



पावर ग्रिड कोर्पोरेशन 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, सैक्टर-29, गुडगांव, हरियाणा-122001
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



CIN : L40101DL1989GOI038121

Dated: 02 January, 2023

PGCIL/R/T/22/00082 & 00083

Ms Hemarathi S,
W-8-2/43, Kaliyamman Kovil street,, Kariyanampatti,, Pannaipuram, THENI (District
Tamil Nadu)-625524

Sub: Information under Right to Information Act, 2005.

Sir/Madam,

This has reference to your RTI requests received on 17 November, 2022 and 18 November, 2022
respectively for providing information under RTI Act, 2005.

The desired information is attached at Annexure-I.

First Appeal, if any, against the reply of CPIO may be made to the first appellate Authority within 30
days of the receipt of the reply of CPIO. Details of Appellate Authority at Corporate Centre, Gurgaon,
under RTI Act, 2005 is as below:

Shri B Anantha Sarma
Executive Director (CS) and Appellate Authority
Corporate Centre, Power Grid Corporation of India Limited
Saudamini, Plot No. 2, Sector-29, Gurgaon – 122001, Haryana.
E-mail ID: appellate.cc@powergrid.co.in
Phone No.: 0124-2571994

Thanking you,

भवदीय,
1. जगन्नाथ राव 110
(ए. जगन्नाथ राव)
03/01/2023
वरिष्ठ महाप्रबंधक (कें.आयोजना) एवं
केन्द्रीय लोक सूचना अधिकारी
Email ID: cpio.cc@powergrid.co.in

Sub: Reply to RTI Request of Ms Hemarathi S. Pannaipuram, THENI (District) Tamil Nadu

(RTI Regn. No.PGCIL/R/T/22/00082 & PGCIL/R/T/2200083)

Sl. No.	Information sought:	Reply:
1.	Kindly provide minimum number of executives to be physically available per shift in Operation Duty (Section wise) for the PSUS attached with Ministry of Power. Kindly provide related guidelines	Deployment of minimum number of executives in operation duty is as per work requirement. However, operation of substations is performed from POWERGRID-National Transmission Asset Management Centre (NTAMC) and Regional Transmission Asset Management Centre (RTAMCs) and executives are deployed as per following: <ul style="list-style-type: none"> • 6 executives per shift are deployed at NTAMC. • 3 executives per shift are deployed at RTAMCs having 25 Sub-stations. • 4 executives per shift are deployed at RTAMCs having more than 25 Sub-stations.
2.	Kindly provide the shift timings of all power stations and corporate office shift duties for the PSUS attached with Ministry of Power	
3.	Kindly Provide weekly off pattern for the employees engaged in shift duties for corporate office and power stations for the PSUS attached with Ministry of Power	
4.	Kindly provide the rules/guidelines/Acts governing working hours and weekly offs of the employees engaged in shift duties of corporate office and power stations) for the PSUS attached with Ministry of Power.	A copy of the policy is enclosed herewith at ANNEXURE-II .
5.	Kindly the Executives upto which level are deputed to perform shift duty in Power stations and corporate office) for the PSUS attached with Ministry of Power and provide the related guidelines.	The level of executives performing shift duties at POWERGRID-National Transmission Asset Management Centre (NTAMC) are up to E7 level.
6.	Kindly provide the duty roasters for the shift duties (section wise) for the PSUS attached with Ministry of Power	Generally, 03 nos. of shifts (i.e. Morning, Evening & Night) per day are being performed. M morning Shift E Evening Shift N Night Shift

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 03/01/2022

Leave Rules



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.¹⁵
- d) Compensatory-off can be accumulated during the calendar year. Compensatory-off earned till 31st of December of each calendar year can be carried forward and availed till 31st of January of next calendar year after which it will lapse.¹²
- 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 Supervisors¹⁶

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.

¹⁴ Circular No.3/Covid dated 17.04.2020

¹⁵ Cir No. 372/2016 dated 13.12.2016

¹⁶ Cir No. 379/2017 dated 15.05.2017

16.3 For Executives¹²

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 31st of December of each calendar year can be carried forward and availed till 31st 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 Leave¹⁷

- (i) The Special Additional Leave will be applicable to all employees¹⁸ (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 basis¹⁹:

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

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

¹⁸ Cir No. 277 and 278 dated 23.10.2010

¹⁹ Cir No. 414/2018 dated 26.07.2018