability of family accommodation at the project site.
- 8.3.5 The above time limits of 1 month or 6 months, as applicable, may be extended by the concerned Head of Department, in consultation with concerned Human Resources Department, in individual cases attendant with special circumstances such as education of children or illness of family members.
- 8.3.6 Subject to above, the provisions as contained in rule 5.1 will apply mutatis-mutandis to such journeys.
- 8.4 **Conveyance Charges**
- 8.4.1 For journeys between Airport/Railway Station/Bus Stand and residence at the previous Headquarters as well as at the new Headquarters, the conveyance charges will be reimbursed in accordance with the provision contained in Rule 5.2 of these Rules.

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## Travelling Allowance Rules

8.5 **Daily Allowance**

8.5.1 For journey period, an employee will be entitled to Daily Allowance for self and each adult member of his family at full-rate and for member between the age of 3-12 years at half rates as incidentals in accordance with sub-rule 5.3.11 subject to a minimum of one Daily Allowance for each adult member and half daily allowance to a child in the age group of 3 to less than 12 years.

Provided that if an employee performs journey in his own Car/Scooter, DA will be paid as admissible for journey by Rail for the shortest route and duration.

8.6 **Baggage Allowance**

8.6.1 An employee will also be entitled to reimbursements of actual expenses of the following kind subject to the limits as specified herein under:

- i) Cost of transportation of his baggage by goods train up to the following ceiling limits<sup>14</sup>:

LEVEL	ENTITLEMENT
Those in the levels of E5 & above.	Full eight-wheeler wagon or two containers, wherever available or If transported by road, actual hire charges for truck or twice the amount as admissible for Goods Train, whichever is less.
Those in the levels of E3-E4	Full eight-wheeler wagon or two containers, wherever available. If transported by road actual hire charges for truck or amount admissible for Goods Train, whichever is less.
Those in the levels of E2 to W9/S3	Full four-wheeler wagon/one container, wherever available. If transported by road limited to cost of transportation of 6000 kgs by Goods Train.
Those in the levels of W8/S2 to W4	4000 kgs.
Those in the levels of W3 & below.	2000 kgs.

\* permissible carrying capacity of 8 wheeler covered wagon is taken into consideration as 61.0 ton for settling claims of executives E3 & above on account of transportation of household goods on transfer

- ii) Cost of transportation of his conveyance (one motor car or motorcycle or scooter or moped or bicycle) by passenger train provided the same is necessary for the performance of duties. However, there is no objection to an employee transporting his conveyance on its own power, but the reimbursement will be limited only to the amount admissible had it been transported by passenger train.
- iii) Mileage Allowance @ Re. one per quintal per km subject to a minimum of Rs. 100/- each way for carriage of personal effects (on the basis of actual weight) from residence to railway station and vice-versa, provided that railway container

<sup>14</sup> Cir No. 277/2017 dated 27.04.2017

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service has not been utilised or no reimbursement of hire charges for truck has been allowed, as the case may be.

- iv) Octroi duty, entry taxes, terminal taxes and insurance charges on house hold effects and conveyance etc. subject to production of receipts.

8.6.2 An employee, who is not entitled to reimbursement of hire charges by truck, may carry his personal effects by passenger train/road instead of goods train between the points connected by rail, but the reimbursement will be restricted to the amount admissible had he taken the maximum permissible baggage by goods train, subject to actuals.

8.6.3 An employee, who is otherwise entitled to reimbursement of cost of transportation of his conveyance by passenger train, may transport his conveyance by road, goods/passenger train at his option but the reimbursement will be restricted to the amount admissible, had he taken the conveyance by passenger train, subject to actuals.

8.6.4 There is no objection to an employee who is not entitled to reimbursement of cost of transportation of conveyance for transporting his conveyance and claiming reimbursement of the expenditure involved, if the same is within the baggage allowance limit as stipulated in sub-rule 8.6.1 (i).

8.7 **Transfer Grant**

8.7.1 An employee will be entitled to transfer grant equal to one month of his wage/salary (Pay + Dearness Allowance) subject to a maximum of Rs. 10,000/- on fulfillment of the following conditions:

- i) The transfer is for a period of not less than one year;
- ii) The transfer involves change of station of posting and residence;
- iii) The transfer involves actual breaking and setting up of establishment;
- iv) Company's accommodation in possession of the employee at the old station of his posting is vacated; and
- v) The employee is neither in receipt of HRA nor has been provided Company's leased accommodation, for keeping his family at a station other than the new place of posting.

8.8 **Package Charges**

8.8.1 An employee will be entitled to package charges for meeting expenses incurred on packing of personal effects as under:

CATEGORY/GRADE	AMOUNT (RS.)
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All non-executive employees	2,000/-
Executives in the grades of E2 to E6	3,500/-
Executives in the grades of E7 & above	5,000/-

- 8.8.2 For claiming reimbursement of package charges, the employees concerned should certify that they have incurred expenditure not less than their entitlement towards packing of personal effects.
- 8.9 An employee who has availed facilities as in Rule 8.0 as baggage allowance, transfer grant, package charges etc. and leaves the services of the company <sup>15</sup>{shall not include separation on account of superannuation or premature retirement or death or termination in terms of service of contract.) within one year of joining at the new place of posting shall be liable to refund the entire amount paid to him under these Rules.
- 8.10 **Transfer Pay Advance**
- 8.10.1 An employee on transfer for a period of not less than one year may be allowed, in addition to the advance towards TA, DA etc., an interest free advance not exceeding two months' pay which will be recovered in twelve equal monthly instalments. The recovery will start from the month following the month of joining the post at the new headquarters or the month following the month in which advance is paid, whichever is earlier.
- (i) The eligible employee under transfer may apply to transfer pay advance through 'loan' module in the Employee Self Service Scheme (ESS) portal. (While issuing transfer orders, concerned HR personnel shall update the eligibility for respective employees for transfer pay advance info-type 9008 in SAP.)<sup>16</sup>
- (ii) The request shall be directed to the concerned Finance personnel for release of advance.
- (iii) No hard copy of the request shall be required.
- 8.11 **Joining Time**
- 8.11.1 An employee under transfer will be allowed joining time comprising of preparation time and journey time, at the following rates:
- a) Preparation time of 7 (seven) days including Sunday and Holidays and
- b) Journey time of one day for each 800 kms or part thereof in case of rail journey, one day for each 300 kms or part thereof in case of road journey where travel by rail is not customary and actual time in case of air journey, subject to a minimum of one day in either case, in case of posting within India. For posting abroad,

<sup>15</sup> Cir No. 342/2015 dated 14.08.2015<sup>16</sup> Cir No. 479/2020 dated 29.06.2020

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- actual journey time by the commonly used shortest route will be admissible. Besides any enforced stay/halt will also be admissible at the discretion of the Head of Department. Provided, however, travel by road not exceeding 30 kms to and from the railway station/airport at the beginning or at the end of journey will not count for joining time.
- 8.11.2 Journey time is to be calculated by the shortest route. In exceptional cases, it may be relaxed by the concerned Head of Region depending upon the merits of each case up to a maximum period of two days.
- 8.11.3 If an employee receives the transfer order while availing leave at a place other than his headquarters, he will be entitled to joining time as admissible for transfer from his headquarters, unless the authority sanctioning the transfer, for special reasons, which should be recorded, allows joining time, as admissible, for transfer from his leave station.
- 8.11.4 Where due to exigencies of Company's work, an employee cannot be granted joining time in full, he may be allowed to carry forward the un-availed portion of the same, this period should be treated as Special Casual Leave and must be availed within the same calendar year or six months of joining at the new station, whichever is later.
- In case the employee on transfer has been permitted to retain family at the previous place of posting, he may be allowed to carry forward the un-availed portion of joining time upto one month beyond the expiry of permitted period.
- 8.11.5 Notwithstanding anything mentioned above, employees will not be entitled to any preparation time in the following cases:
- i) Local transfers whether those are inter-unit or intra-unit;
  - ii) If the transfer is at the request of any employee; and
  - iii) Temporary transfer for period not exceeding three months. In these cases, employees will be entitled to bare journey time under these rules.
- 8.11.6 If an employee overstays the joining time admissible to him under these rules, the period of overstay will be treated as extra ordinary leave. However, the concerned Head of Region may grant him leave of the kind due in such cases on the merits of individual cases.
- 8.11.7 An employee on transfer, during the period of joining time, will be entitled to pay and allowances which he would have received had he continued in his old post or pay and allowances which he will receive on assuming charges of the new post, whichever is more. This is irrespective of the fact whether he joins a new post either at the same or a new station on relinquishing charges of his old post.
- 8.12 **Transfer at the request of an employee**



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- 8.12.1 In case of transfer of an employee at his own request, the benefits admissible on transfer will be the Journey Fare, Conveyance Charges, Daily Allowance, Transfer Pay Advance and Journey Time. Provided that if the employee has put in at least 3 years of service at his existing place of posting he shall also be entitled to Baggage Allowance, Package Charges, Transfer Grant, Settling in Allowance and Preparation Time in addition to the above transfer benefits.
- 8.12.2 An employee who has been transferred to another place of posting at his own request, has availed the facilities as in Rule 8.0, leaves the services of the company within 6 months of joining at the new place of posting, shall be liable to refund the entire amount paid to him under these Rules.
- 8.13 If both husband and wife, employed in the company and working at the same headquarters, are transferred within six months to the same new headquarters, only one of them shall be entitled to the benefits of Baggage Allowance, Transfer Grant, Settling -in Allowance, Package Charges and Transfer Pay Advance. If the transfer of one of the spouses takes place after six months of the other, the entitlements on transfer will be regulated in accordance with rule 8.1 or 8.11 depending upon whether the transfer is at the instance of the Company or at the employee's own request.
- 8.14 Where a transfer initially made for a period of one year or more is subsequently reduced to a period of less than one year, the transfer benefits allowed under the foregoing provisions will not be changed to the dis-advantage of the employee. In such a case when the employee is transferred again either to his old Headquarters or a new Headquarters, his entitlement to transfer benefits will be regulated in accordance with the foregoing provisions subject to the condition that no Transfer Pay Advance shall be admissible to him.
- 8.15 Where the transfer of an employee initially made for a period of less than one year is subsequently extended to a period of one year or more, he will be entitled to Transfer Grant, but no Transfer Pay Advance, in addition to the transfer benefits, if not already availed of by him.
- 8.16 <sup>17</sup>**"Settling-in-Allowance"**: An employee will be entitled to "Settling-in-Allowance" to the extent of one month salary (Basic Pay + DA) on fulfilment of following conditions and subject to rule 8.9:
- (i) The transfer is for a period of not less than one year.
  - (ii) The transfer involves change of residence of the employee, whether alone or with family members.
  - (iii) The allowance will not be admissible if transfer of an employee is at own request and he has put in less than 03 years of service at the existing place of posting.

<sup>17</sup> Cir No.233/2008 dated 30.07.2008

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8.17 Utmost care shall be taken to avoid presence of employee at RHQ by deciding his final place of posting well in advance. However, in order to expedite the posting on transfer and also avoid hardship to employees, it has been decided that in exceptional cases the transferred employee, if required to stay at RHQ pending finalisation of his posting, may be treated as on tour for a maximum of upto 5 days and paid TA/DA at the rate admissible while on tour, with the specific approval of the Regional head.

## 9.0 Entitlement for joining duty on fresh appointment

9.1 Subject to the provisions contained in rule 9.2 below, a person selected for appointment in the services of Company including the appointment on deputation terms will be entitled, for self and members of his family, to the following benefits with reference to the grade and pay offered in the company for his joining duties on fresh appointment :-

Category of Candidates joining Duty	Entitlement for			
	Journey Fare	Conveyance Charges	Daily Allowance	Baggage Allowance
Candidates residing in India	Admissible as in rule 5.1 subject to the condition that reimbursement of air fare will be allowed to those joining in the levels of E-8 and above only	Admissible as in rule 5.2	Admissible as in sub-rule 5.3.11	Admissible as in rule 8.6 except 8.6.1 (ii) subject to maximum of full four wheeler wagon or two containers wherever available
Candidates residing outside India	Air fare by economy tourist class upto the Airport of disembarkation in India and Journey fare from the Airport to the place of duty for self and members of the family as in rule 5.1 subject to the condition	Not admissible	Not admissible	Not admissible

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Category of Candidates Joining Duty	Entitlement for			
	Journey Fare	Conveyance Charges	Daily Allowance	Baggage Allowance
	mentioned above.			

9.2 An employee who has availed the facility as in rule 9.1 leaves the services of the Company within one or three years respectively of his joining POWERGRID, shall be liable to refund the entire amount paid to him under these rules.

9.3 The entitlement of Travelling Allowance and Joining Time in respect of a new appointee, who is required to report at Corporate Centre for briefing etc. or is temporarily posted for a period of less than six months at Corporate Centre, before he is finally posted to any of the Projects/Substations/Offices of the Company at an out-station, will be regulated as hereunder:-

9.3.1 **Travelling Allowance**

a)	If family already brought to Corporate Center /Delhi	Journey Fare, Conveyance Charges, Daily Allowance and Baggage Allowance as in rule 9.1 from the last duty station/ residence to Corporate Centre/Delhi and from the latter to the place of regular posting.
b)	If family stay at the last station or at some other place where HRA for retention of family is being drawn by him	Journey Fare, Conveyance Charges Daily Allowance as in rule 9.1 from such place to the place of regular posting

9.3.2 **Joining Time**

Only bare journey time from Corporate Centre to the place of regular posting shall be allowed. In case the employee has to undertake subsequent journey for the purpose of shifting his family from Corporate Centre to the project/transmission site on allotment of family accommodation, he will be allowed actual travel time plus two days preparation time inclusive of Sunday and Holidays.

9.4 A new appointee, who is required to report at Corporate Centre for briefing etc., or is temporarily posted for a period of six months or more at Corporate Centre, before he is finally posted to any of the Projects/Substations/Offices of the Company at an out-station, will be entitled to normal Transfer Travelling Allowance benefits including Joining Time.

9.5 Unless otherwise mentioned in the terms of deputation, a person selected for appointment on deputation in the services of the Company will be entitled, for

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- self and members of his family, to the benefits in accordance with rule 9.1 for his joining duties in the Company. On reversion to his parent department, he will be entitled to similar benefits with reference to his rank and pay at the time reversion.
- 9.6 The entitlement of Travelling Allowance and Joining Time in respect of a deputationist who is required to report at Corporate Centre for briefing etc. or is temporarily posted for a period of less than six months at Corporate Centre, before he is finally posted to any of the Projects/Substations/Offices of the Company at an out-station, will be regulated as mentioned in rule 9.3 with the exception that he shall be allowed only one joining time as if he had joined directly from the last duty station while in parent department to the place of regular posting in the Company via Corporate Centre.
- 9.7 The entitlement of Transfer Travelling Allowance benefits including joining time in respect of a deputationist, who is required to report at Corporate Centre for briefing etc. or is temporarily posted for a period of six months or more at Corporate Centre, before he is finally posted to any of the Projects/Substations/Offices of the Company at an out-station, will be regulated as mentioned in rule 9.4.
- 9.8 If the family of a new appointee/deputationist does not accompany and he has to undertake a subsequent journey for shifting his family, he will have the option to claim TA for self either for the first journey or subsequent journey undertaken subject to the condition that the subsequent journey is performed within six months of his joining. Provided that aforesaid limitation of six months will not apply in case of a new appointee/deputationist who is compelled to keep his family away from the place of posting because of non-availability of family accommodation at such place or due to his temporary posting at Corporate Centre for a few months before he is finally posted to one of the Projects/Substations/Offices of the Company, where it is specifically so mentioned in the offer of appointment/deputation.
- 9.8.1 The above time limit of six months may be extended by the concerned Head of Region, in consultation with concerned Human Resources Department, in individual cases under special circumstances such as of education of children or illness of family members.
- 10.0 **Entitlement for long duration assignments**
- 10.1 In case of long duration assignments, the entitlements of the employees deputed to outstations in connection with Company's work will be regulated in terms of the following provisions.
- 10.1.1 In case of duration up to 90 (ninety) days, the entitlement will be as on official tour vide rule 5.0.
- 10.1.2 In case of duration extending beyond 90 (ninety) days and up to 180 (one hundred and eighty) days and if the movement is treated as on tour in terms of sub-rule 5.3.1, the entitlement will be regulated as such, subject to the condition

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that the Daily Allowance will be paid at half the rate of the amount admissible under column (iv) or (vi) as the case may be, of sub rule 5.3.2 (ii) irrespective of the place of stay.

Notwithstanding the above provision, actual accommodation charges limited to the amount as per col. (v) of sub rule 5.3.2 (i) will be reimbursed, when composite daily allowance is not claimed.

- 10.1.3 In case of duration beyond 180 (One hundred and eighty) days, the Headquarters of the employee will be deemed to have been changed from his old station/place of work to the new station/place of work and no Daily Allowance shall be admissible at the outstation. However, he will have the option either (a) to retain his establishment at the old station/place of work or (b) to transfer his establishment to the new station/place of work.
- 10.1.4 Depending upon the option exercised by the employee he will be entitled to the following:
- a) In case of option under (a) above:
    - i) House Rent Allowance as would have been admissible to him at his old station/place of work. In case an employee was provided with leased accommodation or accommodation at the Company's township, the facility will continue to be extended to him for the duration of his posting at the outstation;
    - ii) Reasonably furnished bachelor accommodation free of rent at the outstation; and
    - iii) For tour(s) undertaken to the old station/place of work, the Daily Allowance admissible will be at the rate of 1/4th of the amount as in col. (v) or (vi) of sub-rule 5.3.2 (ii) as applicable in addition to that for the period spent on journeys.
  - b) In case of option under (b) above:
    - i) Benefits as per entitlement on transfer as admissible under rule 8.0;
    - ii) House Rent Allowance or leased accommodation as applicable and as admissible from time to time at the new station/place of work; and
    - iii) House Rent Allowance or leased accommodation or accommodation at the Company's township provided at the old station/place of work shall cease to be admissible from the date of effect of option exercised.
- 10.1.5 In case where the assignment initially, made for a period of more than 180 (one hundred and eighty) days is subsequently reduced to a period of 180 (one hundred and eighty) days or less, an employee shall not be entitled to any TA/DA etc. for such reduced period of stay, but at the same time the transfer benefits originally allowed, if any to him will not be changed to his disadvantage. If an assignment made initially for a period not exceeding 180 (One hundred and eighty) days is later extended beyond this period, the Daily Allowance already

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drawn upto the date of issue of orders extending the assignment will not be adjusted from the transfer benefits claim.

10.2 <sup>18</sup>Entitlement on temporary assignments

Where an employee is required to move from his place of posting to another station to take up an assignment for a period not exceeding two years and is required to come back to his original place of posting on completion of the assignment following provision shall be applicable:

- i) The employee shall not be transferred, but shall be deputed to handle the designated assignment temporarily for the specific period of duration of assignment.
- ii) Employee shall be allowed the benefit of Company's Accommodation/Leased Accommodation/HRA at the existing Headquarter of posting for retention of his family members.  
And, employee will be provided with bachelor accommodation at the station of assignment.
- iii) In addition to above, the employee shall be entitled to the following:
  - a) For the duration employee remains at the station of temporary assignment, half of DA (for food and incidentals) at the rate applicable at such station will be payable.
  - b) <sup>19</sup>The following shall be applicable to employees deputed on temporary assignment under said clause:

1. **Journey fare for visiting headquarters/place of retention of family:**

Employees posted on temporary assignments shall be allowed reimbursement of journey fare to visit their headquarters/place of retention of family (within India), on sanctioned leave, once after every 6 months period upon joining the temporary assignment, provided that the employee has not availed continuous leave of one week or more (including intervening holidays) for outstation visits within the last 06 months. In addition to the journey fare, the employees shall also be eligible for reimbursement of conveyance charges (to and fro the airport/train/bus station at headquarter/place of retention of family and place of assignment). Reimbursement towards the journey fare and conveyance charges shall be made as per the employee's entitlement under TA Rules.

2. **Service Record**<sup>18</sup> IOM 181 dated 31.07.2003<sup>19</sup> Cir No. 489/2020 dated 23.11.2020

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The period of temporary assignment shall be reflected in the service records of the employee alongwith the duration and place of such assignment in employee's biodata.

3. **Proceeding on official tours from place of assignments**

While proceeding on official tours from the place of assignment, the entitlements on such tour shall be governed under normal TA rules.

4. **<sup>20</sup>Reimbursement of conveyance expenditure:**

Employees on temporary assignment shall continue to get monthly reimbursement of conveyance expenditure as applicable at their headquarter during the entire period of temporary assignment, whether or not they transport their vehicle to the place of assignment.

Employees who had not been availing monthly reimbursement of conveyance expenditure at their headquarter prior to temporary posting may claim reimbursement for local conveyance charges as per Clause 5.2 of TA Rules.

Employees who choose to transport their own vehicle from their headquarter to the place of assignment, shall also be eligible for reimbursement of cost towards such to and fro transportation of vehicle, as per their entitlement under these Rules.

5. **Excess Baggage expenses.**

Employees shall be eligible for reimbursement of excess baggage expenses towards carrying additional baggage upto 30 kgs, one time each on joining and relieving from the temporary assignment, subject to production of bills/receipts.

The above provision regarding reimbursement of excess baggage expenses shall be applicable to employees deputed on assignments under 10.1 of TA Rules.

6. **Admissibility of Location bases Compensatory Allowance, Special Allowance Leave, etc.**

Location based Compensatory Allowance, Special Additional Leave, monthly reimbursement for conveyance expenditure and reimbursement for Uniform admissible to such employees shall continue to be governed as per rates applicable at the employee's headquarter rather than the place of temporary assignment.

7. **Providing Bachelor Accommodation**

Whenever Company townships are available at/nearby the station of assignment, arrangement for a reasonably furnished bachelor accommodation may be made in such establishments for employees on temporary assignments. In case of non-availability of Company accommodation, necessary arrangements shall be made through hiring/leasing of reasonably furnished

<sup>20</sup> Cir No.518/2021 dated 23.12.2021

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bachelor accommodation with approval of the Head of Region. Such accommodation shall be provided to the employees the employees free of cost.

11.0 **Entitlement in case of retirement/death**

11.1 A retiring employee will be entitled to the benefits except Transfer Pay Advance under rule 8.10.1 and cost of transportation of his conveyance under sub-rule 8.6.1 (ii) as admissible to a serving employee of his status/pay range on transfer under rule 8.0 for himself and members of his family for proceeding to home town or any place in India where he intends to settle after retirement.

Provided, however, the cost of transportation of his conveyance will also be reimbursed if the maintenance of the same was in Company's interest prior to his retirement.

<sup>21</sup>Further, transfer benefits consisting of baggage allowance, 1/3rd of transfer grant and package charges under TA rules shall also be allowed to retiring employee/ family of the deceased employees in situation of settling down in last station of posting and which involves change of residence i.e from company quarters, lease accommodation (other than self-lease) or rented accommodation

11.2.1 In case of death of an employee while in service, his family will be entitled to the same benefits mutatis-mutandis as stated in rule 11.1

11.3 The amount with regard to the above benefits is, however, required to be drawn within six months from the date of retirement/death, as the case may be, of an employee.

12.0 **Admissibility of Travelling Allowance for other journeys**

12.1 The admissibility of Journey Fare, Conveyance Charges and Daily Allowance for journeys performed by the employees for the following purpose shall be regulated as under:

Sl.No	Purpose of Journey	Admissible of			Remarks
		Journey Fare(Ref. Rule 5.1)	Conveyance Charges (Ref. Rule 5.2)	Daily Allowance (Ref. (Rule 5.2)	
1	2	3	4	5	6
1	To appear in interview/ Departmental examination	Admissible	Admissible	Admissible	-

<sup>21</sup> Cir No. 413/2018 dated 26.07.2018



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Sl.No	Purpose of Journey	Admissible of			Remarks
		Journey Fare(Ref. Rule 5.1)	Conveyance Charges (Ref. Rule 5.2)	Daily Allowance (Ref. Rule 5.2)	
1	2	3	4	5	6
	or selection test conducted by the Company.				
II	To participate in sports/ cultural events representing the Company.	-do-	-do-	-do-	-
III	To attend training programme, seminar or conference for which the employee is sponsored by the Company	-do-	-do-	-do-	-
IV	To receive National Awards or Awards by the Company	-do-	-do-	-do-	-
V	For obligatory Medical Examination	-do-	-do-	-do-	-
VI	To appear in Court or department enquiry as jury, assessor or witness, only for Company's work or where Company's interest is involved	-do-	-do-	-do-	Subject to note below
VII	Recall from leave before expiry of leave	-do-	-do-	-do-	-do-
VIII	To proceed on tour from leave station	-do-	-do-	-do-	-do-
IX	For medical treatment of employee for his	-do-	Between railway station/bus	Not admissible	-do-

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Sl.No	Purpose of Journey	Admissible of			Remarks
		Journey Fare(Ref. Rule 5.1)	Conveyance Charges (Ref. Rule 5.2)	Daily Allowance (Ref. Rule 5.2)	
1	2	3	4	5	6
	family members who are entitled to free medical facilities		stand/ airport and residence at headquarters as well as at outstation including journey to consulting (room) hospital and back once only.		
X	To attend training, Seminar or Conference for which the employee is not sponsored by the Company	Admissible	Between railway station/bus stand/ airport and residence at headquarters as well as at outstation	Not admissible	Subject to note below
XI	Outside candidates belonging to SC/ST/PwD called for written examination tests for the post of Company Trainees	Admissible as per entitlement of company employee at Sr. No. 5 of Sub rule 5.1.2(ii), Sr. No. 4 of Sub Rule 5.1.2(iii) and Sr. No. 3 of	Not admissible	Not admissible	-do-

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Sl.No	Purpose of Journey	Admissible of			Remarks
		Journey Fare(Ref. Rule 5.1)	Conveyance Charges (Ref. Rule 5.2)	Daily Allowance (Ref. Rule 5.2)	
1	2	3	4	5	6
		Sub Rule 5.1.3			

Notes:

**Sl. No: VI**

- Amount, if any, received from the court for attendance or boarding and lodging etc. is required to be refunded to the Company.
- If departmental or vigilance enquiry is held at an outstation at the request of an employee, no travelling allowance shall be admissible to him.

**Sl. No: VII & VIII**

- Subject to specific approval of the concerned Head of the Region.
- From the place of leave station within India. In case of leave station being outside India, the travelling allowance will be admissible from the rail head/ port of disembarkation within India nearest to the country visited.

**Sl. No: IX -**

- Only on the advice of Company's Authorised Medical Officer.
- In addition, TA for one escort will also be admissible if so recommended by Company's Authorised Medical Officer. TA for two escorts in case dependent infants/ children (i.e 12 years of age) of the employee concerned are referred to outside hospital by Authorised Medical Officer for medical treatment subject to specific recommendations of Authorised Medical Officer to the effect that considering the age, ailments etc. of the child concerned, presence of two escort is essential.

**Sl. No: X**

At the discretion of the concerned Head of Region provided the employee's participation is considered useful to the Company by him.

12.2

Where prosecution of an employee arises out of acts committed or purported to be committed in the bonafide execution of duties and the employee is consequently required to appear in the Court as an accused, reimbursement of Journey Fare and Daily Allowance at composite rate, as admissible on tour may be allowed to him for the journey performed between his place of posting and the place where Court proceedings are being held.

For employees posted in	Powers to be exercised by
i) Regional Hqs/TL Estts	ED of the Reg. Hq. concerned
ii) Corporate Centre	GM of the Deptt. Concerned

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- 13.0 **Advance**  
(\* not applicable to executives who have been issued travel cards)<sup>22</sup>
- 13.1 An employee proceeding on official tours and other journeys as stated in rule 12.0 may be granted an advance to meet the expenses towards Travelling Allowance as per his entitlement to the tune of 100% of the anticipated fares for journey (s) and 90% of anticipated amount towards Daily Allowance and Conveyance Charges for a duration not exceeding 30 days at one time. The request for advance should be made on the prescribed form, duly countersigned by the Controlling Officer.
- 13.2 An employee proceeding on transfer may be granted an advance to meet the expenses on transfer to the extent of 100% of the anticipated fares for journey of the employee and his family members, Transfer Grant and Transfer-Pay-Advance and 90% of the amount towards Daily Allowance, Conveyance Charges and Baggage Allowance. The request for advance should be made through ESS.  
  
<sup>23</sup>{Note: While issuing transfer orders, concerned HR personnel shall update the eligibility of respective employees for transfer pay advance in info-type 9008 in SAP}
- 13.3 In case of advances covered under rules 13.1 & 13.2, the advance towards Journey Fare, Conveyance Charges and Daily Allowance may be drawn within a period not exceeding 30 (thirty) and 60 (sixty) days respectively before the proposed date of the journey but shall have to be refunded forthwith if the employee is not able to produce documentary evidence to show that the amount of advance has been utilised for the purchase of tickets within 15 days of the drawal of the advance. For advances covered under Rule 13.2, the advance towards Transfer Grant, Transfer-Pay-Advance and Baggage Allowance may be drawn within a period not exceeding 10 (ten) days before the proposed date of journey.
- 13.4 An account of advance under this rule shall be rendered by the employee immediately after the completion of the journey and in no case later than 30 (thirty) days from the date of completion of return journey, wherever applicable.
- 13.5 An employee shall not be granted an advance towards Travelling Allowance under these rules, if he has failed to render the account of advance (s) earlier drawn by him, except with the approval of Head of Region in each case.

<sup>22</sup> Cir No. 467/2019 dated 18.12.2019<sup>23</sup> Cir No.479/2020 dated 29.06.2020

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- 13.6 In case of failure to produce the documentary evidence/account of advances as required under rule 13.3/13.4, the advance sanctioned shall be recovered from the employee's salary and/or otherwise.
- 14.0 **Claims for Travelling Allowance**
- 14.1 Claims for reimbursement of Travelling Allowance in all cases will be entertained only on completion of the return journey, wherever applicable.
- 14.2 <sup>24</sup>Claims for reimbursement of Travelling Allowance shall be preferred in ESS and there is no need to send the TA Claims in physical form (hard copies) to Finance. While submitting the claims in ESS, employee shall also be required to upload the scanned copies of Bills/Receipts as tabulated below:

Type of tour	Revised/modified
(a) Regular (within India)	<ol style="list-style-type: none"> <li>1. Air/Rail/Taxi/Bus Tickets/Receipts(as the case may be)</li> <li>2. <del>Boarding Pass (in case of air travel)</del><sup>25</sup></li> <li>3. Guest House/Hotel Bills(if any)</li> <li>4. Taxi Bills for journeys to and from railway station/bus stand/airport, at HQ and at tour stations (in terms of clause 5.2.1), if the bills are to be claimed at actual.</li> <li>5. Training order (in case of training)</li> </ol>
(b) On transfer	<ol style="list-style-type: none"> <li>1. Air/Rail/Taxi/Bus Tickets/ Receipts(as the case may be)</li> <li>2. <del>Boarding Pass (in case of air travel)</del><sup>22</sup></li> <li>3. Baggage/ Insurance/ Transportation of conveyance/Driver charges/Toll tax/Re-registration of vehicle receipts</li> <li>4. Quarter vacation report from previous place of posting.</li> </ol>

The claim shall be routed to the Finance establishment after being forwarded by the Competent Authority, as per the DoP. The dealing finance officer shall scrutinize the documents and make necessary deductions, if any, before finally approving the claim for release of payment.

In cases of condoning of delay in submission of TA claims or an employee travelling by a class/ mode higher than his/ her entitlement, the approval of competent authority is also required to be checked off in the box made available in ESS for this purpose. In such cases, the workflow in ESS will essentially be routed through the concerned competent authority, not below the rank of E9.

<sup>24</sup> Cir No. 453/2019 dated 29.07.2019 & Cir No. 455/2019 dated 23.08.2019

<sup>25</sup> Cir. No. 497/2021 dated 11.02.2021

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The bills (in original) claimed during the F.Y. shall be retained/kept by employee till 30th September of the next F.Y. for verification on random basis by the Internal Audit team. Apart from this verification, Statutory/govt. auditors/ other such agency may call any bill for verification.

In case the employee is unable to produce the proof/bills within a period of 7 working days (excluding absence on account of leave/tour etc.), an amount equal to twice the TA amount paid against the bills not produced shall be recovered from the ensuing salary, after informing the HOD of the concerned employee, without any further notice. In case, false claim is submitted, the Company reserves the right to deduct/adjust the penalty amount (twice the amount paid against the false claim) from any dues payable to employees and the employee shall be liable for any disciplinary action as deemed fit.

- 14.3 All claims for journey undertaken under these rules should be preferred within the time limit of 30 (thirty) days as prescribed in rule 13.4, duly countersigned by the Controlling Officer.
- 14.4 Claims for reimbursement of Travelling Allowance not preferred within three months from the date of completion of return journey, wherever applicable, will not be entertained normally except with the special approval of Head of Region, when he is satisfied that non-submission of the claim on the part of an employee was due to reasons beyond his control. No claim submitted after the expiry of the period of six months from the date of return journey, wherever applicable, will be entertained and the same shall stand forfeited.

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## CHAPTER-II

15.0 **Scope**

15.1 The provisions of this chapter shall apply to local journeys performed by the employees in connection with the Company's work as provided hereinafter, but shall not apply to local journey performed by Company's Trainees in connection with their training at their Headquarters.

16.0 **Definitions**

16.1 In this chapter, unless the context otherwise requires;

16.2 "Local Journey" means any journey performed by an employee in connection with Company's work within a radius of 30 kms from the Headquarters or within Municipal Limits of the Headquarters, whichever is more.

16.3 "Local Travelling Expenditure" means the expenses incurred by an employee on local journeys and includes Conveyance Charges and expenditure on lunch, snacks, tea etc.

16.4 The other terms used in this chapter will have the same meaning as assigned to them under rule 4.0 of Chapter-I.

17.0 **Entitlement**

17.1 An employee will be entitled to the reimbursement of Local Travelling Expenditure as per scales laid down below.

17.2 **Conveyance Charges**

17.2.1 The reimbursement of Conveyance Charges for journeys performed by the employees of various pay scales/pay ranges by different means of transport shall be by the shortest route and as per the following entitlement, subject to actual.

17.2.2 **Nature of Entitlement**(i) **By Rail**

S.No:	Level/Pay Range	Class of travel
(1)	(2)	(3)
(A)	<b>Employees :</b>	
1.	Those in the Level of E7 and above	AC I Class
2.	Those in the Level of E6	AC II Tier.
3.	Executives upto the level of E5, all Supervisors and Workmen in the levels W7 & above.	I Class/AC II Tier
4.	W6 & below.	AC -III Tier

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S.No:	Level/Pay Range	Class of travel
(1)	(2)	(3)
<b>B)</b>	<b>Trainees</b>	
5.	Executive Trainee/ Asst. Eng. Trainee	I Class/ II Class AC sleeper
6.	Supervisor/ Diploma Trainee	II Class
<b>C)</b>	<b>Daily rated/ Muster Roll etc employee</b>	
7.	All Pay ranges	II Class

(ii) <sup>26</sup>By Road

S.No:	Level/ Pay Range (Rs.)	Entitled Mode & Class of Travel (Rs.)
<b>(a)</b>	<b>Employees</b>	
1	Those in the pay scale E4 and above	Actual Taxi Fare
2	Those in the pay scale of E3 & below, all Supervisors and Workmen in the levels W7 & above.	Actual charges by three-wheeler or fare of a single seat in taxi where availed limited to Rs.3.60/ km in the later case.
3.	W0 to W6	Actual bus fare where no bus plies, actual charges by other means like tonga, rickshaw etc. restricted to Rs.3.60/ Km.
<b>(b)</b>	<b>Trainees</b>	
4.	Executive	Actual Charges by three wheeler or fare of a single seat in taxi, where availed limited to Rs.3.60/ Km in the later case.
5.	Non- Executives	Actual Bus fare, where no bus plies actual charges by other means like tongas, rickshaw etc restricted to Rs.3.60/ Km.
<b>(c)</b>	<b>Daily Rated/ Muster Roll</b>	
5.	All Pay Ranges	Actual Bus fare, where no bus plies actual charges by other means like tongas, rickshaw etc restricted to Rs.3.60/ Km.

<sup>26</sup> Cir No. 315/2014 dated 19.02.2014Doc ID : H03-010  
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- 17.2.3 For journeys to place within Municipal Limits of the Headquarters, an employee may choose either of the mode of travel namely rail or road depending upon his convenience; but for journeys to places outside such Municipal Limits which are connected by rail, the same should be undertaken by rail only and if the journeys are performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement, even though the place of visit falls within a radius of 30 kms from the Headquarters. However, Self Controlling Officers may undertake the journey between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.
- 17.2.4 Charges for waiting/halting of taxi/three wheeler, where unavoidable, will also be reimbursable at the discretion of concerned Head of Department.
- 17.2.5 <sup>27</sup>When journey is performed by an employee in his own car/scooter/motor cycle, reimbursement will be allowed @ Rs.10.00/Km for travel by car, if entitled for full taxi; otherwise Rs.3.77/Km for travel by scooter/motor cycle, subject to the restrictions as contained in sub-rule 17.2.3.
- Provided, however, an employee who is in receipt of monthly reimbursement of conveyance expenditure or any other assistance/reimbursement under the rules of the Company, will be entitled for reimbursement of Conveyance Charges only when the distance covered in such official journeys is in excess of the prescribed mileage over a specified period, as per the rates indicated above.
- 17.2.6 When the journey, performed within municipal limits, commences from and/or terminates at the residence of an employees, he will be reimbursed actual conveyance charges or the charges which would have been payable from the office/place of work to the place visited, under sub-rule 17.2.2, whichever is lower. In case of journeys to outside municipal limits, actual Conveyance Charges as admissible under sub-rule 17.2.2 will be reimbursed.
- Provided, however, if an employee is deputed to a place other than the office/place of work on holiday, and the journey commences from and ends at the residence of the employee, he will be allowed Conveyance Charges from his residence to the place where deputed and back as admissible under sub-rule 17.2.2.
- 17.2.7 If an employee is required to attend to his duties on any holiday, he would be reimbursed, with the approval of the concerned Head of Department, Conveyance Charges from his residence to the office/place of work and back as admissible under sub-rule 17.2.2, provided he is not in receipt of assistance/compensation of any nature whatsoever for working on such holidays and/or coming to and going back from the office/place of work.
- 17.2.8 If an employee is detained for official work beyond 9 p.m. he would be reimbursed, with the approval of the concerned Head of Department,

<sup>27</sup> Cir No. 315/2014 dated 19.02.2014

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Conveyance Charges from the office/place of work to residence as admissible under sub-rule 17.2.2 provided he is not in receipt of assistance/compensation of any nature whatsoever for working beyond normal duty hours and/or for coming to and going back from the office/place of work.

17.2.9. The concerned Head of Department may permit travel by mode higher than the entitlement of an employee as specified in sub-rule 17.2.2 in the following exceptional cases:

- i) In case of journey commencing from the office/place of work; outward journey only, when an employee is required to perform the same on an urgent basis;
- ii) In case where an employee is directed to perform the official work on urgent basis on his way from residence to office/place of work, for the portion of journey from the place of visit to office/place of work; and
- iii) When the journeys are performed during odd hours and the public transport/entitled mode of transport is not available during such hours.

17.2.10 The concerned Head of Region shall have the powers to permit an employee to travel by a mode higher than his entitlement in other special circumstances on merits of individual cases.

17.3 Reimbursement of expenditure on lunch, snacks, tea etc.

17.3.1 <sup>28</sup>An employee who performs local journey in connection with the Company's work to places beyond a radius of 8 kms. from his office/place of work will be entitled to reimbursement of expenditure on account of lunch, snacks, tea etc. at the rates specified hereunder, provided such absence is for more than 5 hours on a day.

LEVEL/PAY RANGE(RS.)	RATE OF REIMBURSEMENT(RS.)
All employees including trainees and daily rated/muster roll employees	20

17.3.2 An employee who performs local journey shall return to the Headquarters on the same day immediately after work is over. However, in exceptional cases if the employee is required to stay overnight, due to lack of availability of transport or the nature of work being such that it could not be completed on the same day, he will be paid Daily Allowance in accordance with the relevant provisions contained in rule 5.3, subject to the approval of the concerned Head of Region.

17.4 The rate of reimbursement for road journey as indicated in sub-rules 17.2.2 and 17.2.5 and on account of lunch, snacks and tea etc. as indicated in sub-rule 17.3.1 may be reviewed once in two years by the Chairman & Managing

<sup>28</sup> Cir No. 187 dated 10.08.2005

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## Travelling Allowance Rules

Director, who shall have the powers to increase/decrease the rates subject to the maximum variation or 20% of the prevailing rates on one such occasion, keeping in view the increase/decrease in prices of petroleum products, eatables and other relevant factors.

**17.5 Advance**

17.5.1 No advance shall be admissible to meet the likely expenditure in connection with the local journey.

**17.6 Claim**

17.6.1 For all the journeys performed in a week, a single claim for reimbursement should be preferred.

17.6.2 <sup>29</sup>Employees have to submit all claims through ESS. The claims shall be routed to the Concerned Finance department after being forwarded by the Competent Authority, not below the rank of E7. The dealing finance officer shall scrutinize the documents and make necessary deductions, if any, before finally forwarding the claim for release of payment. All Claims shall be made within a period not exceeding 02 months from the date of completion of journey.

In case of delay in submission of claim, the concerned Head of Region/ Project/ HoD at CC, may relax the prescribed time limit (02 months) at his/ her discretion, but not beyond 03 months from the date of completion of journey.

In case of such relaxation, the approval of Competent Authority is also required to be ticked (√) in the check-box made available in ESS for this purpose.

<sup>29</sup> Cir No. 453/2019 dated 29.07.2019

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## Travelling Allowance Rules

## CHAPTER - III

- 18.0 Scope**
- 18.1 The extent of application of the provisions contained in Chapters I and II in relation to Muster-roll, Daily-Rated, Casual, or Substitute employee shall be as follows:
- 18.1.1 Muster-roll, Daily-Rated, Casual, Badli or Substitute employees shall not be sent on official tours covered under rule 5.0, except under special and unavoidable circumstances and with the approval of concerned Head of Region in each individual cases.
- 18.1.2 When the employees referred to in rule 18.1 are sent on tour as above, the provision contained in Rule 5.0 and 7.0 will apply mutatis-mutandis.
- 18.1.3 If an employee covered in rule 18.1, the selected for appointment/deployed to a post at another Sub-station of the Corporation at outstation, he will be entitled to Journey Fare, Conveyance Charges, Daily Allowance and bare Journey Time for joining his post at the new station in accordance with the provisions contained in rule 8.0. No Baggage Allowance, Transfer Grant, Transfer Pay Advance and preparation time shall be admissible to him.
- 18.1.4 The provisions of rule 12.1 (ii), 13.0, 14.0 of Chapter I and entire chapter II shall also be applicable to employees covered under rule 18.1.
- 18.1.5 The Chairman and Managing Director will have the powers to extend the application of other provisions of those rules to the employees covered in rule 18.1.

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## CHAPTER – IV

## RULES RELATING TO DA DURING FOREIGN TOUR

19.0 <sup>30</sup>Release of foreign exchange on business travel abroad

19.1 Consequent to the revision of per the ceiling of Daily Allowance (DA) for business visits abroad w.e.f. 16th August, 1994 by RBI vide their circular dated 6th August, 1994, a three tier rate of DA were introduced in November, 1994. The revised approved rates for business visits upto a duration of 30 days are as follows:

Sl.No:	LEVEL	Rate (US \$ PER DAY)
i)	Above ED level	500
ii)	For CGMs & ED	350
iii)	For Sr. GM & below	300

For period exceeding 30 days, 75% of the above rates shall be applicable.

19.2 The period of deputation for release of DA will be restricted to actual duration of the approved visit (excluding journey time but including intervening holidays). However, stopovers etc. in case of visits to more than one country during the foreign deputation shall be duly considered based on the information available/furnished while obtaining approval of the Competent Authority.

20.0 **Release of exchange for deputation for International Conferences/Seminars/Workshops**

20.1 The release of DA for attending international conferences/ seminars/ workshops is to be regulated on the same rates as indicated at para 19.1 above.

21.0 **Release of foreign exchange for specialised training/study tours**

Release of foreign exchange shall be regulated as under:

S.No	Period	Rate (US \$ Per Day)
i)	For first 15 days	300
ii)	For next 15 days	250
iii)	For balance period of training duration subject to RBI approval	200

22.0 **Release of foreign exchange during business tours/training where boarding/lodging is fully borne by the sponsor/agency abroad**

Incidentals @ US \$ 50 per day for a maximum period of 45 days in case of Business visits/Conferences/Seminars and for a maximum period of 30 days in case of Specialised Training/Study Tour.

<sup>30</sup> IOM dated 22.02.2000

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- 23.0 **Release of foreign exchange when either lodging or boarding is borne by the sponsor/agency abroad.**
- 23.1 DA rates for visits when Lodging is borne by Foreign Sponsor  
60% of the consolidated entitlement depending upon the nature of visit, viz. Business/Conference/Seminars/Specialised Training/Study Tour
- 23.2 DA Rates for visits when Boarding is borne by Foreign Sponsor.  
The consolidated DA rate as applicable depending upon the nature of visit to be reduced by the amount of DA for food as notified by Government of India, Ministry of External Affairs for various countries from time to time.
- 23.3 The permitted period for various deputation shall be governed as per the ceilings prescribed by RBI guidelines issued from time to time.

24.0 **Release of foreign exchange for visit to Nepal/Bhutan**

The DA rates for visits to Nepal/Bhutan as assignment other than consultancy assignment shall be regulated as follows:

Level	DA Per Day	Transport	Hotel
CMD & Director	US \$ 50	Actual	As per entitlement in India
ED&CGMs	US\$ 40	Actual	-do-
Below Sr. GM	US\$ 30	Limited to US \$10 per day	-do-

All payments shall be released in Indian Rupees.

- 25.0 **Procedure for rendering account on return from tour abroad**
- 25.1 The employees will get DA in terms of Para 19, 20, 21, 22, 23 & 24 above.
- 25.2 The component of Daily Allowance (for food) would be in accordance with the Ministry of External Affairs Order, issued from time to time, for various countries.
- 25.3 Expenses on Hotel Accommodation incurred by the employee abroad will have to be supported by bill/receipt. However, in case the employee does not submit a hotel receipt, he may be allowed 20% of the admissible rate of consolidated DA on the basis of certificate submitted by the employee.
- 25.4 The account of the other expenses like Local Conveyance, Communication and other contingent expenditure will be rendered and settled on the basis of expenditure incurred by the employee based on certification by the employee concerned subject to following limits:

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i)	Local Conveyance	Not to exceed 35% of the consolidated TA/DA as per Entitlement
ii)	Communication Expenditure (Telephone, Fax etc.)	Not to exceed 10% of the consolidated TA/DA as per entitlement
iii)	Other contingent expenditure	Not to exceed 10% of the consolidated TA/DA as per entitlement

- 25.5 On return the employee concerned would submit a consolidated TA bill accounting for various expenses including Daily Allowance as admissible under para 19 to 24 above. Any surplus calculation of expenditure incurred would be refunded to Company.
- 25.6 The Officers visiting abroad on consultancy assignment shall be governed by specific rates as separately approved for each Project/Contract by the Competent Authority.
- 26.0 All cases of foreign deputation including those to Nepal/Bhutan shall be approved by CMD.
- 27.0 The release of foreign exchange shall be made by Corporate Finance in all cases of foreign deputation after approval of Competent Authority. This travel formalities shall be made by Corporate HR Group.

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## CHAPTER-V

- 28.0 **General**
- 28.1 Unless otherwise specified, relaxations any nature as provided under these rules can be approved by the next higher authority only, in respect of Self Controlling Officers.
- 28.2. All claims for Travelling Allowance/Local Travelling Expenditure under these rules are to be preferred with respect to the material facts as regards pay/rank existing at the time when the journeys were undertaken.
- 28.3 In no circumstances, arrear payment/recovery will be made/effectuated due to increase/decrease in pay for any reason whatsoever subsequent to the submission of claims.
- 28.4 The Chairman & Managing Director shall be empowered to make changes in procedure and amendments to these rules or any relaxation which is of minor nature.
- 28.5 In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the Chairman and Managing Director whose decision shall be final.



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Appendix

<sup>31</sup>Approving Authority for official tours

## a) In case of Region/ Project:

SNo.	Subject Matter	Authority	Extent of powers/ remarks
<b>I. Sanctioning of tours within Region/ Project</b>			
(i)	In case of Non-Executives	DGM	Full powers in respect of employees working under them.
(ii)	In case of Executives	Sr. GM	(i) Full powers in respect of employees working under them but excluding approving of own tour.  (ii) Head of Region/ Project shall be self-approving authority in respect of their own tour.
<b>II. Sanctioning of tours outside Region/ Project</b>			
(i)	In case of Non-Executives	Ch. GM	(i) Full powers in respect of employees working under them but excluding approving of own tour.
(ii)	In case of Executives	Head of Region/ Project	(i) Full Powers. (ii) in respect of self, tour approving authority shall be their controlling officer.
III.	To authorise employees under him to avail facilities higher than entitlement provided under TA Rules.	Head of Region/ Project	Full Powers.

\* <sup>32</sup>HoPs/ HoFs, not below the rank of GM, shall be the Competent Authority for approving official tours within Regions/ Projects in case of employees working in HR/ Finance, respectively, under them in RHQ/ Project HQ.

## b) In case of Corporate Centre:

S.No	Subject Matter	Authority	Extent of powers/ remarks
<b>I. Sanctioning of tours</b>			
(i)	In case of Non-Executives	Sr. GM	Full powers in respect of employees working under them.
(ii)	In case of Executives	Sr. GM	(i) Full powers in respect of executives (upto E6) working under (Quarterly report of all tours to be provided to concerned ED and Head of Internal Audit).

<sup>31</sup> Cir No. 454/2019 dated 31.07.2019<sup>32</sup> IOM 282/2019 dated 27.11.2019Doc ID : H03-010  
Issued on:21.11.1989

Last updated on: 23.12.2021

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		ED	(ii) Full Powers in respect of executives (E7 & above) working under them. (iii) In respect of self, tour approving authority shall be their reporting officer.
S. No.	Subject Matter	Authority	Extent of powers/ remarks
iii.	To authorise employees under him to avail facilities higher than entitlement provided under TA Rules.	ED	Full Powers.

Note No. #1  
Leave RulesAttachment  
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POWERGRID  
Rules.pdf**LEAVE RULES****1.0 Short Title**

These Rules will be called "POWERGRID Leave Rules".

**2.0 Scope of Application**

These Rules shall apply to:

- i) All Regular employees of the Company;
- ii) Probationers;
- iii) Temporary employees;
- iv) Trainees/ Apprentices, other than Apprentices under the Apprentices Act 1961;
- v) Employees engaged on contract;

2.1 These Rules shall not apply to employees on deputation/ foreign service to the Corporation.

**3.0 Definitions**

In these Rules, unless there is anything repugnant in the subject or context:

- (a) The "**Corporation**" means Power Grid Corporation of India Ltd.
- (b) "**Board**" means the Board of Directors of the Corporation.
- (c) "**Management**" means the Board of Directors, the Chairman and Managing Director or any other officer of the Corporation authorised to act on their behalf.
- (d) "**Competent Authority**" with reference to the exercise of any power under these Rules means the Officer or Authority to whom such powers are delegated either in general or in particular.
- (e) "**Employee**" means a person appointed to any position in the Corporation and will include a probationer.
- (f) "**Regular Employee**" means an employee who has been engaged in a vacancy on the regular establishment of the Corporation and has been declared in writing to have satisfactorily completed probation period in one or the other post.

**Clarification:**

Wherever probation has not been closed, pending receipt of police verification report from District Authorities/Intelligence Bureau or previous employers, the employee will be allowed the benefit of leave encashment, commuted leave and special disability leave on completion of one year's service, subject to the condition that the employee is otherwise eligible for closing of probation and written undertaking to the effect that in case verification reports received subsequently are found to be adverse, the employee shall refund the entire amount of leave encashment and apply for another kind of leave as admissible, if commuted leave etc. has been sanctioned earlier as on completion of one year satisfactory service.

- (g) **"Probationer"** means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.
- (h) **"Temporary Employee"** means an employee who has been engaged on a temporary basis for a specified period or for work which is of an essentially temporary nature likely to be completed within a stipulated period.
- (i) **"Apprentice/Trainee"** is a learner who is paid a stipend during the period of his apprenticeship/training.

**Note :**

The terms and conditions of employment and the period of training of all Apprentices/Trainees will be governed by the apprenticeship contract and/or any special rules or orders framed by the Corporation from time to time.

- (j) **"Foreign Service"** - when an employee of some other organisation is deputed for service in the Corporation at its request he is said to be on "foreign service".
- (k) **"Notice"** means a notice in writing required to be given or affixed on the Notice Board for the purpose of these Rules.
- (l) **"Notice Board"** means the Notice Board specially maintained in a conspicuous place at or near the main entrance or entrances of the establishment for the purpose of displaying notices.
- (m) **"Registered Medical Practitioner"** and **"Attending Medical Officer"** means any person registered as such under any Law for the time-being in force and includes any practitioner in the fields of Allopathy, Homeopathy, Ayurveda and Unani system of medicines.
- (n) **"Authorised Medical Officer"** means a doctor authorised by Company to treat its employees and would include all doctors empanelled/ engaged by Company.
- (o) **"Government Hospital"** means any hospital established by any authority under the control of Central or State Government, municipal authorities, autonomous body, public sector undertaking or a hospital recognised by Company as such.
- (p) **"Executive"** means an employee who is employed mainly in a managerial and administrative capacity.
- (q) **"Supervisor"** means an employee who is employed in a supervisory capacity, draws wages, exceeding two thousand five hundred rupees per mensem or exercises either by nature of his duties or by reason of powers vested in him, functions mainly of a managerial nature.
- (r) **"Workman"** means an employee other than a Supervisor or an Executive. Management will publish a list of posts categorised as Executives/Supervisors.
- (s) **"Uniform Dates"** in these Rules would mean 1<sup>st</sup> January and 1<sup>st</sup> July of every year.

#### 4.0 Amendments to and interpretation of the Leave Rules

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- 4.1 These Leave Rules may be amended or modified from time to time by the Corporation and the same shall take effect in accordance with the orders issued by the Corporation.
- 4.2 All amendments or modifications made to these Leave Rules and any notices, orders or instructions issued thereunder shall be circulated from time to time and displayed on the Notice Board.
- 4.3 If any doubt arises relating to the correct interpretation of these Leave Rules, the decision of the Management thereon shall be final and binding.
- 5.0 **Entitlement**
- 5.1 Entitlements to leave in respect of Casual Leave, Earned Leave, Half-pay Leave, Sick Leave for various categories of employee will be as shown in 'Annexure-I'.
- 5.2 Entitlement in respect of other kinds of leave such as Extra Ordinary Leave, Maternity Leave and Special Disability Leave etc. for various categories of employees shall, however, be as given in these Rules.
- 6.0 **Casual Leave**
- 6.1 Casual Leave is intended to cover casual absence of the employees for personal reasons.
- 6.2 Casual Leave can be granted for half a day also. If half-day's leave is taken, the lunch interval will be taken as the dividing line.
- 6.3 The employees joining the service of the Corporation during the first quarter of the calendar year shall be entitled to full quantum of casual leave. In all other cases casual leave entitlement would be calculated on pro-rata basis.
- 6.4 Un-availed Casual Leave would lapse at the end of each calendar year.
- 6.5 Sundays and holidays will not be debited to the Casual Leave account. While Sundays and holidays can be prefixed/suffixed to Casual Leave, the total absence including intervening Sundays and holidays should not exceed 10 days on any one occasion.
- 6.6 Trainees and Apprentices shall get an additional pro-rata credit of Casual Leave on their absorption as Executives/Supervisors.
- \* Casual Leave in a calendar year shall be credited to the leave account on pro-rata basis in case of superannuating employees.<sup>1</sup>
- 7.0 **Special Casual Leave**
- Special Casual Leave falls outside the normal leave and can be granted to meet special situations but not for domestic or personal reasons as in the case of Casual Leave. Cases in which Special Casual Leave can be granted are mentioned below:
- 7.1 Period spent in camp by employees permitted to join the Territorial Army, not exceeding 14 days which can be combined with other leave, wherever necessary.
- 7.2 Special Casual Leave not exceeding 30 days in a calendar year may be granted:

<sup>1</sup> IOM No. 372/16 dated 02.02.2016

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- a) to employees selected to represent the Company in tournaments recognised by the State/National Association for the game concerned.
- b) to employees selected to represent the District or the State or All India in a recognised tournament.
- c) to employees selected to participate in training/coaching camps by State Associations.
- d) to employees required to act as Umpires in tournaments of National/International importance.
- e) to employees who wish to attend in their individual capacity meetings/training courses organised by professional institutes of which they are members.
- f) to employees selected to participate in local tournament on behalf of POWERGRID.
- g) to employees participating in mountaineering and trekking arranged by recognised clubs/associations.

While sanctioning Special Casual Leave under (f) & (g) within the limits specified, the periods of absence for attending pre-selection trials/camps connected with sporting events of National/International importance will be included. If the period exceeds 30 days in any calendar year, the employees can be permitted by the competent authority to combine Special Casual Leave with Earned Leave as a special case, but not with Casual Leave.

- 7.3 Employees participating in inter-unit or inter-departmental tournament can also be granted Special Casual Leave not exceeding 10 days at a time which can also be permitted by Competent Authority to be combined with Earned Leave.
- 7.4 Employees who donate blood on working days may be granted special casual leave for that day.
- 7.5 Employees who undergo sterilisation operation under the family welfare scheme may be granted Special Casual Leave not exceeding 6 working days in case of male employees and 14 days in respect of female employees.
- 7.6 Employees who are ex-servicemen when called by Ministry of Defence to participate in the Republic Day Parade can be granted Special Casual Leave for the period of their stay in Delhi and the minimum period spent on journey to and from Delhi by direct route.
- 7.7 Special Casual Leave can be granted to an employee if he is called as witness by the courts, towards the days of absence, i.e. attendance days and minimum travelling time by shortest route. This leave will only be allowed to the employees when they are called as witnesses in cases where the Government is a party or Government calls the incumbent for evidence even when the Corporation has nothing to do in these cases, provided, however, that the employee himself is not a party being prosecuted or defended. Where the Corporation is a party and the employee is called for evidence by the Corporation, the said period will be treated as on duty and employee would be paid the usual TA/DA.
- 7.8 For an employee who is not permitted to avail of full joining time in Company's interest when transferred from one station to another, specific executive orders will be issued in this respect by Management.
- 7.9 To regularise the absence on account of natural calamities and civil/political disturbances and infectious diseases. Each case will be considered on merits by the Competent Authority.

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- 7.10 Employees with disabilities\* as defined in the Rights of Persons with Disabilities (RPWD) Act, 2016<sup>2</sup> may be granted Special Casual Leave for 04 (four) days in a calendar year for specific requirements relating to the disabilities of the official.<sup>3</sup>

In addition, Special Casual leave for not more than 10(ten) days in a calendar year subject to exigencies of work may be granted to differently abled employees with disabilities as defined in the Rights of Persons with Disabilities (RPWD) Act, 2016 for participating in the Conference/ Seminars/ Training/ Workshop related to Disability and Development related programmes organized at National and State level agencies to be specified by Ministry of social Justice and Empowerment. Absence in excess of 10 days may be treated as regular leave due and admissible. Special Casual Leave will be allowed to be combined with regular leave as a special case.

#### 8.0 Earned leave

- 8.1 Earned Leave means leave earned in respect of periods of service with the Corporation and granted on full pay or stipend in case of Trainees/Apprentices other than those under Apprentices Act.
- 8.2 Every employee's earned leave account will be credited in advance each year. This will be done in two instalments, namely 50% of the entitlement on 1<sup>st</sup> January and 1<sup>st</sup> July, every year. The leave at credit of the employee at the close of the previous half year will be carried forward subject to the condition that the total credit at the beginning of each half year does not exceed the limit of accumulation as allowed under these rules. However w.e.f. 1.7.93, ceiling limits of 300 days of EL should be applied only at the end of the half year and not at the beginning thereof and the same may be regulated in the following manner:
- a) In case of employees having at their credit Earned Leave of 285 days or less as on 1<sup>st</sup> January/1<sup>st</sup> July of a year, Earned Leave of 15 days, or proportionately less in respect of retiring persons or those leaving services during the next half year, may continue to be credited to their leave account in advance as at present.
- b) In case where the Earned Leave at credit as on 1<sup>st</sup> January/1<sup>st</sup> July is 300 days or less but more than 285 days, credit of Earned Leave for 15 days may be kept separately and first exhausted against any Earned Leave which the employee may take during the ensuing half year and the balance, if any, credited to the Earned Leave account at the close of the half year subject to the ceiling of 300 days. If the Earned Leave taken during the half year is more than 15 days, the amount in excess of 15 days will, however, have to be debited to the leave account.
- 8.3 In respect of the employees who join the services of the Corporation at any time between the uniform dates i.e. 1<sup>st</sup> January and 1<sup>st</sup> July, Earned Leave account will be credited on pro-rata basis for every completed month of service till the close of the half year in which he is appointed. The period of Earned Leave so calculated will be rounded off to the next higher figure. From the next half year onwards, the employee will be governed by the rules as above.

To illustrate: An employee joins on 3<sup>rd</sup> of March 2014. In a calendar year his entitlement of EL is 30 days, then EL to be credited to his account will be  $121/182 \times 15$  days EL = 9.97 days

<sup>2</sup> The PWD Act, 1995 has now been replaced by the Rights of Persons with Disabilities (RPWD) Act, 2016

<sup>3</sup> Clause introduced vide Cir No. 332/15 dated 01.04.2015

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of EL which on rounding- off will be 10 days EL. 182 days is number of days from 1st Jan to 30<sup>th</sup> June. 121 days is remaining number of days starting from 3<sup>rd</sup> March.

8.4 Intervening Sundays and holidays falling within the spell of Earned Leave will be counted as Earned Leave.

9.0 **Half -Pay Leave**  
(Not admissible to Trainees/Apprentices and employees on contract)

9.1 Half Pay Leave means leave on half pay earned in respect of service with the company and can be granted to an employee for any reasons including on medical grounds. Half-pay for this purpose shall be half of the basic pay plus DA admissible on such half basic pay<sup>4</sup>. All other allowances would be paid in full.

9.2 Every employee's Half-Pay Leave account will be credited in advance as in the case of Earned Leave.

9.3 In respect of those who join service at any time between the two uniform dates, i.e. 1st January and 1<sup>st</sup> July, Half-Pay Leave account will be credited in the same manner as in the case of Earned Leave mentioned above.

9.4 Half Pay Leave can be allowed to an employee during the notice period on resignation. However, in such cases the notice period/release will be extended to that extent.<sup>5</sup>

10.0 **Commuted Leave**

10.1 Half-Pay Leave can be commuted into full-pay leave on medical grounds, subject to production of Medical Certificate. The employee shall need to upload a medical certificate from a Registered Medical practitioner along with the leave application through ESS. The leave approving authority shall examine the uploaded medical certificate and approve the leave, if the same is found to be in order.<sup>6</sup> However, in case the period of absence on account of sickness is 07 days or less, the employee is not required to submit a medical certificate. The total Commuted Leave admissible in the entire service of the employee shall not exceed 240 days. <sup>7</sup>

10.2 Total amount of Earned Leave and Commuted Leave taken in conjunction shall not exceed 180 days at a time.

10.3 Commuted Leave will be allowed to regular employees only. It will not be admissible to trainees/apprentices, probationers, temporary employees and employees engaged on contract.

10.4 When Commuted Leave is granted, the Half-Pay Leave account of the employee will be debited with twice the period of Commuted Leave.

11.0 **Sick Leave**  
(Admissible to Trainees/Apprentices only)

<sup>4</sup> Cir No. 459/2019 dated 27.09.2019

<sup>5</sup> IOM No. 216/08 dated 25.03.2008

<sup>6</sup> Cir No. 453/2019 dated 29.07.2019

<sup>7</sup> Cir No. 387/2017 dated 29.08.2017



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- 11.1 Sick Leave will be admissible to the Trainees/Apprentices at the rate of 10 days per year on full pay.
- 11.2 Sick Leave account will be credited in advance with five days on 1<sup>st</sup> January and the balance five days on 1<sup>st</sup> July every year. The leave at credit of the employee at the close of the previous half year will be carried forward subject to the accumulation limit of 30 days.
- 11.3 In respect of those who joined service at any time between the two uniform dates i.e. 1<sup>st</sup> Jan and 1<sup>st</sup> July, the Sick Leave Account will be credited on pro-rata basis, i.e. at the rate of 5/6 days for each completed month of service till the close of the half year in which he is appointed. The period of leave so calculated will be rounded off to the next higher figure if the fraction is not less than half. From the next half year onwards, five days of sick leave will be credited in advance.

To illustrate: A Trainee/ Apprentices joins on 3<sup>rd</sup> of March 2014. In a calendar year his entitlement of SL is 10 days. The SL credited to his account will be  $121/182 \times 05$  days SL = 3.32 days of SL i.e 3 days till 30 June. Other 5 days of SL will then be credited in 1<sup>st</sup> of July.

- 11.4 The Sick Leave at the credit of a Trainee/Apprentice who is absorbed as an Executive/Supervisor, on the date of absorption will be doubled and credited as Half-Pay Leave to his account.

## 12.0 Extra-Ordinary Leave

- 12.1 Extra-ordinary Leave means leave sanctioned under special circumstances without any pay and allowances to the following extent when no other kind of leave is due, and when the employee specifically applies for Extraordinary Leave:
- i) Up to three months on any one occasion other than on grounds of illness.
  - ii) Up to six months on any one occasion on Medical Certificate for diseases other than T.B., Leprosy and Cancer.
  - iii) Up to eighteen months on any one occasion in cases of treatment for T.B., Leprosy and Cancer.
- 12.2 Entitlement of extra-ordinary leave in respect of Trainees/Apprentices and employees engaged on contract shall not exceed 20 days on any one occasion.
- 12.3 The Chairman and Managing Director may sanction extra-ordinary leave in excess of the above mentioned limits by three months in exceptional cases. <sup>8</sup>In case of Trainees, the power to sanction EOL in excess of the mentioned limit (i.e. 20 days on occasion) by 03 months in exceptional cases shall rest with the Director (Personnel).
- 12.4 In no case the total extra-ordinary leave admissible to an employee during the entire service period shall exceed five years.
- 12.5 Where an employee fails to resume duty on the expiry of the period of extra-ordinary leave granted to him or where an employee who is granted a lesser amount of extra-ordinary leave than the maximum admissible, remains absent from duty for any period which together with the extra-ordinary leave already granted exceeds the limit up to which he could have been granted such leave under the above provision, he shall, unless the Chairman and Managing Director in view of the exceptional circumstances of the

<sup>8</sup> Cir No. 523/2022 dated 19th Jan 2022

case otherwise determines, be deemed to have resigned to his appointment and shall accordingly, cease to be in the service of the Company.

- 12.6 Earned Leave and Half-Pay Leave/Sick Leave, as the case may be, to be credited on half yearly basis to the leave account of the employees who remain on extra-ordinary leave/un-authorised absence is to be reduced on pro-rata basis for the period of EOL/unauthorised absence subject to the condition that no such adjustment will be made when the combined period of such types of leave in a given half year is up to a period of 30 days.

13.0 **Maternity Leave**

- 13.1 Maternity Leave will be granted to women<sup>9</sup> employees (excluding Apprentices/Trainees) in accordance with the following rules:

13.2 **Eligibility:**

The woman<sup>8</sup> employee shall not be entitled to Maternity Leave unless she has actually worked for a period of not less than 80 days for the 12 months preceding the date of her expected delivery.

**Explanation:<sup>10</sup>**

For the purpose of calculating the days on which a female employee has actually worked in the establishment, the Saturdays (in respect of establishments where Saturday is a holiday), Sundays and declared holidays shall be taken into account. However, intervening Saturday(s), Sunday (s) and holiday(s) falling within the spell of Earned Leave, Half Pay Leave and Commuted Leave etc, availed by the female employee shall not be counted for the above purpose.

- 13.3 (i) The maximum period for which any woman employee shall be entitled to maternity leave shall be 26 weeks from the date of its commencement on production of medical certificate from Attending Medical Practitioner provided that maternity leave shall not commence from a date earlier than eight weeks from the expected date of delivery. <sup>9</sup> The grant of leave is further subject to the condition that prior permission is obtained by the employee and all other prescribed conditions are fulfilled.

(ii) In case where a woman employee is having two or more surviving children, then the maximum period of maternity leave shall be 12 weeks of which not more than 06 weeks shall precede the date of her expected delivery. <sup>9</sup>

(iii) A woman employee who legally adopts a child upto the age of three months or a commissioning mother\* shall be entitled to special maternity leave for a period of <sup>11</sup>26 weeks from the date the child is handed over to the adopting mother or a commissioning mother as the case may be. <sup>9</sup>

<sup>11</sup> A woman employee who legally adopts a child above the age of three months upto one year shall be entitled to special maternity leave for a period of 12 weeks from the date the child is handed over to the adopting mother.

\* Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman.

<sup>9</sup> Circular No.464/2019 dated 15.11.2019

<sup>10</sup> Circular No. 222/2007 dated 03.10.2007

<sup>11</sup> Circular No. 540/2022 dated 29.06.2022

- 13.4 It may be combined with leave of any other kind except casual leave.
- 13.5 In case of miscarriage or medical termination of pregnancy, a woman employee shall, on production of a medical certificate, be entitled to maternity leave with wages for a period of six weeks, immediately following the day of her miscarriage or, as the case may be, her medical termination of pregnancy. This leave can be combined with leave of any other kind in terms of clause 13.4.
- 13.6 Leave salary towards the Maternity Leave for the period preceding the date of expected delivery of an eligible woman employee shall be payable in advance to her on a written request along with documentary proof as regards her pregnancy and the amount due for the subsequent period shall be immediately payable to her on a written request along with the documentary proof of her having delivered a child. However, where Maternity Leave is taken in conjunction with any other kind of leave (either preceding or succeeding the Maternity Leave due), payment of leave salary shall be restricted only for the period of Maternity Leave due as per rules, in addition to leave salary due for Earned Leave, if any, as per clause 20 of these rules.
- 13.7 In respect of matters not specified above, the provisions of Maternity Benefit Act, 1961 shall apply.
- 13.8 The Chairman and Managing Director shall be empowered to approve for adoption in POWERGRID LEAVE RULES, any provision of the Maternity Benefit Act, 1961 and the amendments carried out therein by the Government.
- 13.9 **Paternity Leave**
- (i) A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days (in maximum of two spells <sup>12</sup>) during the confinement of his wife (i.e. within the period in which Maternity Leave is allowed to a woman employee). During period of such leave, he shall be paid wages as admissible in case of Maternity Leave at the rate drawn immediately before proceeding on leave.
- (ii) <sup>13</sup>Paternity leave for a period of 15 days (in maximum of two spells) shall also be admissible to a male employee with less than two surviving children, on valid adoption of a child below the age of one year/ having a child through surrogacy, within 6 months of delivery of child/ adoption.
- (iii) Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave. Subject to the above, it shall be granted only twice in an entire period of service.
- 14.0 **Quarantine Leave**
- 14.1 Quarantine leave is leave for absence from duty necessitated as a consequence of the presence of certain infectious diseases in the family or household of the employee. Such leave may be granted by the leave sanctioning authority on the certificate of the Registered Medical Practitioner for a period not exceeding 21 days, or in exceptional circumstances 30 days. Any leave necessary in excess of this period shall be treated as

<sup>12</sup> Circular No. 418/2018 dated 12.09.2018<sup>13</sup> Circular No.540/2022 dated 29.06.2022

leave of the type that may be available at the credit of the employee. Quarantine leave can also be granted in continuation of any other kind of leave other than Casual Leave. An employee on quarantine leave will not be treated as absent from duty and his pay will not be affected.

- 14.2 Cholera, Smallpox, Plague, Diphtheria, Typhus, Cerebrospinal Meningitis, Covid-19<sup>14</sup> may be treated as infectious diseases for which Quarantine Leave can be granted.
- 14.3 Quarantine Leave can be granted to an employee at a place other than his Headquarters, also, provided that he had gone there on duty or authorised leave with permission of competent authority.

#### 15.0 Terminal Leave

Earned Leave to the extent due and admissible may be granted to any employee at the discretion of the sanctioning authority on termination of his services on medical grounds certified by Authorised Medical Attendant or in the case of Executives and Supervisors on account of retrenchment or abolition of posts. In the latter case, it will run concurrently with the notice period required to be given under the contract of appointment, if any. Such leave may be granted even when it has not been applied for and refused in Company's interest.

#### 16.0 Compensatory Off

##### 16.1 For Workman

- a) If a worker works on his weekly off/rest day which is not a National Holiday (although it may be a paid closed holiday), he will be allowed one day's compensatory off in lieu of this extra one day/shift work.
- b) If a worker works on a weekly off/rest day which is also a National Holiday, he will be allowed two days single wage (Basic plus D.A.).
- c) The compensatory offs as regulated in terms of (a) & (b) above can be allowed to be accumulated.<sup>15</sup>
- d) Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31<sup>st</sup> of December of each calendar year can be carried forward and availed till 31<sup>st</sup> of January of next calendar year after which it will lapse.<sup>12</sup>
- e) If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as for overtime) will be admissible.

##### 16.2 For Supervisors<sup>16</sup>

The Compensatory-off shall be granted in lieu of working extra day on holiday/extra shift to the supervisor of all establishment of POWERGRID. The grant of compensation off in such cases will be regulated in following manner.

- (a)(i) Supervisor in all establishment of POWERGRID may be allowed one day Compensatory-off if they work extra day/shift in addition to the normal working day/shift duty.

<sup>14</sup> Circular No.3/Covid dated 17.04.2020

<sup>15</sup> Cir No. 372/2016 dated 13.12.2016

<sup>16</sup> Cir No. 379/2017 dated 15.05.2017

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- (ii) If a weekly holiday, being a day other than Sunday in case of such Supervisors doing shift duty in any establishment of POWERGRID and meeting the criteria defined at 16.2, coincides with a closed holiday or a national holiday and the Supervisor does work on such a day, two days Compensatory-off will be allowed to him.
- (b) Compensatory-off can be availed during the calendar year. Compensatory-off earned till 31<sup>st</sup> of December of each calendar year can be carried forward and availed till 31<sup>st</sup> of January of next calendar year after which it will lapse.
- (c) For availing of Compensatory-off, prior permission and sanction shall be necessary and the same cannot be availed on medical grounds.

**16.3 For Executives <sup>12</sup>**

The compensatory off shall be granted for working extra one day/shift work beyond normal hours of work/shift to the executives of all establishments of POWERGRID which have been commissioned and where O&M work is going on or, wherever such control rooms are in operation to assist the exigencies of work. The grant of compensatory offs in such case will be regulated in the following manner:

- (a) (i) Executives in all the establishments of POWERGRID doing shift duties (and required to work on staggered weekly off) may be allowed one day's compensatory off if they work in an extra shift in addition to their normal shift duty.
- (ii) If the weekly holiday, being a day other than Sunday in case of such executives doing shift duties in any establishment of POWERGRID and meeting the criteria defined at 16.3, coincides with either a closed holiday or a national holiday and the executive does not work on such a day, one day's compensatory off will be allowed to him.
- (b) Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31<sup>st</sup> of December of each calendar year can be carried forward and availed till 31<sup>st</sup> of January of next calendar year after which it will lapse.
- (c) For availing of Compensatory Off, prior permission and sanction shall be necessary and the same cannot be availed of on medical grounds.

16.4 The compensatory off will be allowed to be clubbed with all types of leave viz. casual leave, earned leave, half-pay leave, special additional leave etc. However, not more than two compensatory off will be allowed to be clubbed with such types of leave at a time.

**17.0 Special Additional Leave<sup>17</sup>**

- (i) The Special Additional Leave will be applicable to all employees<sup>18</sup> (excluding Trainees/ deputationist from other organizations) posted at projects/ sub-station/ construction sites/ line offices i.e other than RHQ and Corporate Centre.
- (ii) Special Additional Leave shall be provided to employees on the following basis<sup>19</sup>:

	No. of Special Additional Leave (per annum)	En-cashable portion (Per annum)
Category-I		

<sup>17</sup> Cir No. 258/2009 dated 23.10.2009 and Cir No. 265/10 dated 05.03.2010

<sup>18</sup> Cir No. 277 and 278 dated 23.10.2010

<sup>19</sup> Cir No. 414/2018 dated 26.07.2018

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Employees posted in projects/ sub-station/ construction sites/ line offices having 06 days working week	26 days	13 days
<b>Category-II</b> Employees posted in Hardship Stations Category – I (All stations in the NER- except Guwahati & Shillong), Category-II (Uri Transmission Office, Doda district (J&K), Srinagar & transmission line thereunder), and Ladakh Region having 06 days working week	30 days	23 days

- (iii) Employees leave account will be credited with Special Additional Leave in advance in beginning of every year. In case of joining/ transfer/ separation of employee at/from the above mentioned establishments/sub-stations/offices in midst of calendar year, the leave account will be calculated/adjusted on pro-rata basis. The leave will be rounded-off to the next higher digit in case its equal or more than 0.5.

**Illustration:**

X-Employee posted at a sub-station retires on 31.05.2021. S/he has not availed any Special Additional Leave for the calendar year 2021. The Special Additional Leave standing in her/his credit will be  $(5/12)*26 = 10.83$  which will be rounded of to 11 days. Out of these, the encashable portion of the leave shall be  $(5/12)*13 = 5.41$  which shall be rounded off to 5. The remaining 6 SAL shall be non-encashable.

- (iv) For the purpose of Special Additional Leave, the HR- Establishment Group will maintain a separate ledger record. A separate account of Special Additional Leave will also be maintained in the leave booklet issued to employees.
- (v) The Special Additional Leave has to be availed within the same calendar year.
- (vi) The Special Additional Leave can be clubbed with any other kind of leaves other than Casual Leave.
- (vii) Intervening Sundays and Holidays falling within the spell of Special Additional Leave will be counted as leave.
- (viii) Employees under suspension will not be eligible for Special Additional Leave.

**18.0 Settling-off of Leave towards Notice Period**

Where an employee resigns his post of his own volition and is required to give notice under terms and conditions of his appointment or deposit pay and allowances for the specified period in lieu thereof, the employee may be permitted, at the discretion of the Corporation, to set-off the Earned Leave at his credit on the date of leaving service towards the notice period.

**19.0 Transfer of Leave**

- 19.1 Earned Leave transferred from other Public Undertaking/Government Department/Semi-government/Autonomous Body by virtue of service put in by the employee in that Organisation shall be kept as a separate credit to be availed by him provided a lump sum equivalent of leave salary is paid to this Corporation by the Organisation concerned.

19.2 In case any employee of the Corporation joins another Public Sector Undertaking/Semi-Government/Govt. Organisation or Autonomous Body, Earned Leave at his credit along with the amount of leave salary may be transferred at the discretion of this Corporation, if acceptable to the new employer.

19.3 The transfer of accumulated Sick Leave/Half-Pay Leave, standing at the credit of the employee at the time of transfer to or from another Public Sector Enterprises will be permissible, provided such transfer has taken place with the consent of the management of both the enterprises or under the orders of the Government/Public Enterprises Selection Board (PESB).

The procedure for transfer of Sick Leave/Half-Pay Leave and liquidation of liabilities for such leave would be the same as for Earned Leave.

#### 20.0 Leave Salary

An employee on Earned Leave shall be entitled to leave salary on a full pay. Full pay for purposes of these rules shall be the pay drawn immediately prior to proceeding on leave. Regular employees proceeding on Earned Leave for more than 30 days will be entitled to draw leave salary advance limited to one month.

#### 21.0 Over- Stayal of Leave

An employee who remains unauthorisedly absent i.e. without sanctioned leave or on expiry of sanctioned leave and does not report for duty within 15 days, shall lose lien on his post and shall be deemed to have voluntarily left the service of the Corporation, without notice. However, if the employee is subsequently able to account for his unauthorised absence to the satisfaction of the Management, the absence may be regularised in the manner deemed fit and covered by Rules.

#### 22.0 Combination of Leave

Subject to the other relevant provisions, any kind of leave other than Casual Leave may be granted in combination with or in continuation of any other kind of leave.

#### 23.0 General Conditions for Grant of Leave

23.1 It shall be the endeavour of the Management to grant all reasonable requests for leave which should be submitted well in time. However, leave cannot be claimed as a matter of right. The Sanctioning Authority may, at its discretion, revise, curtail or revoke at any time according to the exigencies of service.

23.2 In case where an employee on leave is recalled to duty in the interest of the Corporation's work, single journey fare of the entitled class will be paid from the station of leave to station of duty. The leave in such cases shall end on the day the return journey commences.

23.3 There will be no restriction as regards the number of times in a year an employee can avail the Earned Leave. The employees should invariably plan their regular leave (EL and HPL) in advance and obtain prior sanction.

23.4 The limit as to how many employees may be granted leave at one time in each Section/Region/Department shall be fixed or decided by the Competent Authority from time to time.

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- 23.5 An employee returning from leave shall ordinarily report back to the post where from he/she proceeded on leave, unless otherwise intimated by the Competent Authority.
- 23.6 All applications for leave for three days or less shall be made at least 24 hours before the time from which leave is required. Applications for leave for more than three days shall be made at least 7 days before the date from the day the leave is required, except in special cases.
- 23.7 Request for extension of leave in all cases may be considered only if the same has been received from an employee giving reasons for such extension, sufficiently in advance of the expiry of the leave granted to him. Extension of leave so requested by an employee shall not be considered as sanctioned, unless a communication to that effect is received by that employee from the Competent Authority.
- 23.8 If the request for extension of leave is on grounds of illness of the employee, it shall be accompanied by a medical certificate from a Registered Medical Practitioner.
- 23.9 The sanctioning authority on receiving the application for extension of leave may, at its discretion, grant the extension asked for, or grant it for a lesser period or refuse the extension. Decision so arrived at shall be communicated to the employee as soon as possible.
- 23.10 Where the extension of leave has been granted once, on the grounds of illness, second or subsequent requests for further extension on grounds of illness shall be accompanied by a certificate from a Medical Officer of a Government Hospital.
- 23.11 Where an employee has been sanctioned leave or an extension of leave on medical grounds, the employee will be required to produce 'Fitness Certificate' from the Attending Medical Officer at the time of resuming duty.
- 23.12 Employees while proceeding on Leave on private foreign visit shall be required to obtain prior permission from the Competent Authority. Permission has to be prescribed format (Annexure IV). Failure to do so will invite action as per CDA Rules.<sup>20</sup>
- 24.0 **Other Employment during the Leave**  
An employee on leave shall not take up any service or accept any employment.
- 25.0 **Return to Duty**  
No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the authority competent to grant leave.
- 26.0 **Encashment of Earned Leave**
- (i) Encashment of earned leave will be allowed to all Regular employees, Temporary employees appointed on regular pay scales and Trainees/Apprentices (other than Apprentices Act). Employees under suspension will not be eligible for encashment of Earned Leave.
- (ii) Encashment will be allowed two times in a calendar year. Earned Leave account will be maintained in one section only i.e. Encashable.<sup>21</sup> Earned Leave can also be availed of as

<sup>20</sup> Corporate Circular No. 326/2014 dated 27.11.2014<sup>21</sup> Corporate Circular No. 312/2013 dated 26.11.2013



leave and it is not necessary that it must be Encashed. On separation of the employees entire to subject to ceiling of 300 EL will be encashable (including HPL which shall not be commuted).

- (iii) In case of Deputationists from Government Department who are permanently absorbed in the Corporation, 75% of earned leave at credit on the date of absorption rounded off to the nearest number will be transferred to the Earned Leave account. Likewise, in case of persons whose Earned Leave is transferred to the Corporation, all of the leave so transferred will be treated as Encashable. This will be in addition to the leave accrued in the Corporation after absorption for which separate account will be maintained. However this will not exceed the ceiling of accumulation of Earned Leave under POWERGRID Leave Rules.
- (iv) The rate of Earned Leave will be limited to 20 days for trainees/apprentices (other than those under the Apprentices Act 1961) and 30 days for Executives, Supervisors & Workmen for each calendar year. It will be credited to the leave account as and when credit is given for total leave for each half year. Total of the earned leave to the credit at any time will not exceed the limits prescribed in the leave rules.

#### 27.0 Procedure and amount of Encashment

- (i) Leave as due on 30<sup>th</sup> June or 31<sup>st</sup> December of the preceding half year or balance of leave after adjusting leave taken during the year up to the date of encashment, whichever is less, can be encashed.

However, employees superannuating/ separating from the Company on account of death, Retrenchment, <sup>22</sup>Compulsory Retirement, termination of employment except by <sup>22</sup>Removal or dismissal shall be allowed to encash the total available Earned Leave in their leave account in the month of superannuation/ separation. <sup>23</sup>

- (ii) On receipt of an application from the employee for encashment (in the form at Annexure-II), the earned leave admissible for encashment subject to the limits laid down in the preceding paras will be debited from his leave account and sanction issued by Competent Authority.
- (iii) For the period of leave encashed, an amount equal to the total of the following elements of emoluments admissible on the date of application will be payable on the basis of 30 days a month; a) Basic pay, including special pay and personal pay b) Dearness allowance; c) Interim relief, if any.
- (iv) In case of retirement and separation on account of death, encashment of leave will be allowed subject to overall ceiling limit of 300 days (both Earned Leave and Half Pay Leave clubbed together.) Further, to make up the shortfall in Earned Leave, no commutation of Half-Pay leave will be permissible. **Illustration:** If an employee has 100 days of EL and 300 days of HPL then encashment of HPL is restricted to 200 days. <sup>24</sup>

In case of death, the encashment shall be allowed to the legal heirs/nominee of the employee, as nominated by him for the purpose of CPF.

<sup>22</sup> Corporate HR Circular No.541/2022 dated 29.06.2022  
<sup>23</sup> Corporate HR circular No.359/2016 dated 01.06.2016  
<sup>24</sup> Corporate HR circular No. 311/2013 dated 27.08.2013

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In the case of employees who resign their appointment, the total amount of Earned Leave at their credit worked out as on the date of resignation shall be allowed to be encashed.

- (v) Employees who are given further extension of service beyond the age of superannuation can also carry forward the Earned Leave to the extended period of service.

#### 28.0 Deductions

No deduction other than income tax and over payments, if any, will be made from the amount of leave encashment payable to serving employee. In cases of retirement/retrenchment/resignation or death, company's dues should be recovered from the amount of encashment.

#### 29.0 Encashment of Half Pay Leave

The encashment of Half-Pay Leave will be allowed subject to a maximum of 300 days (HPL and EL taken together)<sup>25</sup> standing at the credit of the employee in the following events:<sup>26</sup>

- i) Separation from the Company on attaining the age of superannuation or
- ii) Death while in service or
- iii) Cessation of service, other than on grounds of disciplinary action, after attaining the age of 50 years provided that the concerned employee has completed a minimum of 10 years continuous service in Central/State Government/PSUs out of which a minimum of 5 years is in POWERGRID or
- iv) On completion of the tenure of Board Level appointees.

- 29.1 Other conditions governing encashment of Half-Pay Leave as above shall be the same as applicable for encashment of EL, subject, however, to the condition that for the purpose of computing encashment of HPL, only half of the basic pay plus DA admissible on such half basic pay shall be taken into account. No commutation of HPL shall be allowed.<sup>27</sup>

#### 29(A) Encashment of Special Additional Leave <sup>28</sup>

- (i) The accumulated Special Additional Leave in account of an employee at the end of the calendar year shall stand automatically en-cashed and paid along with the salary for the month of January of next year.
- (ii) Employees separating from the Company on account of retirement/death will also be eligible for encashment of special additional leave standing in their credit. Employee resigning from the Company shall not be eligible for encashment.
- (iii) Income tax will be deducted from the amount of special additional leave encashed as per the provisions of IT Act.
- (iv) For calculation of amount of leave encashment, Basic Pay plus Dearness Allowance as on date of application will be taken into account.

<sup>25</sup> Corporate HR Circular No. 311/2013 dated 27.08.2013

<sup>26</sup> Corporate HR circular No. 269/2010 dated 04.05.2010

<sup>27</sup> Corporate HR circular No 459/2019 dated 27.09.2019

<sup>28</sup> Made applicable for Supervisor and Workmen vide HR Circular 277&278 dated 23.10.2010

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- (v) Employees have to apply in the form enclosed (**Annexure-III**) for encashment of Special Additional Leave.

### 30.0 **Optional Holidays**

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

### 31.0 **Special Disability Leave**

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

#### 31.1 **Entitlement**

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

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

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

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

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

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

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

#### 31.2 **Procedure**

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

- a) Concerned HOD or his authorised nominee;

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

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

### 31.3 Appellate Authority

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

### 31.4 General

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

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## ANNEXURE-I

ENTITLEMENTS OF VARIOUS KINDS OF LEAVE(a) **Workmen, Supervisor & Executives**

Type of Leave	No. of Leaves/ year	Accumulation
Optional Holiday	02	Nil
Casual Leave	12	Nil
Earned Leave	30	300 days
Half Pay Leave	20	No ceiling
Sick Leave	Nil	Nil

(b) **Trainees/ Apprentices (other than those under the Apprentices Act, 1961)**

Type of Leave	Nos. of Leave / year
Casual Leave	07
Earned Leave	20
Half Pay Leave	Nil
Sick Leave	10

- (\*) The length of service for the purpose of computation of EL & CL entitlements shall be the service rendered in POWERGRID and its constituent organisations only.

Two days of Restricted Holidays can be availed as Optional Holidays on any day of the calendar year.

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Attachment पावरपॉइंट Rules.pdf

## ANNEXURE-II

## APPLICATION FOR ENCASHMENT OF EARNED LEAVE (workflow incorporated in ESS)

Name:.....Employee No. ....  
 Designation:.....Deptt.....Region .....

Please sanction me Encashable Earned Leave for ..... days.

Signature of Employee

Sanctioned subject to eligibility

Date :

Signature &amp; Designation

(Authority Competent to sanction Earned Leave)

To

Personnel Establishment Section

## TO BE COMPLETED BY HR - ESTABLISHMENT SECTION

The applicant has \_\_\_\_\_ (No.) days \_\_\_\_\_ (in words) of Earned Leave at his credit.

He/She is allowed to encash \_\_\_\_\_ days \_\_\_\_\_ as requested.

Necessary entry in this respect has been made in the leave record.

Date :

Signature

Name:

Designation:

To

Finance -Establishment Section

## TO BE COMPLETED BY FINANCE DEPARTMENT

Bill No. \_\_\_\_\_ Pay Factor \_\_\_\_\_  
 Payment admitted for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Accountant

Accounts Officer

No.

Date :

Your application for encashment of leave has been forwarded to A.O. for payment of leave salary for ..... days. The balance that stands to your credit on date, after allowing encashment as above, is as follows:

(a) Encashment Earned Leave..... Days.

(b) Non-encashment Earned Leave .....Days.

Signature &amp; Designation

To

Name .....Employee No.....

Designation.....Department/Region.....

Note No. #1  
Leave RulesAttachment पावरग्रीड  
Leave Rules.pdf

## ANNEXURE-III

## POWER GRID CORPORATION OF INDIA LTD.

## APPLICATION FOR ENCASHMENT OF SPECIAL ADDITIONAL LEAVE

NAME :..... EMP. NO :.....  
 DESIGNATION :..... DEPARTMENT :.....  
 REGION :.....

Please encash Special Additional Leave for .....Days( ..... Words) in my credit  
 for the calendar year.....

Date :..... Signature of employee.

Sanctioned Subject to Eligibility

Date :..... Signature :.....

Name :.....

Designation:.....

(Authority Competent to sanction Leave)

To be completed by HR -Establishment Section.

The applicants has ..... days of Special Additional Leave at his credit. He is allowed to  
 encash ..... days as requested.

Necessary entry in this respect has been made in the Leave record.

Date :..... Signature :.....

Name :.....

To be completed by Accounts Department

Bill No:..... Pay Factor : Basic Pay.....

DA.....

Payment admitted for Rs.....(Rupees.....in words.)

Date ..... Accounts officer:.....

Note No. #1  
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Rules.pdf

## Annexure IV

## PERMISSION FOR LEAVE IN CASE OF PRIVATE FOREIGN VISIT

NAME :  
 DESIGNATION :  
 EMP.NO :  
 DEPARTMENT :  
 REGION :  
 PASSPORT NO :

## DETAILS OF PRIVATE FOREIGN TRAVEL TO BE UNDERTAKEN

Period of Foreign Stay		Names of foreign countries to be visited	Purpose	Estimated expenditure (Travel; Board/Loading, visa, misc etc.	Source of Funds	Remarks
From	To					

Name :  
 Date :  
 Controlling Officer:

Leave Approving Authority:

Copy (i) Establishment Section (HR)

(ii) Vigilance Department



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Rules.pdf

## Annexure V

**POWER GRID CORPORATION OF INDIA LTD**  
**(To be filled up in duplicate)****PART-A****Report of injury sustained by an employee**

(To be filled up immediately after the accident by the Reporting Officer\*)

Name:.....Employee No:.....

Designation:.....Department:.....

Date &amp; Time of accident:.....

Details of accident :.....

.....

Cause of the accident : .....

Date : .....

Signature of the HR Officer

\* By the concerned Supervisor, if the officer is not there.

**PART 'A'**

To be brought to the Doctor to receive medical assistance/treatment. In emergency cases where it is not possible to get Part-A filled up immediately, this should be sent latest by next working day to the Doctor.

**PART 'B'****RECOMMENDATIONS:**

(A) To prevent recurrence of the accident : .....

(B) For Special Disability Leave :.....

.....

HOD/His Nominee

Medical Officer

Safety Officer

Personnel Officer

Date :

Signature of the Sanctioning Authority

Note No. #1  
Leave Rules

 पावरगिड  
 Attachment: Leave Rules.pdf

## Annexure VI

To

The Executive Director

(Through Human Resources Department)

**SUB: REQUEST FOR GRANT OF SPECIAL DISABILITY LEAVE**

Dear Sir,

I had met with an injury while on duty on.....(Date) while working in .....(Department). I request that I be granted Special Disability Leave for ..... (No. of days) from ..... to .....

I shall not claim half-monthly compensation for the above disablement period under the Workmen's Compensation Act, 1923. (This is applicable only for those covered under the Act).

Date :

Signature :

Name :

Employee No. :

Designation :

Department :

Recommendations of the Committee are enclosed. The individual may be sanctioned Special Disability Leave from ..... to .....

Date :

**HR Executive**

Sanctioned Special Disability Leave from ..... to .....

Date :

**Executive Director**

Note No. #1  
Leave Rules

Attachment: पावरपॉइंट  
PowerPoint Rules.pdf

Note No. #1

Attachment: Transfer Policy for Executives.pdf

Transfer policy for Executives



### TRANSFER POLICY FOR EXECUTIVES<sup>1</sup>

1.0 Judicious deployment of Human Resource is essential for fulfilment of the short & long term objectives of an organization. In POWERGRID, with a large number of establishments spread across India, deployment of manpower through transfer plays an important role in optimal utilisation of manpower and developing employees with multi-dimensional knowledge/ competencies. Due to the differences in the nature of responsibilities, site conditions and suitability of employees, transfers and postings impact employee perception of fair treatment by the company and consequently, their motivation and morale. In order to align the organizational objectives/ requirements with individual aspirations in the best possible way, transfer policy for executives has been formulated with the following objectives.

#### 2.0 OBJECTIVES

- i. Optimal utilization of manpower.
- ii. Ready availability of manpower having required competencies.
- iii. Competency development and grooming of the executives for leadership positions by giving them varied professional exposure in different locations and functions.
- iv. Uniformity and fairness in implementation of transfers/ job rotations
- v. Consideration of personal preferences and special situation of employees in transfers subject to organizational needs and administrative considerations

#### 3.0 SCOPE

The policy shall be applicable to all executives in regular pay scales upto E8 grade but excluding trainees, lien holders, those engaged on fixed tenure or contractual basis and deputationists in POWERGRID.

#### 4.0 DEFINITIONS

- 4.1 **Transfer** shall mean as defined under the Travelling Allowance Rules of POWERGRID.
- 4.2 **Inter-Regional transfer** means a transfer to a location outside jurisdiction of the current Region/ Project / CC of the employee.
- 4.3 **Intra-Regional transfer** means a transfer within the jurisdiction of the current Region/ Project / CC of the employee
- 4.4 **Competent Authority** with reference to the exercise of any powers under this policy shall mean the authority defined under Delegation of Powers.
- 4.5 **Nodal HR department** shall mean Corporate HR Department for Inter-Regional transfer and the respective Regional HR departments for Intra-Regional transfers.
- 4.6 **Project** shall mean any large-scale project/ scheme so identified from time to time, with a separate organizational setup (other than Region).

<sup>1</sup> The erstwhile transfer policy for executives was replaced by the current policy vide Circular No. 515/2021 dated 27.10.2021

Note No. #1

Attachment: Transfer Policy for Executives.pdf

## Transfer policy for Executives



- 4.7 **Posting** shall mean placement of employee and shall include posting on initial appointment, posting on transfer and temporary posting.
- 4.8 **Site posting:**
- 4.8.1 In respect of all executives, site-posting shall mean posting at any sub- station, HVDC station, TL office, Regional Telecom Control Centre or any other establishment, excluding a posting at the Corporate Center, a Regional Head Quarter or a Project Head Quarter.
- 4.8.2 In respect of executives recruited in Finance/HR/ Law/ PR/ Rajbhasha/ ERP/ IT/ Environment & Social function/ Safety/ Library/ Secretarial/ Company Secretariat/ Vigilance/ General Management (selected through campus) disciplines and any other specialized discipline declared by the management, in addition to locations under clause 4.8.1, posting at a Regional Head Quarter or a Project Head Quarter shall also be considered as a site posting.
- Executives recruited in disciplines other than those as above and posted in any of these departments/ functions shall continue to be governed under clause 4.8.1 unless specific approval is taken for their absorption in such functions.
- 4.8.3 Posting outside the Country at any foreign project or for any assignment shall be considered as site posting.
- 4.8.4 Management may declare posting at a Project Head Quarter located at a non-metro location as site posting for the purpose of clause 4.8.1.
- 4.9 **Difficult locations** for the purposes of this policy shall mean locations notified as such from time to time based on considerations such as availability of education, medical facilities, accessibility to basic infrastructure, geographic conditions, law and order situation etc.

The locations notified as difficult locations under Category I and Category II as on date of this policy are listed in **Annexure I** and **Annexure II** respectively. The management reserves the right to add/ delete any location or otherwise modify the list of Difficult Locations from time to time as per requirement.

**5.0 TENURE OF POSTING**

- 5.1 An executive in the service of POWERGRID is liable to be posted at any of its Regions/ Offices/ Projects/ divisions/ establishments/ subsidiaries/ joint venture/consultancy assignment or any other government departments/ statutory body/ Public Sector Undertaking, anywhere in India or abroad, as may be required by POWERGRID.
- 5.2 An executive shall be generally posted at any location for a period of 3 to 6 years so that he/she is able to contribute effectively in the assigned role and also to reduce the personal inconvenience arising from a transfer.
- However, due to work requirements, administrative and other exigencies (including employee's request on medical grounds etc.), an executive can be posted at a location for a shorter/longer duration as per the decision of management. (Management for this purpose shall mean authorities competent to approve transfer of executives as per the DOP) <sup>2</sup>
- 5.3 An executive upto the level of E8(CGM) can be retained at a location for a maximum of 10 years in one stretch. All offices/establishments under Corporate Centre shall be construed as one location for this purpose.

<sup>2</sup> As per approval dated 29.12.2021

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## Transfer policy for Executives



- 5.4 Maximum permissible period of posting at a stretch in the NCR including CC for executives upto the level of E8(CGM), shall be 15 years. NCR for this purpose shall mean locations/ offices in Delhi, Gurgaon, Manesar and Faridabad.
- 5.5 The tenure of posting at difficult locations shall normally be as given below:

Difficult locations under Category I (Annexure I)	3 years
Difficult locations under Category II (Annexure II)	2 years

*The above categorization of locations has been done for the sole purpose of this policy and not for location-based benefits under any other policy or rules.*

- 5.6 Executives posted at any difficult location who is willing to work there for a period exceeding the maximum tenure, may continue to remain posted there till their services are required at such location/region.
- 5.7 The initial period of posting of executives selected through campus/ special recruitment drives for hardship locations/Regions, shall be governed by the terms and conditions of their appointment. Upon completion of the initial period, the provisions of this policy shall apply to such executives.
- 5.8 Mandatory Tenure:
- 5.8.1 All executives shall serve at a site posting, cumulatively in one or more occasions, for a minimum of 03 years before they are promoted to E8 grade.
- As a transition measure, executives in E7 grade without meeting the condition as on date of this policy and found suitable for promotion to E8 grade, can be promoted if (i) are at a site posting or (ii) given a site posting on promotion. Such executives shall be considered for role assignment as Chief General Manager upon completion of 3 years of site posting.
- 5.8.2 Executives in E2 and E3 grades including non-executives promoted to executive cadre subsequent to issue of this policy, shall complete at least one tenure at difficult location(s) before being considered for promotion to E6 and E7 grades, respectively.
- 5.8.3 An executive who joined in the E2 grade including a non-executive promoted to executive cadre, and has not completed one tenure at a difficult location, can be considered for promotion to E5 grade only with transfer to a difficult location and shall complete one tenure at difficult location(s) before being considered for promotion to E6 grade.
- 5.8.4 An executive who joined in the E3 grade and, has not completed one tenure at a difficult location, can be considered for promotion to E6 grade only with transfer to a difficult location and shall complete one tenure difficult location(s) before being considered for promotion to E7 grade.
- 5.8.5 The provisions of clause 5.8.2, 5.8.3 and 5.8.4 shall not be applicable to executives in disciplines listed in 4.8.2 excluding Company Secretariate function. Executives in Company Secretariate function shall be exempt from the provisions of clause 5.0.
- 5.9 Executives in E7 grade who opt for posting at difficult locations and complete one tenure at a difficult location shall be given weightage in promotion to E8 level.
- 5.10 Executives who have completed a tenure at a difficult location shall not be posted to another difficult location before completion of 3 years, unless they are willing for the same.

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## Transfer policy for Executives



- 5.11 For the purposes of clauses 5.8 and 5.9, the total period spent at site/difficult locations in one or more occasions, including by way of long duration/temporary assignment (as defined under TA Rules), shall be counted against the prescribed tenure.
- 5.12 Generally, posting of executives who are superannuating within one year will not be changed except on own request or administrative grounds.
- 6.0 TRANSFER ON PROMOTION/ PLACEMENT/ REDESIGNATION/ CHANGE OF ROLE**
- 6.1 Transfer on promotion/ placement/ redesignation/ change of role shall be done based on work exigencies, organisational requirements etc., and shall be treated as an administrative transfer.
- 6.2 Non-executive employees promoted to executive cadre shall generally be transferred out of the current Region/ Project/ CC.
- 6.3 The promotion/placement/redesignation/ change of role of an executive shall be effective from the standard date/ notified date, provided he/she joins at the new place of posting within 30 days from the date of issuance of the order or later date specified in the order. If the executive does not so join within the specified period, the promotion/ placement/redesignation/change of role shall be forfeited and cancelled and the executive shall continue to be on the post held prior to his/her promotion/placement/redesignation/change of role.
- 7.0 TRANSFER AGAINST MANPOWER REQUIREMENT**
- 7.1 Based on the manpower requirement, Nodal HR Department may invite willingness through online portal for posting to different regions/ locations/ specific assignment/ projects/ Joint Ventures/ overseas assignment etc.
- 7.2 Corporate HR department may also identify executives who can be transferred in consultation with the Regions/Project/ departments at CC to meet any requirement. In case of intra -regional/ project requirement, Regional HR department may also carry out similar exercise.
- 7.3 Requirement of substitutes, if any, shall be dealt with separately by the Nodal HR Department based on overall manpower requirement and availability.
- 7.4 In case of any requirement, an executive can be posted to a project/sub-station/any other establishment for a long duration/temporary assignment under TA Rules.
- 8.0 TRANSFER ON REQUEST**
- 8.1 An employee seeking transfer from present location can register his/her request on the Transfer Request Portal.
- 8.2 The requests shall give reasons for seeking the transfer with relevant supporting documents.
- 8.3 A request by an executive for an Inter-Region transfer from the Region of initial appointment / regularization can be considered after a minimum of 3 years in the concerned Region/ Project/ CC.
- 8.4 A request by an executive for an Intra-Region transfer from the place of initial appointment / regularization can be considered after a minimum of 2 years at the concerned location.
- 8.5 The inter region transfer requests received through the portal in one quarter shall be examined in the next quarter by a GM level committee at Corporate Centre to be

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## Transfer policy for Executives



constituted by Director (Personnel) comprising representatives of Corporate HR, one Regional HoP and two other members from any other department in CC. For intra region cases, a committee comprising the Regional HoP and two other members (GM level) shall be constituted by Regional Head for consideration of requests on quarterly basis. The committee shall consider all requests including request for mutual transfer if any, on merits and administrative requirement and make its recommendations for approval of Competent Authority.

- 8.6 Requests for transfer shall be considered and the response shall be communicated to the employee by the end of the quarter next to the quarter in which such request is registered.
- 8.7 Transfers on own request shall be recorded in transfer order and in personal file.
- 9.0 SPECIAL DISPENSATION ON GROUNDS OF DISABILITY OF SELF/ DEPENDENTS**
- 9.1 Employees with Benchmark Disability\* and those who are care givers of a dependent daughter/ son/ parents/ spouse/ brother/ sister with Benchmark Disability\* shall be exempt from the routine exercise of transfer/ rotational transfer, subject to administrative constraints.
- 9.2 Provisions regarding tenure of posting as mentioned under clause 5 shall not be applicable to such employees.
- 9.3 On initial appointment, executives with Benchmark Disability\* shall be posted as per their preferred Regions/ locations.
- 9.4 While considering requests for transfer, employees with Benchmark Disability\* and those who are care givers of dependent daughter/ son/ parents/ spouse/ brother/ sister with Benchmark Disability\* shall be given preference, subject to administrative constraints.

\* Specified Disability shall include disabilities as defined in the schedule to the Rights of Persons with Disabilities (RPWD) Act, 2016. Person concerned should be certified as a Person with Benchmark Disability (extent of disability more than 40%) as defined in the Act.

For being caregiver to a family member, they must be residing with the employee concerned, whether or not dependent as per POWERGRID Medical Rules.

**10.0 TRANSFER/ROTATION FROM SENSITIVE POSTS**

Transfer of executives holding sensitive posts shall be done in accordance with POWERGRID's extant policy/ guidelines on sensitive posts and job rotation.

Regular or ad hoc promotion of an executive to a higher post with distinct or higher responsibilities, shall qualify as job rotation. However, re-designation of a post with similar or marginally different responsibilities shall not constitute job rotation.

**11.0 GENERAL GUIDELINES FOR IMPLEMENTATION**

- 11.1 On initial appointment/ regularization, an executive shall be allotted to CC/Region/Project/ subsidiary/JV Company, based on requirement, suitability for the post, performance during training and other relevant factors. Posting of the executive to a specific location within the Region/ Project/ Subsidiary/ JV Company shall be made by the Regional/ Project/ Head of the Subsidiary/JV Company.
- 11.2 If the spouse of the employee is working in POWERGRID, effort shall be made to post both husband and wife at the same or near-by station/ location.
- 11.3 All executives joining POWERGRID will be required to indicate their preference for initial posting and preferred period and location for posting at difficult locations at the time



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## Transfer policy for Executives



- of joining/ regularization. Executives in E2 and E3 grades as on date will also be required to indicate their preferences for posting to difficult locations. Executives who have completed or nearing completion of the maximum tenure at a location/ NCR in terms of 5.3 and 5.4 shall also give their preference for transfer on the online portal.
- 11.4 Executives shall be encouraged to indicate a time period for transfer/ rotation in advance on the online portal. The Company shall consider the same to the extent possible. This shall not be considered as Request Transfer.
- 11.5 a) Every year before 31st December, Corporate HR department shall inform executives who are completing their respective maximum tenures as per clause 5 of this policy by April of next year, to submit their preferences for posting on transfer. An executive completing a tenure at a difficult location shall be allowed to indicate preference of any two states/union territories in different regions for his/her next posting which shall be considered subject to availability of vacancies and suitability.
- b) All executives interested in a site posting including posting to difficult locations may also register their preference for Intra Region Transfer / Inter Region Transfer on online portal.
- c) Considering the vacancies arising out of completion of tenure/ preference for site including difficult postings, indicative list of locations shall be notified by the CC HR Dept in online portal.
- d) Choice of posting given by an executive shall be considered to the extent possible. Executives who have completed tenure in difficult locations shall be given priority.
- 11.6 Executives posted to a Region/Project shall be rotated amongst difficult locations and other locations within the Region/ Project as per this policy keeping in consideration the overall career progression and development of the executive.
- 11.7 Generally, scheduled/ planned transfers shall be issued by the end of February/March to minimize disturbance to employees taking the academic year into consideration.
- 11.8 Once transferred, an employee will not be transferred back to the same location before completion of 03 years.
- 11.9 An executive returning from deputation/long leave / long term training/ study leave may be posted at any location based on organizational requirement with the approval of Competent Authority. In case the executive seeks to be posted at the same location he/she last served, the same shall be allowed subject to the condition that at least one year of balance tenure is left from the maximum permissible period for that location as provided in clause 5 above.
- 11.10 Any leave for a period of more than 3 months, except on medical grounds, shall not be counted against the tenure at difficult locations.
- 11.11 Executives transferred shall stand relieved upon completion of 30 days or such period as may be specified in the order, from the date of issue of the transfer order.
- 11.12 Rotation of Vigilance executives including those in Core-vigilance, may also be affected through their lateral transfer to other departments by the Management in consultation with CVO in line with extant CVC guidelines. After transfer from POWERGRID Vigilance, a compulsory cooling off period of three years shall be observed for Core-vigilance and Non-Core Vigilance, before an executive can be considered again for posting in POWERGRID Vigilance.
- 11.13 Transfer orders shall be issued by the Nodal HR department after approval of Competent Authority.

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Transfer policy for Executives



#### 12.0 INTERPRETATION AND AMENDMENTS

The powers to review/ relax/ modify/ amend or to make changes/additions in this Transfer Policy shall vest in the Chairman & Managing Director (CMD), in due consultation with CVO in so far as clause 11.12 is concerned.

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Transfer policy for Executives



Annexure I

**Difficult Locations in Category I****(A) Substations and TL offices**

S.No	Location	State	Region
1	Kishenganj	Bihar	Eastern Region I
2	Pusauli	Bihar	Eastern Region I
3	Chaibasa	Jharkhand	Eastern Region I
4	Chandwa	Jharkhand	Eastern Region I
5	Daltonganj	Jharkhand	Eastern Region I
6	Gangtok	Sikkim	Eastern Region II
7	Rangpo	Sikkim	Eastern Region II
8	Midnapore RE (Garbeta)	West Bengal	Eastern Region II
9	Jorebungalow	West Bengal	Eastern Region II
10	Namsai	Arunachal Pradesh	North Eastern Region
11	Nirjuli	Arunachal Pradesh	North Eastern Region
12	Pasighat	Arunachal Pradesh	North Eastern Region
13	Badarpur	Assam	North Eastern Region
14	Balipara	Assam	North Eastern Region
15	Biswnath Charli	Assam	North Eastern Region
16	Bongaigaon	Assam	North Eastern Region
17	Chapakhowa	Assam	North Eastern Region
18	Misa	Assam	North Eastern Region
19	Moriani	Assam	North Eastern Region
20	North Lakhimpur	Assam	North Eastern Region
21	Rangia	Assam	North Eastern Region
22	Salakati	Assam	North Eastern Region
23	Silchar	Assam	North Eastern Region
24	Imphal	Manipur	North Eastern Region
25	Khlerihat	Meghalaya	North Eastern Region
26	Aizwal	Mizoram	North Eastern Region
27	Melriat	Mizoram	North Eastern Region
28	Dimapur	Nagaland	North Eastern Region
29	Agartala	Tripura	North Eastern Region
30	Kumarghat	Tripura	North Eastern Region
31	Bhadla	Rajasthan	Northern Region I
32	Bhadla-II	Rajasthan	Northern Region I
33	Bhinmal	Rajasthan	Northern Region I
34	Fatehgarh-II	Rajasthan	Northern Region I
35	Fatehgarh-III	Rajasthan	Northern Region I
36	Koteshwar	Uttarakhand	Northern Region I
37	Banala	Himachal Pradesh	Northern Region II
38	Banikhet	Himachal Pradesh	Northern Region II
39	Chamba	Himachal Pradesh	Northern Region II
40	Hamirpur	Himachal Pradesh	Northern Region II
41	Kala Amb	Himachal Pradesh	Northern Region II
42	Reru(Nalagarh)	Himachal Pradesh	Northern Region II

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S.No	Location	State	Region
43	Nurpur	Himachal Pradesh	Northern Region II
44	Rampur	Himachal Pradesh	Northern Region II
45	Solan	Himachal Pradesh	Northern Region II
46	Sundernagar	Himachal Pradesh	Northern Region II
47	Kishenpur	Jammu and Kashmir (UT)	Northern Region II
48	Ibrahimpatti(Ballia)	Uttar Pradesh	Northern Region III
49	Jauljibi	Uttarakhand	Northern Region III
50	Pithoragarh	Uttarakhand	Northern Region III
51	Angul(Kishorenagar)	Odisha	Odisha Projects
52	Indravati	Odisha	Odisha Projects
53	Rengali	Odisha	Odisha Projects
54	Bayannagudem	Andhra Pradesh	Southern Region I
55	N P Kunta	Andhra Pradesh	Southern Region I
56	Tallapalli(Nagarjunsagar)	Andhra Pradesh	Southern Region I
57	Ramakrishnapuram(Srikakulam)	Andhra Pradesh	Southern Region I
58	Guladahalli(Munirabad)	Karnataka	Southern Region I
59	Bijapur(Kudgi)	Karnataka	Southern Region II
60	Mallapur	Karnataka	Southern Region II
61	Pavagada	Karnataka	Southern Region II
62	Sirsi	Karnataka	Southern Region II
63	Ariyalur(Nagapatinam)	Tamil Nadu	Southern Region II
64	Champa	Chattisgarh	Western Region I
65	Bhendra (Tamnar -Raigarh)	Chattisgarh	Western Region I
66	Brahampuri	Maharashtra	Western Region I
67	New Pari	Maharashtra	Western Region I
68	Warora	Maharashtra	Western Region I
69	Banaskantha	Gujarat	Western Region II
70	Bhuj-II	Gujarat	Western Region II
71	Radha Nesda(Vav)	Gujarat	Western Region II
72	Annupur	Madhya Pradesh	Western Region II
73	Bhind	Madhya Pradesh	Western Region II
74	Birsinghpur	Madhya Pradesh	Western Region II
75	Rajgarh	Madhya Pradesh	Western Region II

## (B) Consultancy Projects

S.No	Location	State	Region
1	Kumrek	Sikkim	Eastern Region II
2	Chhalamthang	Sikkim	Eastern Region II
3	Chungthang	Sikkim	Eastern Region II
4	Geyzing	Sikkim	Eastern Region II
5	Khamdong	Sikkim	Eastern Region II
6	Mangan	Sikkim	Eastern Region II
7	Namchi	Sikkim	Eastern Region II
8	Namthang	Sikkim	Eastern Region II
9	Perbing	Sikkim	Eastern Region II

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S.No	Location	State	Region
10	Rellichu	Sikkim	Eastern Region II
11	Reshi	Sikkim	Eastern Region II
12	Rorathang	Sikkim	Eastern Region II
13	Samdong	Sikkim	Eastern Region II
14	Sombaria	Sikkim	Eastern Region II
15	Soreng	Sikkim	Eastern Region II
16	Tashiding	Sikkim	Eastern Region II
17	Amingaon	Assam	NERPSIP
18	Bongaigaon	Assam	NERPSIP
19	Dibrugarh	Assam	NERPSIP
20	Phulbari	Assam	NERPSIP
21	Sarupathar	Assam	NERPSIP
22	Silapathar	Assam	NERPSIP
23	Tangla	Assam	NERPSIP
24	Teok	Assam	NERPSIP
25	Tezpur	Assam	NERPSIP
26	Gamphajol	Manipur	NERPSIP
27	Kwakta	Manipur	NERPSIP
28	Tamenglong	Manipur	NERPSIP
29	Thangal	Manipur	NERPSIP
30	Tuilaphai	Manipur	NERPSIP
31	Marpara	Meghalaya	NERPSIP
32	Mawngap	Meghalaya	NERPSIP
33	Mynkre	Meghalaya	NERPSIP
34	Nongpoh	Meghalaya	NERPSIP
35	Bungtlang	Mizoram	NERPSIP
36	Chawngte	Mizoram	NERPSIP
37	Lunglei	Mizoram	NERPSIP
38	Lungsen	Mizoram	NERPSIP
39	W.Phaileng	Mizoram	NERPSIP
40	Kohima	Nagaland	NERPSIP
41	Longleng	Nagaland	NERPSIP
42	Pfutsero	Nagaland	NERPSIP
43	Tizit	Nagaland	NERPSIP
44	Wokha	Nagaland	NERPSIP
45	Zunheboto	Nagaland	NERPSIP
46	Belonia	Tripura	NERPSIP
47	Manu	Tripura	NERPSIP
48	Rabindra Nagar	Tripura	NERPSIP
49	Satchand	Tripura	NERPSIP
50	Udaipur	Tripura	NERPSIP

Note No. #1

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Annexure II

**Difficult Locations in Category II****(A) Substations and TL offices**

S.No	Location	State	Region
1	Haflong	Assam	North Eastern Region
2	Jiribam	Manipur	North Eastern Region
3	Mokukchung	Nagaland	North Eastern Region
4	Roing	Arunachal Pradesh	North Eastern Region
5	Tezu	Arunachal Pradesh	North Eastern Region
6	Ziro	Arunachal Pradesh	North Eastern Region
7	New Melli	Sikkim	Eastern Region II
8	New Wanpoh	Jammu & Kashmir UT	Northern Region II
9	Wagoora	Jammu & Kashmir UT	Northern Region II
10	Baramulla	Jammu & Kashmir UT	Northern Region II
11	Batote	Jammu & Kashmir UT	Northern Region II
12	Khanyar	Jammu & Kashmir UT	Northern Region II
13	Kulgarn	Jammu & Kashmir UT	Northern Region II
14	Poonch	Jammu & Kashmir UT	Northern Region II
15	Pulwama	Jammu & Kashmir UT	Northern Region II
16	Ramban	Jammu & Kashmir UT	Northern Region II
17	Shopian	Jammu & Kashmir UT	Northern Region II
18	Harwan	Jammu & Kashmir UT	Northern Region II
19	Srinagar	Jammu & Kashmir UT	Northern Region II
20	Kargil	Ladakh (UT)	Northern Region II
21	Leh(Phyang)	Ladakh (UT)	Northern Region II
22	Drass	Ladakh (UT)	Northern Region II
23	Khalasti	Ladakh (UT)	Northern Region II

**(B) Consultancy Projects**

S.No	Location	State	Project
1	Along	Arunachal Pradesh	Comprehensive T&D
2	Balemu	Arunachal Pradesh	Comprehensive T&D
3	Bameng	Arunachal Pradesh	Comprehensive T&D
4	Changlang	Arunachal Pradesh	Comprehensive T&D
5	Deomali	Arunachal Pradesh	Comprehensive T&D
6	Tawang	Arunachal Pradesh	Comprehensive T&D
7	Thrizino	Arunachal Pradesh	Comprehensive T&D
8	Jairampur	Arunachal Pradesh	Comprehensive T&D
9	Khenwa	Arunachal Pradesh	Comprehensive T&D
10	Khonsa	Arunachal Pradesh	Comprehensive T&D
11	Miao	Arunachal Pradesh	Comprehensive T&D
12	Niglok	Arunachal Pradesh	Comprehensive T&D
13	Rilo	Arunachal Pradesh	Comprehensive T&D
14	Sagali	Arunachal Pradesh	Comprehensive T&D
15	Saijosa	Arunachal Pradesh	Comprehensive T&D
16	Seppa	Arunachal Pradesh	Comprehensive T&D

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S.No	Location	State	Project
17	Likabali	Arunachal Pradesh	Comprehensive T&D
18	Itanagar	Arunachal Pradesh	Comprehensive T&D
19	Bomdila	Arunachal Pradesh	Comprehensive T&D
20	Gohpur	Arunachal Pradesh	Comprehensive T&D
21	Gerukhamukh	Assam	Comprehensive T&D