



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Power Grid Corporation of India Limited
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी
Central Public Information Officer under the RTI Act, 2005
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122001
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



CIN : L40101DL1989GOI038121

दिनांक: 16 November, 2022

PGCIL/R/E/22/00373

(Details not provided)

Email ID: sonampriya@gmail.com

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 8 November, 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

Sub: Reply to RTI Request - Regn. No. PGCIL/R/E/22/00373

Sl. No.	Information sought:	Reply:																																																																						
1)	What is the life span of laptop provided to employees in executive, supervisor and workmen cadre? Please provide laptop policy.	A copy of the 'Scheme for providing laptops to employees' is enclosed herewith at ANNEXURE-A.																																																																						
2)	What is the ceiling of amount permissible for reimbursement against purchase of spectacles for employees in executive, supervisor and workmen cadre? Please provide spectacle policy.	There is no such rule/ policy in POWERGRID.																																																																						
3)	Is there any provision of Half pay leave bank in PGCIL for the purpose of accumulation and donation to the needy employee?	There is no such rule/ policy in POWERGRID.																																																																						
4)	Is there any provision to provide compensatory off to employees (Executives, Supervisor and Workmen) posted at construction sites?	Yes																																																																						
5)	What is the amount of TA & DA provided to employees (Executives, Supervisor and Workmen)	<p>Entitlement of travel through various modes/ class of transport has been defined for different category of employees on official tours. Reimbursement for expenses incurred on journey performed by entitled mode/ class is provided as per actuals. DA consists of reimbursement for accommodation charges (level-wise entitlement depending upon the type of city, when company's guest house is not available) and Daily Allowance as per rates mentioned below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Sl. No.</th> <th rowspan="2">Level of Employee</th> <th colspan="2">D.A. for food & incidentals (Rs/Per day)</th> <th colspan="2">Composite DA in lieu of accommodation charges & DA (Rs/ Per Day)</th> </tr> <tr> <th>Principal Cities</th> <th>Other Cities</th> <th>Principal Cities</th> <th>Other Cities</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>(ii)</td> <td>(iii)</td> <td>(iv)</td> <td>(v)</td> <td>(vi)</td> </tr> <tr> <td>1</td> <td>E9</td> <td>1100</td> <td></td> <td>1380</td> <td></td> </tr> <tr> <td>2</td> <td>E8</td> <td>1000</td> <td></td> <td>1250</td> <td></td> </tr> <tr> <td>3</td> <td>E6-E7</td> <td>900</td> <td>80% of Column (iii)</td> <td>1130</td> <td>80% of Column (v)</td> </tr> <tr> <td>4</td> <td>E4-E5</td> <td>800</td> <td></td> <td>1000</td> <td></td> </tr> <tr> <td>5</td> <td>E3</td> <td>700</td> <td></td> <td>880</td> <td></td> </tr> <tr> <td>6</td> <td>E2</td> <td>600</td> <td></td> <td>750</td> <td></td> </tr> <tr> <td>7</td> <td>W8/S1 and above but below E2</td> <td>400</td> <td></td> <td>500</td> <td></td> </tr> <tr> <td>8</td> <td>W4, W5, W6 & W7</td> <td>330</td> <td></td> <td>420</td> <td></td> </tr> <tr> <td>9</td> <td>W3 and below</td> <td>275</td> <td></td> <td>350</td> <td></td> </tr> </tbody> </table>	Sl. No.	Level of Employee	D.A. 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	(i)	(ii)	(iii)	(iv)	(v)	(vi)	1	E9	1100		1380		2	E8	1000		1250		3	E6-E7	900	80% of Column (iii)	1130	80% of Column (v)	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	
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Note No. #1

Attachment:Scheme_for_providing_laptops_to_employees.pdf

Scheme for providing laptops to employees



LAPTOPS TO EMPLOYEES IN EXECUTIVE & SUPERVISORY CATEGORY

- 1.0 One laptop computer (including printers and other peripherals) shall be provided to employees in Executive and Supervisory category, within the monetary ceiling limit prescribed as under:

Level	Amount (Rs.) (excluding taxes)
¹ Supervisor	55000.00
² E-2 to E-4 (ET/AET)	60000.00
E5 to E7	70000.00
E-8	80000.00
E-9	100000.00

- 2.0 Employees shall compulsorily purchase the Laptop computer using Credit/ Debit card or internet banking only through website of OEMs or e-retailers such as Amazon, Flipkart, etc. Laptop Computer can also be purchased through reputed electronic stores such as Croma etc. but the payment has to be compulsorily done through Credit/ Debit card or net-banking transfers.
- 3.0 The life span of the laptop computer (printer & other peripherals) shall be 5 years period from the date of its claim. At the end of 5 years, employees have to compulsory buy-back the laptop computer at residual value of 2% and thereafter shall be eligible for new laptop computer.
- 4.0 In case of separation of employee on-account of resignation or superannuation, the employee has to compulsory buy-back the laptop computer as follows:

Time period from date of claim of laptop	Buy-back value
Within 01 year	50% of cost of laptop.
More than 01 year but less than 03 years	25% of cost of laptop.
More than 03 years	2% of cost of laptop.

- 5.0 In case of death of an employee, residual value of laptop computer shall be treated as NIL.
- 6.0 In case the employees have been previously provided laptop computer then they shall be eligible for new one on completion of 05 years period from date of purchase.

¹ Cir No.461/2019 dated 01.10.2019*

² Cir No.462/2019 dated 01.10.2019

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7.0 ³Prior to issue of this scheme on 01.10.2019, laptops were being purchased/ issued to employees as per below mentioned provisions:

- Laptops purchased/ issued as per Corporate HR Circulars No. 293 dated 13.12.2011, No. 295 dated 02.02.2012 & No. 380 dated 16.05.2017,
- Departmental laptops issued to employees on functional basis, and
- Laptops provided to Executive Directors under the 'Scheme for benefits to Key Officials/ Sr. Executives',

I.r.o. such old laptops purchased/ issued to employees prior to 01.10.2019, as mentioned above, which have completed 05 years of life, shall be written-off without any recovery from the employees.

Further, the departmental laptops previously issued to employees shall continue to be tagged with the same employee throughout the life-span of the device (i.e. 05 years), and shall not be transferred to any other employee.

Note: ⁴Employees in workmen category in regular pay scales have also been provided one laptop computer (including printers & other peripherals) on one-time basis within the monetary ceiling of Rs.50000/- (excluding taxes). Other terms & conditions for procurement of laptops, including buy-back provision, as applicable to executives and supervisors shall also be applicable to employees in the workmen category.

³ Cir No. 482/2020 dated 28.07.2020

⁴ Cir No. 460/2019 dated 01.10.2019

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Scheme for providing laptops to employees



⁵Terms & Conditions for procurement of laptop computer

1.0 Procurement procedure:

- 1.1 One laptop computer including peripherals such as printers, speakers etc. can be procured by the employee as per the minimum specification notified by Corporate IT department (Annexure-I) with AMC, in-built software packages. The billed amount qualifying for reimbursement will be inclusive of these components and no separate claim for any of the components including software will be admissible subsequently.
- 1.2 Employees shall compulsorily purchase the laptop computer using Credit/ Debit card or internet banking only through website of OEMs or e-retailers such as Amazon, Flipkart etc. Laptop computer can also be purchased through reputed electronic stores such as Croma etc. but the payment has to be compulsorily done through Credit/ Debit card or net banking transfers. It is to be noted that reimbursement shall not be permissible if any transaction is done through Cash/ Cheque mode.
- 1.3 Invoice should contain "Employee Name"

2.0 Claim procedure:

- 2.1 Employee shall make a claim for reimbursement through ESS within 6 months of purchase along with self-attested copy of bills. The declaration required to be given by employee will be as per Annexure-II. If an employee has purchased different items i.e. laptop computer, printer, speaker etc. then he/she shall make a claim on single date rather than on different dates. A scanned copy of the bill and the proof of payment (credit card/ debit card) shall be uploaded in ESS by the employee. The same shall then be forwarded to F&A department for release of payments. Further, it shall be responsibility of employee to retain the original bills for verification of Finance/ Audit/ Vigilance department etc till 30th September of next Financial year. Any false claims will be treated as misconduct and necessary action shall be taken against the employee as per CDA Rules.
- 2.2 The individual employees shall be responsible for maintenance and security of laptop computer. In case laptop computer is lost/ damaged during the life span of 05 years period, individual employee has to replace the same on his/ her own, for which no additional reimbursement shall be admissible. In case of theft/loss of laptop computer, the concerned employee shall lodge FIR/ inform company and take care of related formalities. In such case, individual

⁵ Cir No. 463/2019 dated 10.10.2019

⁶ Cir No. 475/2020 dated 01.06.2020

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Scheme for providing laptops to employees



employee has to replace on his/her own for which no additional reimbursement shall be admissible.

3.0 General:

- 3.1 The laptop computer so purchased is meant for official work and will be the property of the Company until its buy-back by the employee.
- 3.2 No unauthorised/unlicensed software should be loaded on laptop computer. Any liability arising out of non-licensed software loaded by an employee in the laptop computer has to be borne by the employee himself/herself. In case user needs standard Microsoft office, the same shall be allowed within the overall ceiling limit.
- 3.3 The company reserves the right to verify the laptop computer as and when deemed fit.
- 3.4 Employees shall also furnish the prescribed certificate for Company asset in prescribed format every year on every 31st March to Materials Department for Asset verification (Annexure-III).
- 3.5 No insurance/docking stations shall be provided by the company.
- 3.6 The laptop computer so purchased will remain with the employee in the event of transfer also.
- 3.7 The purchased laptop computer should be verifiable branded laptop computer and not any local assembled laptop computer.
- 3.8 Since, the employee has been allowed to purchase Laptop computer from open market/ e-retailers, the sole responsibility and entire onus shall be of respective employees regarding the veracity/ authenticity of the transaction and to the effect, an undertaking shall also be taken from the employees in ESS, while lodging the claim which is attached at Annexure-II.
- 3.9 Employees under suspension or employees who have tendered their resignation and their resignation case is under process shall not be eligible for laptop computers.
- 3.10 The company reserves the right to modify, cancel, add or amend any of these rules.

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Scheme for providing laptops to employees

**Annexure-I****Minimum Technical Specifications for Laptop Computer**

S.No	Description	Minimum Technical Parameters
a.	Processor	Intel Core i5 7 th Generation / AMD Ryzen 3 processor/ Apple M1 Chip.
b.	RAM	8 GB
c.	Storage	500GB SATA / 128GB SSD
d.	Display Size	12"
e.	Networks	Wi-Fi & Bluetooth
f.	Operating System	Windows-10 / Mac-OS / Linux
g.	Warranty	THREE Years

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Scheme for providing laptops to employees



Annexure-II

DECLARATION TO BE GIVEN BY EMPLOYEE

- I hereby certify my eligibility for the Laptop under the scheme.
- I hereby certify that no departmental laptop/ under the Scheme of facilities/ monetary ceiling of facilities provided to Key official and senior executives has been provided to me and if the laptop has been issued to me, the period of 05 years has lapsed.
- I hereby certify that no laptop has been provided under pervious scheme/ the period of 05 years has lapsed after the issue of previous laptop.
- I have repaid outstanding computer advance along with interest in full.
- I, also hereby give an undertaking that at the end of 05 years from the date of purchase of laptop, I shall buy back the laptop at the residual value decided by the POWERGRID.
- In the event of my separation from the services of the Company before 05 years from the date of claim of the laptop, I shall buy back the laptop at the applicable buy-back value.
- ⁷A self-attested scanned copy of the bill for the claimed amount bearing the name and address of the employee is uploaded herewith.
- I undertake that the laptop purchased by me meets the prescribed specifications and warranty period, as mentioned in the Corporate HR Circular No. 463/2019 dated 10.10.2019.
- I may be reimbursed the cost of Laptop.
- "The bill is being claimed by me for (items). The bill (in original) shall be kept/ retained by me for the entire life of the laptop computer i.e 05 years from the date of claim and I shall produce the Original bill as well as Laptop computer before the concerned authorities for verification, whenever I am asked for it. If I fail to produce the same, the entire amount claimed shall be recovered/ deducted from ensuing salary without any further notice. I understand that in case and false/ forge claim is submitted by me, in addition to the recovery of the entire amount, I shall also be liable for disciplinary action including termination as per CDA Rules/ Service rules."

⁷ IOM dated 22.11.2019

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Scheme for providing laptops to employees



Annexure-III

CERTIFICATE FOR COMPANY ASSET - LAPTOP COMPUTER TO BE SUBMITTED TO
MATERIAL DEPARTMENT AS ON 31st MARCHEVERY YEAR

Name:	Employee No:
Level:	Department:
Project/ Location:	

This is to certify that laptop bearing Sl.No :..... Issued to me for
official work is in working condition.

Date :..... Signature of employee: