



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: 10 April, 2023

PGCIL/R/E/23/00115

Ms RIYA KUMARI,
Galla patti, Siwan, Pin:841226 Bihar

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 27 March, 2023 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 (के.आयोजना एवं 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,
1. पाण्डेय (10)
10/04/23

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

Sub: Reply to RTI Request of Ms Riya Kumari, Siwan, Bihar

(RTI Regn.No.PGCIL/R/E/23/00115

Sf. No.	Information sought:	POWERGRID's Reply:
1.	Please let me know when pgcil recruits Electrical Engineer through GATE like Ref. Advt. No. CC /06/2022 dtd. 09 September 2022 Notification No. 2, if a candidate working in PSU having no NOC(no objection certificate) and want to appear in interview, does pgcil allow him/her to appear in interview by giving undertaking?	Yes, provisionally.
2.	Does pgcil gives homestate posting regarding this recruitment?	Posting depends upon organizational requirement.
3.	what are salary, perks and allowances provided during training?	Please refer detailed advertisement in this regard.
4.	what are the transfer policy and promotion policy being followed by pgcil?	POWERGRID Transfer Policy and Promotion Policy are enclosed herewith at ANNEXURE-A and ANNEXURE-B respectively for reference.

19/04/2024
10/04/2024

TRANSFER POLICY FOR EXECUTIVES¹

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).

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



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- 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, an executive can be posted at a location for a shorter/longer duration as per the decision of the management.

(Management for this purpose shall mean authorities competent to approve transfer of executives as per the DOP)²

² As per approval dated 29.12.2021



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- 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.
- 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.

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- 5.9 Executives in E7 grade who opt for posting at difficult locations and complete one tenure 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.
- 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.

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- 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 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 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

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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.

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.



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	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	Koteshwar	Uttarakhand	Northern Region I
36	Banala	Himachal Pradesh	Northern Region II
37	Banikhet	Himachal Pradesh	Northern Region II
38	Chamba	Himachal Pradesh	Northern Region II
39	Hamirpur	Himachal Pradesh	Northern Region II
40	Kala Amb	Himachal Pradesh	Northern Region II
41	Nalagarh	Himachal Pradesh	Northern Region II
42	Nurpur	Himachal Pradesh	Northern Region II
43	Rampur	Himachal Pradesh	Northern Region II



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S.No	Location	State	Region
44	Solan	Himachal Pradesh	Northern Region II
45	Sundernagar	Himachal Pradesh	Northern Region II
46	Kishenpur	Jammu and Kashmir (UT)	Northern Region II
47	Ballia	Uttar Pradesh	Northern Region III
48	Jauljibi	Uttarakhand	Northern Region III
49	Pithoragarh	Uttarakhand	Northern Region III
50	Kishorenagar	Odisha	Odisha Projects
51	Indravati	Odisha	Odisha Projects
52	Rengali	Odisha	Odisha Projects
53	Bayannagudem	Andhra Pradesh	Southern Region I
54	N P Kunta	Andhra Pradesh	Southern Region I
55	Nagarjunsagar	Andhra Pradesh	Southern Region I
56	Srikakulam	Andhra Pradesh	Southern Region I
57	Munirabad	Karnataka	Southern Region I
58	Kudgi	Karnataka	Southern Region II
59	Mallapur	Karnataka	Southern Region II
60	Pavagada	Karnataka	Southern Region II
61	Sirsi	Karnataka	Southern Region II
62	Nagapatinam GIS	Tamil Nadu	Southern Region II
63	Champa	Chattisgarh	Western Region I
64	Tamnar(Raigarh)	Chattisgarh	Western Region I
65	Brahampuri	Maharashtra	Western Region I
66	New Parli	Maharashtra	Western Region I
67	Warora	Maharashtra	Western Region I
68	Banaskantha	Gujarat	Western Region II
69	Bhuj-II	Gujarat	Western Region II
70	Radha Nesda	Gujarat	Western Region II
71	Annupur	Madhya Pradesh	Western Region II
72	Bhind	Madhya Pradesh	Western Region II
73	Birsinghpur	Madhya Pradesh	Western Region II
74	Rajgarh	Madhya Pradesh	Western Region II
75	³ Neemuch	Madhya Pradesh	Western Region-II

(B) Consultancy Projects

S.No	Location	State	Region
1	Kumrek	Sikkim	Eastern Region II
2	Chhahamthang	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

³ Cir No.561/2023 dated 01.04.2023

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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
451	Port Blair	Andaman & Nicobar Islands	Southern Region-I

⁴ Cir No. 561/2023 dated 01.04.2023



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.	⁵ Fatehgarh-III	Rajasthan	Northern Region -I
9	New Wanpoh	Jammu & Kashmir UT	Northern Region II
10	Wagoora	Jammu & Kashmir UT	Northern Region II
11	Baramulla	Jammu & Kashmir UT	Northern Region II
12	Batote	Jammu & Kashmir UT	Northern Region II
13	Khanyar	Jammu & Kashmir UT	Northern Region II
14	Kulgarn	Jammu & Kashmir UT	Northern Region II
15	Poonch	Jammu & Kashmir UT	Northern Region II
16	Pulwama	Jammu & Kashmir UT	Northern Region II
17	Ramban	Jammu & Kashmir UT	Northern Region II
18	Shopian	Jammu & Kashmir UT	Northern Region II
19	Harwan	Jammu & Kashmir UT	Northern Region II
20	Srinagar	Jammu & Kashmir UT	Northern Region II
21	Kargil	Ladakh (UT)	Northern Region II
22	Leh	Ladakh (UT)	Northern Region II
23	Drass	Ladakh (UT)	Northern Region II
24	Khalasti	Ladakh (UT)	Northern Region II
25	Khavda (KPS-II&KPS-III)	Gujarat	Western 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

⁵ Cir No. 561/2023 dated 01.04.2023

Transfer policy for Executives

S.No	Location	State	Project
14	Sagali	Arunachal Pradesh	Comprehensive T&D
15	Saijosa	Arunachal Pradesh	Comprehensive T&D
16	Seppa	Arunachal Pradesh	Comprehensive T&D
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

PROMOTION POLICY FOR EXECUTIVES**1.0 Scope and coverage**

- 1.1 This Statement of Company Policy will be applicable to all POWERGRID personnel on the regular rolls of the Company in the following executive grades:

Grade	Pay Scale (Rs.) (w.e.f 01.01.2017)
E 2	50000-160000
E 3	60000-180000
E 4	70000-200000
E 5	80000-220000
E 6	90000-240000

- 1.2 The Policy Statement will not be applicable to executives who are appointed in a grade for a limited tenure, superannuated persons reappointed in the Company's service and to other executives appointed on a purely casual or temporary basis.
- 1.3 Executives in whose cases a clause in the terms of initial appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the executive initially joins the Corporation, will be excluded from the purview of this Policy Statement.
- 1.4 Executives who are on deputation to POWERGRID or who retain lien on the service of the parent organisation will not be covered by this Policy Statement.

2.0 Philosophy and Objectives

- 2.1 POWERGRID as a Company subscribes to the philosophy of generating growth from within, and in pursuance thereof, endeavours to achieve synchronization of the goals and objectives of the organisation with the aspirations for growth and development of the individual employees.
- 2.2 POWERGRID hereby declares that it will be the Company's general policy to look within the organisation for suitable persons with the requisite skill, expertise, merit and suitability for filling up the senior executive positions.
- 2.3 Notwithstanding anything stated above, POWERGRID will take recourse to lateral entry at all levels from outside to the extent considered necessary to ensure infusion of new blood and fresh outlook brought in by specialised/experienced personnel from other reputed organisations from India and abroad with a view to sustaining the vigour and vitality of POWERGRID as a leading and progressive organisation.
- 2.4 The basic induction level into the executive cadre in POWERGRID is E-2/ E-3 grade to which entry will be largely through the Company's own Trainee Scheme, but it will be ensured that such induction will not impair the growth opportunities for the meritorious and talented executives in E-2 grade.
- 2.5 In order to facilitate the fulfillment of the growth expectations, POWERGRID will strive to create and sustain an environment conducive to efficient and effective

functioning of the executives in their roles and responsibilities and to provide the necessary scope and facilities for development of technical and managerial skills and capabilities through training, job rotation, opportunity to serve in the field, job enlargement and job enrichment. Executives are expected to avail fully of the developmental opportunities, as mere reliance on length of service may not be sufficient to meet fully their growth aspirations.

2.6 Consistent with and subject to the above principles and Company philosophy, POWERGRID lays down herein its Promotion Policy for the executives and managerial personnel with the following as the objectives :

- 2.6.1 To motivate and enthuse executives and managers for better and more effective performance by rewarding them with promotion to positions of higher responsibility commensurate with their merit and ability and contribution towards the achievement of the organizational goals and objectives.
- 2.6.2 To lay down clear and unambiguous principles to regulate promotion of executives to available higher positions consistent with requirements of the Company.
- 2.6.3 To ensure uniformity, consistency and fairness in the promotion of Company executives as between various disciplines, projects and establishments of the Company.
- 2.6.4 To communicate to the executives, the requirements of performance, merit and other conditions prerequisite to promotion and the events and circumstances which might disqualify them from being promoted

3.0 General Principles

- 3.1 Promotion of executives to positions in next higher grades will be solely on the basis of merit, efficiency, grade service and suitability. In view of the fact that such merit, efficiency and suitability can be meaningfully determined on the basis of assessment of performance and potential over a reasonable period, there shall be a minimum period of service in a grade to be called "Eligibility Period" and only those Executives who complete the minimum period so prescribed will be eligible for consideration for promotion to the next higher grades.
 - 3.1.1 The Promotions to the grade of E6, E7 (DGM) & E8 (GM) will be subject to notified vacancies. However, vacancy may not be a constraint for promotions upto E5 grade.
- 3.2 Wherever limited applicability of seniority is provided in this policy, such seniority will be determined with reference to one or more of the following factors:
 - 3.2.1 Length of service in a grade from the date of joining inclusive of seniority weightage, if any or from the date of promotion in POWERGRID.
 - 3.2.2 Merit position in the selection panel where date of joining is the same or the merit position in Corporate Promotion Committee minutes where date of promotion is the same.
- 3.3 Cases of eligible personnel in the executive cadre may be taken up for consideration for promotion at any time depending upon the availability of vacancies and exigencies of work. Promotions will take effect from the date of assumption of charge of the higher post or the date of issue of order or any prospective or retrospective

date as may be specified in the promotion order. However, to enable promotions being effected in a planned and rational manner and to ensure that anomalies and unavoidable widening of inter-se-differences are kept down to the minimum, promotion of executives to available vacancies in grades upto and including E-7 (DGM) will normally be made effective from standard date/ dates.

The standard dates and other matters relating to eligibility date etc. shall be regulated as under:

- a) Meeting of the Corporate Promotion Committee for promotion of executive will be held once in a year. The eligibility of an executive upto and including the grade of E6 (Chief Manager) will be determined as on 1st of April with grace period of one month i.e. those who complete the eligibility period as on 30th April will come under the zone of consideration.
- b) Executives in the grade of E6 and below who are found fit for Promotion by the Corporate Promotion Committee will be considered for promotion effective from the dates as mentioned below :
 - (i) Executives who completed the eligibility period together with the grace period as on preceding 31st July will be considered for promotion from 1st January preceding the April CPC proceedings.
 - (ii) Executives who complete the eligibility period as on 30th April (inclusive of grace period) will be considered for promotion from 1st April.

3.4 It would be essential to clear a departmental examination of standard equivalent to bachelor in engineering for any executive who possesses only diploma in engineering qualification, to be promoted beyond the grade of Manager. This condition will be relaxable by CMD only in exceptional cases where knowledge and performance of an individual is adjudged, by a committee duly constituted for this purpose, to be equivalent to a degree in engineering and CMD is satisfied that such relaxation is justified.

¹Similar condition for promotion beyond E5 (Manager level) shall also be applicable for Executive Secretary (ES), not having basic qualification required for executive level in other functions/disciplines such as F&A/HR/Law/C&M/Rajbhasha/PR.

3.5 For consideration of Executives in the grade of E7 for promotion to E8, field Exposure is considered desirable except in cases of Specialization/Expertise which are required to meet the organizational needs.

4.0 **Appraisal System - Basis for assessment of merit and suitability**

4.1 The Performance Appraisal System in operation for the executives of the company, as modified from time to time, will generally provide the basis for determination of merit, efficiency, potential and suitability of executives and Managers for positions of higher responsibility in the appropriate higher grade, as relevant.

4.2 The appraisal year will be the calendar year for executives in the grades upto and including E6. For E7 and above, the appraisal year will be the financial year from 1st April to 31st March. Where more than 6 months of the appraisal year have elapsed at the time of consideration of an executive for promotion, a Special Performance

¹ Cir No.01/2022 dated 18.05.2022(Appraisal Group)

Report for the part year may be obtained and taken into consideration along with the Reports of the previous years.

Wherever an executive is promoted taking into consideration the special report, the special report shall be treated as regular report and regular report for the balance appraisal period shall only be obtained. However, in case the executive is not promoted; the special report has to be replaced by the regular appraisal report for the full appraisal period.

- 4.3 Performance Appraisal Report for any period of less than 6 months in an appraisal year will not be taken into consideration for the purpose of promotion. However, where two or more reports are written in any appraisal year by reason of an executive being posted under different reporting/countersigning officers, a single rating for the year will be determined by the Moderation Committee.
- 4.4 Where the case of an executive comes up for consideration for promotion before he completes the prescribed eligibility period on account of a "seniority weightage" granted to him as a part of the terms of his initial appointment, the rating given in the first appraisal report in POWERGRID, if for a period of 6 months or more, will be deemed to be the appraisal rating of the earlier years' reports which are to be taken into consideration, in accordance with this policy statement.
- 4.5 The Appraisal System will be on a 5 point scale i.e "Outstanding", "Very Good", "Good", "Average" and "Not Satisfactory". The final overall evaluation by the "Moderation Committee" will be taken into consideration for the purpose of appreciation and marks will be allotted to various ratings as follows:

Ratings	For Promotion from E2 to E3	For Promotions E3-E4, E4-E5	For Promotion E5 to E6 & E6-E7
Outstanding	6	8	10
Very Good	4	6	8
Good	2	4	6
Average	1	2	4
Not Satisfactory	0	0	0

Following shall be the conversion table for converting the marks into five point scale:

80-100	Outstanding
60-79	Very Good
50-59	Good
40-49	Average
Below 40	Not Satisfactory

5.0 Eligibility Periods

- 5.1 The eligibility period for consideration of executives in the grades as mentioned below for promotion to the next higher grades shall be as under:

Executive in the Grade	Eligibility Period (Years)
E3, E4, E5	3
E2, E6	4

It is on completion of the minimum period of service in the grades as prescribed above, as on 30th April (inclusive of the grace period of one month) that an executive will become eligible for consideration for promotion to the next higher grade.

- 5.2 In the case of promotions of executives in the pay scale of E-6, normal period of eligibility will be four years but keeping in view the special requirements of the organization in this fast expanding phase when it may be considered desirable to fill vacancies in higher grades with executives from within rather than resorting to recruitment from outside, the eligibility period may be relaxed at the sole discretion of the Chairman & Managing Director upto a maximum of 6 months in exceptional cases.
- 5.3 There will be a grace period of a maximum of one calendar month for the purpose of determination of the eligibility periods as above.
- 5.4 While computing the length of service rendered by an executive in his existing pay scale, the seniority weightage granted to him in that pay scale, if any, as laid down in the terms of initial appointment will be taken into account.

6.0 **Constitution & Role of Corporate Promotion Committee (CPC)**

- 6.1 CMD shall have the powers to constitute Corporate Promotion Committee (CPC), as considered appropriate by him, from time to time.
- 6.2 CPC will consider the suitability or otherwise of the eligible executives for promotion to the appropriate next higher grade, on the basis of their qualification, grade service, performance and potential as reflected in the Appraisal Reports, Interview (wherever applicable) and other documents, relevant records in the personal files and any other information/reports having a bearing on their suitability for assuming positions in the next higher grade.
- 6.3 In addition to the above, the CPC shall interview the eligible executives in E5 to E6, E6 to E7 with a view to ascertain their suitability for the next higher position.
- 6.4 The CPC shall take into consideration the Performance Appraisal Reports including Special performance Report, if any, for the last Three/Four years as the case may be depending upon the eligibility period prescribed at para 5.1 above.
- 6.5 While considering promotions after taking into account all relevant factors, the CPC will award upto a maximum of 10 marks (for promotion to E2 - E3, E3 - E4, E4 - E5 grade), 15 marks (for promotion to E6 grade) and 20 marks (for promotion to E7) to each eligible executive, keeping in view:
- a) the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
 - b) the need to ensure uniformity, consistency and equitability;
 - c) potential and suitability for the specific job position to which he is to be promoted;
 - d) general conduct, personality and sense of involvement and commitment to the organisation; and

- e) the upward or downward trend in the appraisal ratings. In case of upward trend, the CPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.
- 6.6 The marks secured by each eligible executive from the Performance Appraisal Reports, Grade Service and mark awarded by CPC (wherever applicable) will be aggregated in the evaluation sheet. Those executives who have been found suitable for promotion will be ranked in order of merit. Where aggregate of marks is the same, they will be ranked in order of seniority.
- 6.7 Subject to fulfilment of the principles, minimum criteria and other conditions as laid down herein and subject to other relevant rules and orders in force in the company, the recommendation of CPC will be put for approval of the Chairman and Managing Director or any delegated authority, a panel of names of eligible executives, ranked in order of merit, who are considered suitable for promotion to specific appropriate positions in the next higher grade. Where the Chairman and Managing Director, himself is the Chairman of the CPC, the said recommendation will be deemed to have been approved. The recommendation so approved will constitute the basis and authority for promotion of executives to the appropriate higher grade.
- 6.8 Human Resource Department will provide all necessary support to the CPC, including constitution and convening of meeting of CPC, recording of minutes, furnishing of information and records, analysis and report on the Appraisal Ratings, available vacancies etc.

7.0 **Criteria and Conditions for Promotion and Disqualification from Promotion**

- 7.1 Factors which are to be taken into account for determining suitability for promotion of an executive and the weightage therefore shall be as under:

- a) Promotion of executives from the grades of E2 to E3²

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 4 Years)	24
ii)	Grade Service	16
iii)	CPC Marks	10
	Total	50

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
4 Years	10
5 Years	13
6 Years and Above	16

The qualifying Marks for promotability will be 36 (Thirty-six)²

- b) Promotion of executives from the grade of E3 to E4, E4 to E5

S No.	Factors	Maximum Marks
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² Applicable w.e.f. CPC 2022 as per approval from Competent Authority

i)	Performance Appraisal Ratings (For Last 3 Years)	24
ii)	Grade Service	16
iii)	CPC Marks	10
	Total	50

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
3 Years	10
4 Years	13
5 Years and Above	16

The qualifying Marks for promotability will be 38 (Thirty-eight)

c) Promotion of executives from the grade of E5 to E6

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 3 Years)	30
ii)	Grade Service	15
iii)	CPC Marks	15
	Total	60

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
3 Years	8
4 Years	10
5 Years	12
6 Years and Above	15

The qualifying Marks for promotability will be 45 (Forty Five)

d) Promotion of executives from the grade of E6 to E7

S No.	Factors	Maximum Marks
i)	Performance Appraisal Ratings (For Last 4 Years)	40
ii)	Grade Service	20
iii)	CPC Marks	20
	Total	80

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

Grade Service	Marks
4 Years	12
5 Years	14
6 Years	17
7 Years and Above	20

The qualifying Marks for promotability will be 60 (Sixty)

7.2 No employee whose Performance Appraisal Report for the last year or Special Performance Report, if any, is "Not Satisfactory" will be considered for promotion.

Promotion Policy for Executives

- 7.3 No employee under suspension or where the charge sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order.
- 7.3.1 The cases of employees against whom disciplinary proceedings are pending or contemplated, but are otherwise eligible for consideration for promotion shall also be considered by the CPC (Corporate Promotion Committee) along with all other cases. The recommendations of the CPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed 'findings regarding suitability for promotion to the grade/post of..... in respect of Shri not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri..... The proceedings of the CPC need only contain the note, 'The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.
- 7.3.2 In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual CPCs from the date of the meeting of the first CPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee provided he is not under suspension, and consider and order promotion of employee on adhoc basis, provided his case was recommended by CPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the adhoc promotion or to revert at any time, the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.
- 7.3.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under :
- i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. However, whether the concerned employee will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so, to what extent, will be decided by the Competent Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. The financial benefits for the period of notional promotion will not be paid unless specifically mentioned otherwise in the promotion order.
 - ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next CPC in the normal course and having regard to the penalty imposed on him. Such employee

shall, however, not receive promotion during currency of the punishment. Where adhoc promotion has been given as at 7.3.2 above will be cancelled/ revoked.

7.4 In case of transfer on promotion, the same shall be regulated as per clause 6.0 of Transfer Policy for Executives

8.0 Probation

8.1 All Executives promoted to the grades of E7, E8 & E9 shall be placed on probation for a period of one year from the date of assumption of charge in the next higher grade. The period of probation may be extended at the discretion of the Competent Authority but will not be extended by more than one year save for exceptional reasons to be recorded in writing.

8.2 Every executive promoted to the higher grade will be issued a formal order of confirmation on satisfactory completion of the probationary period or the extended period of probation as may be applicable. The executive will be deemed to be on probation until so confirmed in writing.

8.3 An order relating to confirmation or extension of probation will normally be communicated within one month from the date of completion of the probationary period or the extended period of probation. Non-compliance of this stipulation will not, however, result in automatic confirmation of the executive concerned.

8.4 If during the probationary period or extended period of probation, the performance of the executive is not found satisfactory or upto the standard required for the promoted post, the executive shall be reverted back to the pre-promotion grade. After reversion, the employee will not be considered for promotion to the higher grade for a period of one year from the date of reversion.

9.0 Reservation for SC/ST/³PwBD

The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe/Person with bench mark disability (PwBD) candidates in the matter of promotion will be kept in view while effecting promotions of executives.

10.0 General

The Management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.

³ JOM dated 29.07.2022(Appraisal)