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', प्लाट नं.2, सैक्टर-29, गुडगांव, हरियाणा-122001
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001

CIN : L40101DL1989GOI038121

दिनांक: 9 March, 2023

PGCIL/R/T/23/00006 & 00007

Shri Kareem Ansari,
Yugantar (69P243F9), 3-4-142/6, Barkatpura, Hyderabad-500027

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 10 February, 2023 तथा 14 February, 2023 को प्राप्त अपने आर.टी.आई. अनुरोध पत्रों का संदर्भ लें ।

उपरोक्त पत्रों में वांछित जानकारी अनुलग्नक-I 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, गुड़गांव 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, गुड़गांव-122001, हरियाणा।
ईमेल आईडी: appellate.cc@powergrid.co.in
फोन नंबर: 0124-2571994

धन्यवाद,

भवदीय,

9/3/23

(ए. जगन्नाथ राव)
मुख्य महाप्रबंधक (कें.आयोजना) एवं
केन्द्रीय लोक सूचना अधिकारी
Email ID: cpio.cc@powergrid.co.in

अनुलग्नक-I

Sub: Reply to RTI Requests of Shri Kareem Ansari, Barkatpura, Hyderabad
(RTI Requests No. PGCIL/R/T/23/00006 & 00007)

Information sought:	**POWERGRID's Reply:**
Request to provide the information on All PSEs under Ministry of Power: (a) Kindly intimate the procedure followed to stop/withhold pay & allowances of employees in case of unauthorised absence.	In case, the attendance is within standard 'IN PUNCH & OUT PUNCH' timings, the actual attendance data directly moves/transfers to pay-roll in Finance Dept for release of salary after execution of appropriate action in SAP by Time Office (HR Dept). In case, there is any deviation in terms of movement from office, outside for other duties, the attendance gets regularised in 'Employee Self Service (ESS) in SAP' as per 'Standard Operating Procedure (SOP)'. Employee submits the punched attendance record for regularisation in ESS with 'selection of appropriate regularisation type (as defined code for regularization type, like other duty, training outstation, time regularization, etc.) along with remarks >> (ii) The submitted attendance sheet moves to his/her respective Controlling Officer >> (iii) The Controlling Officer approves/rejects>>(iv) if approved by Controlling Officer (E-7 & below) then the same is forwarded to next higher level, as defined/tagged in ESS>>(v) The punch attendance is approved & forwarded by HOD not below the rank of E-8 to HR Dept-Time Office>>(vi) Time Office examines, if found okay, approves & the same is forwarded to Finance Establishment Dept for payment of salary. In case of non-submission of monthly attendance by the concerned employee, his/her salary for the absence period will be automatically deducted by the system (SAP).
(b) Furnish copies of relevant rules. Please provide clear copies of or verified links to any gazettes, notifications, circulars or any other public communications, as well as reports, budget documents, expense statements, invoices, meeting notes, checklists, office memos or emails that provide information on this matter. See Section 2 (i) and 2 (j) of the RTI Act (2005).	This is a Standard Operating Procedure defined in SAP. The demo of Attendance Procedure System can also be provided with prior appointment.

*****

विप्रा-C
09/03/2023