CIN : L40101DL1989GOI038121

दिनांक: 30 March, 2023

PGCIL/R/E/23/00109

Ms Pinky Nokhwal,
C-47, Swami Dayanand Colony,, Shani Mandir, New Delhi, Pin:110007

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 22 March, 2023 को प्राप्त अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

उपरोक्त पत्र में वांछित जानकारी अनुलग्रक-I में संलग्र 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,

30/03/23

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

Sub: Reply to RTI Requests of Ms Pinky Nokhwal, Swami Dayanand Colony, New Delhi

(RTI Request No. PGCIL/R/E/23/00109)

Sl. No.	Information sought:	POWERGRID's Reply:
1.	Dear Sir, POWERGRID employees executive at E-1 grade and then regularizes them at E-2 grade after one year training period as per the advertisements of recruitment. In this regard, please share the details of mandatory classroom trainings, outstation trainings and other trainings which are given to the employees during this one year. If there is any policy of POWERGRID regarding the training of employees during one year training period, please share the policy.	Copy of Guidelines for Training for Executives is enclosed herewith at **ANNEXURE-A**.
2.	Request you to also share the details of training imparted till date to the Assistant Officer Trainee (Finance) vide Advt. No. CC/02/2022 dated 08.02.2022.	Copy of Classroom Training Module for F&A Stream is enclosed herewith at **ANNEXURE-B**.

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विक्षा-C
30/03/23

TRAINING SCHEMES
FOR EXECUTIVES TRAINEES

A. OBJECTIVE

The Executive Trainees Scheme has proved its worth in building up the organization's first-level-executive carder in the various technical areas. This program, of one year duration, has been designed to orient young executive trainees towards high technology areas; keeping in mind the knowledge already provided by the country's education system.

The aim of the program is to provide young qualified executive trainees with conceptual and practical knowledge of various aspects of modern technology and management. The main objectives of the Executive Training Scheme are:

1. To equip the trainee with knowledge and skills necessary to undertake a specific appointment immediately after training.

2. To provide a wider understanding of power sector in general and POWERGRID in specific.

3. To develop a sense of involvement and unfettered loyalty to the organization.

4. To provide opportunity and environment for fullest self-expression and development.

B. TRAINING PLAN

The design of total training scheme has been carried out in a modular form. The identification of modules has been done keeping in mind the specific requirements of different functions. The degree of depth has been decided so as to bridge the gap between the academic inputs and real job requirements.
The training input is an equitable mix of both formal and on-the-job components.

The training scheme can be divided into following distinct module

i) 4 weeks "Induction & Orientation Module" Common to all discipline" seek to:

- Familiarize conceptual aspects
- Refresh theoretical background and

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- Provide basic understanding of actual operation of the processes, technology and equipment involved as well as managerial functions.
  - Soft Skill and outbound training.

ii)   8 weeks "Discipline Specific Module" endeavors to build up specialized background knowledge required to perform the job in an effective manner.

iii)   2 Weeks ERP Module including hands on training on different modules of ERP.

iv)   1 week Power Plant study visit to NTPC/NHPC.

iii)   1 week "Mid Term Appraisal".

To evaluate learning during the class room and objectively see the attitude of the employee and willingness to take up the assignment during OJT. The "Mid-Term-Appraisal- MTA" is a process of mid-programme evaluation directed towards deciding the functional area of the trainees depending on their aptitude, performance upto mid-term appraisal and the rating in the related modules, The mid-term appraisal is followed by on the job training(OJT) .

iv)   39 weeks "On the Job Training (OJT)" provides invaluable hands-on-experience for building job confidence and translating classroom knowledge into practical arena. Lastly, the Directed-On-Job component forms an integrated part of each and every stream. Under this component, the trainees are posted to different departments/functions, where they work with the regular staff and assume limited responsibility to gain valuable job experience.

v)   1 Week "Final Appraisal"

To evaluate learning during the class room and OJT and recommend the appropriate fit for the employee in the organization.

The trainees of the above streams go through various common and specific modules depending on their relevance to actual job. Module shows the structure of the training plan which gives an overview of the sequence of modules and their duration.

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Module for Classroom Training of AOT (Finance)

Week	Day	F/N (09:30 AM to 01:00 PM)	A/N (02:0 PM to 05:30 PM)
Week 1	Day 1	INAUGRATION OF ET TRAINING. Ice breaking Session (Campus to Corporate). OVERVIEW of POWERGRID (Growth Story, Milestones achieved) and power system scenario in India - Prashant, CM(CP)	Overview of HR Functions (Leave Rules, Advances, Reimbursements),
	Day 2	Social Security Schemes in POWERGRID	POWERGRID Service Rules
	Day 3	Corporate Grooming and Etiquettes	Understand your salary - Finance Establishment
	Day 4	Business Model Of POWERGRID	Overview of BDD and IB
	Day 5	Overview of POWERGRID Telecom Business	Overview of Law Functions including various laws applicable to POWERGRID
Week 2	Day 6	Ovewview of Rajbhasha Dept.	Preventive vigilance and CDA Rules
	Day 7	Overview of COMMRCIAL DEPT- CERC, Tariff petition related etc.	Agreement, Billing, Collection, Realization etc.Regulations, Acts and Terms & Conditions of Tariff
	Day 8		Delegation of Power, Technical Proposals & WPPP
	Day 9	Overview of Contracts Services	Electrical for Non-Electricals
	Day 10	Concept of RTM & TBCB	
Week 3	Day 11	Study Visit of POWERGRID sub-station	Presentation Skill
	Day 12	Communication Skill	
	Day 13	MCQ Kind of test on above topics	
	Day 14	POWERGRID Finance & Accounts – An Overview	Overview of POWERGRID Books
	Day 15	Commercial Finance Activities in POWERGRID	Taxation & GST related activities in POWERGRID
	Day 16	Role of POWERGRID Finance Establishment Section	Internal Audit in POWERGRID
Week 4	Day 17	Cash & Bank functions in POWERGRID. International Finance activities	Financial Concurrence and DOP
	Day 18	SAP FI Module	Resource Mobilization activities in POWERGRID
	Day 19	SAP Sales & Distribution Module	SAP FI Practice Session
	Day 20	SAP MM Module : Overview, PO Creation,ME2DP, MIGO, MIRO, Consumption, Stock Transfer, Diversion, Reports in MM	SAP MM -Practice Session
Week 5	Day 21	SAP HCM Module	SAP- PS Module
	Day 22	Employee Self Service Module	SAP FI Practice Session
	Day 23	Commercial Tariff Computation / POC Billing & Disbursement & Telecom Billing Process	Capitalization & Asset Accounting
	Day 24	CAPEX & OPEX in POWERGRID	SAP FI Practice Session
	Day 25	SAP FI Module	SAP FI Practice Session
Week 6	Day 26	Bank Guarantee & Capex Module. Various Reports in SAP	Payroll Processing in POWERGRID
	Day 27	Vendor Bill Tracking & PPPFC	SAP FI Practice Session
	Day 28	MCQ Kind of test on above topics	
	Day 29	Mid term Appraisal	