



विषय: सूचना का अधिकार अधिनियम, 2005 के तहत - Compliance of First Appellate Authority's Order dated 20.06.2023  
with reference to Appeal of श्री Shailendra Sharma

<p><b>Ground for Appeal:</b></p>	<p>चाही गई सूचना ना तो बौद्धिक संपदा और ना ही कामर्शियल कांफीडेंस, ट्रेड सीक्रेट्स के अंतर्गत आती हैं। अतः इसे सूचना के अधिकार की धारा 8(1) डी के अंतर्गत छूट देना गलत है।</p> <p>चाही गई सूचना डिफिकल्ट लोकेशन की नीति/पॉलिसी जोकि पावरग्रिड के कार्मिकों के व्यापक जनाहित से संबधित थी, डिफिकल्ट उपकेंद्र, कार्यालय एवं साईट्स के निर्धारण की नीति सुस्पष्ट एवं पारदर्शी नहीं होने के कारण पावरग्रिड की कई लोकेशंस एवं साईट्स जोकि डिफिकल्ट पोस्टिंग के अंतर्गत नहीं आने के परिणामतः कई कार्मिकों को डिफिकल्ट पोस्टिंग का लाभ नहीं मिल पा रहा है। अतः वर्तमान में अघोषित डिफिकल्ट पोस्टिंग पर तैनात एवं भविष्य में तैनात होने वाले पावरग्रिड कार्मिकों एवं उनके परिवरजनों को पावरग्रिड द्वारा डिफिकल्ट पोस्टिंग के तहत मिलने वाले लाभ से जैसे कि कार्मिकों के आश्रितों को अच्छी चिकित्सा सुविधा एवं अच्छी शिक्षा से वंचित रहना पड़ रहा है/रहना पड़ेगा। अतः चाही गई सूचना प्रदान न करके, अघोषित डिफिकल्ट पोस्टिंग पर तैनात कार्मिकों एवं उनके आश्रितों के मौलिक अधिकारों के इंजायमेंट में बाधा उत्पन्न करना है। माननीय भारतीय सर्वोच्च न्यायालय ने अपने विभिन्न जजमेंट्स में राइट टू एजुकेशन, राइट टू प्रोपर मेडिकल अटेंडेंस को संविधान द्वारा प्रदत्त मूलभूत अधिकार 21 (राइट टू लाईफ एंड लिबर्टी) –का अंग माना है।</p> <p>अतः अपीलीय अधिकारी से निवेदन है कि व्यापक जनहित को ध्यान में रखते हुए प्रार्थी को चाही गई जानकारी उपलब्ध करवाने की कृपा करें।</p>
<p><b>Summary of First Appellate Authority's Order:</b></p>	<p>- An applicant under the Act is entitled to get copy of the opinions, advice, circulars, orders etc., but he cannot ask for any information as to why such opinions, advice, circulars, orders etc., have been passed, especially in matters pertaining to policy.</p> <p>- Appellant in his appeal has mentioned that due to lack of transparent and clear policy many locations which should have been included in the category of 'Difficult Locations' have not been included in that list : This is a value-laden presumption on the part of the appellant and the same cannot be cannot be a basis for seeking any information under the Act.</p> <p>- CPIO is directed to provide Circulars and Orders (if any) related to 'Difficult Locations', subject to exceptions carved out under section 8 of the Act, within 14 days of Order dated 20.06.2023.</p>
<p><b>Reply to Appeal:</b></p>	<p>पावरग्रिड की 'Transfer Policy for Executives' एवं इस पालिसी के साथ संलग्नक 'Difficult Locations (डिफिकल्ट लोकेशन्स) की लिस्ट, पावरग्रिड-इंट्रानेट (INTRANET) पर सभी कर्मचारियों के लिए उपलब्ध है।</p> <p>ट्रांसफर पालिसी एवं संलग्नक डिफिकल्ट लोकेशन्स की लिस्ट, आवेदक ने भी अपने RTI Query आवेदन के साथ संलग्न किया है।</p> <p>तथापि, 'Transfer Policy for Executives' दिनांक 27.10.2021 एवं इस पालिसी के साथ संलग्नक 'Difficult Locations (डिफिकल्ट लोकेशन्स) की लिस्ट एवं परिपत्र दिनांक 01.04.2023 संलग्नक 'क' एवं 'ख' पर है।</p> <p>डिफिकल्ट लोकेशन्स की पहचान तथा कार्यपालकों के डिफिकल्ट लोकेशन्स पर पोस्टिंग की अवधि को आंतरिक अनुसंधान, अध्ययन, चर्चा और विचार-विमर्श के पश्चात, पावरग्रिड द्वारा, कार्यपालकों के ट्रांसफर को विनियमित करने के लिए, निर्धारित किया गया है।</p> <p>अपित्तु, डिफिकल्ट लोकेशन्स की पहचान के मापदंड किसी भी लोक क्रियाकलाप या हित से संबन्धित नहीं है (Has no relationship to any public activity or interest)।</p>

श्री शैलेंद्र शर्मा

अर्थात्, Transfer पालिसी एवं इसके अंतर्गत डिफिकल्ट लोकेशन्स पर पोस्टिंग केवल पावरग्रिड के कार्यपालको पर लागू है। तथापि इस संबंध में, कोई भी असंतुष्ट / पीड़ित कार्यपालक, चर्चा करने के लिए मानव संसाधन विभाग से कभी भी संपर्क कर सकता है।

इसके अलावा, पावरग्रिड का कोई भी कर्मिक, '**Grievance Procedure for Employees**' पालिसी के अंतर्गत, **Employee Self Service (ESS)** - जो की एक आनलाइन प्लैटफ़ार्म है) में अपना Grievance दर्ज कर सकता है, जिसका पालिसी के तहत समय-बद्ध निवारण किया जाता है। **Employee Grievance पालिसी संलग्नक 'ग'** पर है।

डिफिकल्ट लोकेशन्स की पहचान के मापदंड, पावरग्रिड की बौधिक संपदा है, अतः इस प्रकार की सूचना को प्रकट किए जाने से RTI Act, 2005 के सक्शन 8 (1) (d) के अंतर्गत छूट है।

श्रीराम

अनुसूचक - 'क'

POWER GRID CORPORATION OF INDIA LIMITED  
CORPORATE HR DEPARTMENT

Ref : CC/HR/Policy/2021

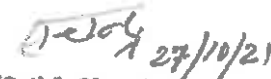
Date: 27<sup>th</sup> October, 2021

**CORPORATE HR CIRCULAR NO: 515/2021**

**Sub. : Transfer Policy for Executives**

1. The Transfer Policy for Executives has been reviewed and revised for effective implementation.
2. The objectives of the revised policy are:
  - a. Optimal utilization of manpower.
  - b. Ready availability of manpower having required competencies.
  - c. Competency development and grooming of the executives for leadership positions by giving them varied professional exposure in different locations and functions.
  - d. Uniformity and fairness in implementation of transfers/ job rotations
  - e. Consideration of personal preferences and special situation of employees in transfers subject to organizational needs and administrative considerations
3. The revised policy (enclosed) supersedes the earlier transfer policy for executives and comes into force with immediate effect.

This issues with the approval of Competent Authority.

  
(Satish Chandra)  
ED(HR)

**Distribution:**

**Region:**

All Heads of Region/Project  
All Heads of HR/Finance: Region/Project

**Corporate Centre:**

All Heads of Department at CC  
Company Secretary  
ES/PS-CMD/ Director (Operations/Personnel/ Finance/ Projects)/ CVO  
Notice Board/Intranet/ Concerned File

[For internal circulation within POWERGRID]

**TRANSFER POLICY FOR EXECUTIVES**

- 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).
- 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.

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.
- 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.
- 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 31<sup>st</sup> 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 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.

**Difficult Locations in Category I**
**(A) Substations and TL offices**

S.No	Location	State	Region
1	Kishenganj	Bihar	Eastern Region I
2	Pusaoli	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	Garbela	West Bengal	Eastern Region II
9	Jorebunglow	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	Balpara	Assam	North Eastern Region
15	Bitswanath 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	Satakati	Assam	North Eastern Region
23	Stichar	Assam	North Eastern Region
24	Imphal	Manipur	North Eastern Region
25	Khlerihat	Meghalaya	North Eastern Region
26	Aizwal	Mizoram	North Eastern Region
27	Melrial	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	Rajasthan	Northern Region I
35	Fatehgarh-III	Rajasthan	Northern Region I
36	Koteshwar	Uttarakhand	Northern Region I
37	Banala	Himachal Pradesh	Northern Region II
38	Banikhet	Himachal Pradesh	Northern Region II
39	Chamba	Himachal Pradesh	Northern Region II
40	Hamirpur	Himachal Pradesh	Northern Region II
41	Kala Amb	Himachal Pradesh	Northern Region II

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

**(B) Consultancy Projects**

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

S.No	Location	State	Region
8	Namthang	Sikkim	Eastern Region II
9	Perbing	Sikkim	Eastern Region II
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	Bangalgaon	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	Chawnate	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

**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	Mokukchuna	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	New Wanpoh	Jammu & Kashmir UT	Northern Region II
9	Wacoor	Jammu & Kashmir UT	Northern Region II
10	Baramulla	Jammu & Kashmir UT	Northern Region II
11	Batote	Jammu & Kashmir UT	Northern Region II
12	Khanyar	Jammu & Kashmir UT	Northern Region II
13	Kulgam	Jammu & Kashmir UT	Northern Region II
14	Poonch	Jammu & Kashmir UT	Northern Region II
15	Pulwama	Jammu & Kashmir UT	Northern Region II
16	Ramban	Jammu & Kashmir UT	Northern Region II
17	Shopian	Jammu & Kashmir UT	Northern Region II
18	Harwan	Jammu & Kashmir UT	Northern Region II
19	Srinagar	Jammu & Kashmir UT	Northern Region II
20	Kareil	Ladakh (UT)	Northern Region II
21	Leh	Ladakh (UT)	Northern Region II
22	Drass	Ladakh (UT)	Northern Region II
23	Khalasti	Ladakh (UT)	Northern 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
14	Sagali	Arunachal Pradesh	Comprehensive T&D

S.No	Location	State	Project
15	Sajosa	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	Bamdila	Arunachal Pradesh	Comprehensive T&D
20	Gahpur	Arunachal Pradesh	Comprehensive T&D
21	Gerukhamukh	Assam	Comprehensive T&D



अनुलग्नक - 'ख'

POWER GRID CORPORATION OF INDIA LIMITED  
CORPORATE HR DEPARTMENT

Ref No.: CC/HR/Policy/2023

Date: 01.04.2023

Corporate HR Circular No.: 561/2023

**Sub: Addition / modification in the list of difficult locations under the Transfer Policy for Executives**

In terms of Clause 4.9 of the Transfer Policy for Executives, the following locations are hereby notified as Difficult Locations as per details given below :

S. No.	Category	Location	State/ UT	Region	Remarks
1	II (2yrs)	Khavda (KPS-II)	Gujarat	WR-II	New addition under S/s & TL Office
2	II (2yrs)	Khavda (KPS-III)	Gujarat	WR-II	New addition under S/s & TL Office
3	II (2yrs)	Fatehgarh-III	Rajasthan	NR-I	Modification from category-I under S/s & TL Office
4	I (3yrs)	Neemuch	Madhya Pradesh	WR-II	New addition under S/s & TL Office
5	I (3yrs)	Port Blair	Andaman & Nicobar Islands	SR-I	New addition under Consultancy Proj.

The list of difficult locations annexed to Transfer Policy for Executives is amended to the above extent only.

This issues with the approval of Competent Authority.

  
01.04.23  
(Sandeep Barik)  
Sr. DGM(HR)

**Distribution:**

**Region/Projects:**

Heads of Region/Project

Heads of HR/Finance: Region/Project

**Corporate Centre:**

Heads of Department at CC

Company Secretary

ES - CMD/ Director (Personnel/ Projects/ Operations/ Finance)/ CVO

Intranet Website/ Concerned File

[For internal circulation within POWERGRID]



GRIEVANCE PROCEDURE FOR EMPLOYEES

1.0 POLICY

POWERGRID Corporation of India aims to be a dynamic, vibrant and cohesive organisation with its well-knit team of human resources. In pursuit of excellence, POWERGRID believes in an open door Policy which reflects in minimal occurrence of employees' grievance. Yet, to further promote fair and equitable employment relations in the organisation, It is necessary to systematise and strengthen the Grievance Communication and redressal process to provide time bound mechanism for redressal of Grievances.

2.0 OBJECTIVES

The objectives of the Grievance Procedure are:

- 2.1 To attempt and resolve grievances in an amicable manner through oral presentation and discussion at first instance.
- 2.2 To settle grievances of employees at the earliest and at lowest appropriate level.
- 2.3 To provide various stages of grievance redressal so that aggrieved employees can seek remedy, if required, even from the highest level of the authority.

3.0 APPLICABILITY

The Grievance Procedure will be applicable to all the employees upto the level of DGM. including those in work charged category.

4.0 SCOPE

A Grievance for the purpose of this procedure would only mean a grievance relating to any individual employee arising out of implementation of company policies/rules and decisions of the Management.

4.1 Grievance for the purpose of this procedure shall be relating to the following :

- Salary payment
- Recovery of dues, etc.
- Increment
- Working conditions
- Leave
- Allotment of residential quarters
- Medical facilities
- Non-extension of benefits under rules
- Transfer



- Seniority (for only those areas where relevant)
- Promotion
- Pay fixation
- Like issues

4.2 Grievance arising out of the following shall not come within the ambit of the grievance procedure :

- Terms of Appointment/Absorption.
- Annual performance appraisals/confidential reports.
- Matters relating to disciplinary action/enquiry and vigilance cases.
- Matters relating to collective dispute/bargaining such as wages and allowance, bonus, hours of work and other benefits/perquisites/facilities, etc.

## 5.0 CONSTITUTION OF VARIOUS COMMITTEES

### 5.1 For Executives

#### 5.1.1 Staff Council

##### a) At Regional Headquarter

The Executive Director of the Region(s) will constitute staff council for each Region consisting of following members :

- |   |                |
|---|----------------|
| — GM/Head of the Region   | — Chairman     |
| — The HOD (Not below the rank of DGM) of the aggrieved executives | — Member       |
| — Head of the Finance   | — Member       |
| — Head of the HR  | — Member Secy. |

##### b) At Corporate Centre

The Director (Personnel) will constitute staff council for Corporate Centre consisting of the following members :

- |  |                |
|--|----------------|
| — Executive Director located at the Corporate Centre               | — Chairman     |
| — Head of Deptt. concerned (Not below the rank of GM/AGM)          | — Member       |
| — A representative (Not below the rank of DGM) from Finance Deptt. | — Member       |
| — DGM (HR)   | — Member Secy. |



## 5.1.2 Appeals Committee

The Chairman and Managing Director will constitute Appeals Committee at Corporate Centre consisting of following members :

- |  |                    |
|--|--------------------|
| — Director (Pers.)   | — Chairman         |
| — Director (F)/ED (F)  | — Member           |
| — The concerned Executive Director of the Region (s)/CC of the aggrieved executive | — Member           |
| — ED (HR)/GM (HR) CC   | — Member Secretary |

## 5.2 For Non Executives

### 5.2.1 Grievance Committee

The Grievance Committee will be constituted by the General Manager consisting of following members :

- |   |                |
|---|----------------|
| An executive not below the rank of Chief Manager                      | — Chairman     |
| An executive of Finance Deptt. not below the rank of Accounts Officer | — Member       |
| An executive of HR Deptt. not below the rank of Sr. Personnel Officer | — Member Secy. |

#### Note :-

- (i) The Committees will be constituted by the designation of the members.
- (ii) For grievance of executives at the level of DGM, the GM/Head of the Region will have a dual role to perform i.e. the Head of the Department of the concerned employee and the Chairman of the Committee.
- (iii) An aggrieved employee shall not be a member of any committee which is seized with his/her own grievance. Suitable substitution of such a member shall be done by the authority having power to constitute the committee.
- (iv) The committee constituted under this para shall continue to function so long as not reconstituted by Competent Authority.
- (v) The word 'General Manager' under this procedure shall mean General Manager/Head of Regional Transmission System/RLDCs and General Manager (HRM) at Corporate Centre, who will act as per the authority given under this procedure, unless specified otherwise, in respect of employees posted at Region/RLDC and Corporate Centre respectively.



## 6.0 PROCEDURE

Various stages for redressal of grievance with further provision of appeal are as detailed below :

### 6.1 For Executives

#### 6.1.1 Stage-I

- a) An aggrieved executive shall take up his grievance orally with his immediate superior (not below the rank of Manager) who will give a personal hearing and try to resolve the grievance at his level within seven days. Wherever necessary, the immediate superior will consult the Head of the Deptt. before communicating back with the aggrieved executive.
- b) In case the executive is not satisfied with oral communication/disposal, he/she can submit his/her grievance in writing in the prescribed form (Form-I) to the Head of the Deptt. concerned within 15 days from the date on which the cause of grievance arose, or came to his notice.
- c) The Head of Department concerned will record his comments on Form-I within '15' days after making necessary enquiries/obtaining comments from other departments, if required.

#### 6.1.2 Stage-II

- a) In case the executive is not satisfied with the decision communicated to him at Stage-I or if he fails to receive reply within stipulated period, he may submit his grievance in the prescribed form (Form-II) within a period of 15 days to the STAFF COUNCIL in the RHQ/CC.
- b) The Staff Council will examine the details of the grievance. It may also discuss with the aggrieved executive, if felt necessary.
- c) The Staff Council shall give its reply to the aggrieved executive within 30 days from the date of the receipt of the grievance. However, wherever felt necessary by the Staff Council, it may make a recommendation for a final decision of Director (Pers.), who will convey his decision within 30 days from the receipt of grievance from the Staff Council.

#### 6.1.3 Stage-III

- a) In case the Executive remains dissatisfied even after this stage, he may appeal to the "Appeals Committee" in the prescribed form (Form-III) within a period of 15 days from the date of receipt of the decision from the Staff Council.
- b) The Appeals Committee will examine and review the case including the decision of the Staff Council.
- c) The decision of the Appeals Committee will be communicated to the aggrieved Executive within a month of the receipt of the appeal.



6.1.4 In case, the aggrieved executive is not satisfied with the decision of the Appeals Committee, he/she will have an option to appeal to CMD. The CMD will take a decision and communicate the same within 30 days from the receipt of the appeal and his decision will be final and binding.

## 6.2 For Non-Executives

### 6.2.1 Stage-I

- a) An aggrieved employee may at the first instance meet his immediate superior officer and present the grievance orally to him. The immediate superior officer will give a personal hearing and try to resolve his grievance within seven days.
- b) In case the aggrieved employee is not satisfied with the oral communication/disposal, he/she can present his/her grievance in the prescribed form (Form-I) to the Personnel Officer looking after the establishment functions within 15 days from the date on which the cause of grievance or complaint arose or came to his/her notice.
- c) The concerned Personnel Officer after making necessary enquiries will give reply in writing to the aggrieved employee within a period of 15 days from the date of receipt of Form-I.

### 6.2.2 Stage-II

- a) In case the employee is not satisfied with the decision communicated to him at Stage-I or fails to receive reply within stipulated period, he/she may submit his/her grievance to the Head of the Department in the prescribed form (Form-II) within a period of 15 days from the date on which the period stipulated in 6.2.1 (c) expires.
- b) The aggrieved employee who has filed a Stage-II grievance may be allowed to present his case in person, if he/she so desires at this stage.
- c) The aggrieved employee will be replied to in writing within three weeks of the receipt of his grievance at Stage-II.

### 6.2.3 Stage-III

- a) If the employee is not satisfied or fails to receive a reply within stipulated period at Stage-II, he/she may present his/her grievance for consideration at Stage-III in the prescribed form (Form-III) within a period of one month from the date on which the period stipulated in 6.2.2 (c) expires.
- b) The employee concerned may be heard in person by the Grievance Committee, if he/she so desires. The employee may be allowed to be assisted by co-employee (workman or supervisor as the case may be) before the committee, on their request.



- c) The grievance committee will examine the details of grievance. The decision of the Grievance Committee will be communicated to the aggrieved employee within 30 days from the date of receipt of the grievance at Stage-III.
- d) In the event of difference of opinion among the members of the Grievance Committee, the views of the members along with relevant papers will be placed before the General Manager by the Secretary, Grievance Committee for final decision.

**Note :-** In case of grievances arising out of issues related to non-allotment of quarters and non-promotion, the aggrieved employee will be allowed to take up the matter at Stage-III directly within one month from the date of occurrence of the cause of grievance.

## 6.2.4 APPEAL

- a) In case the employee remains dissatisfied even after Stage-III, he may appeal to the General Manager within a period of 15 days from the date of receipt of the decision from the Grievance Committee.
- b) After the examination and consideration, the decision of the General Manager will be communicated to the aggrieved employee within a month of the receipt of his appeal.

## 7.0 GENERAL CONDITIONS

- 7.1 If a grievance arises out of an order given by the Management, the said order shall be complied with before the employee concerned invokes the procedure laid down for redressal of his grievance.
- 7.2 Seeking redressal under this procedure will not stop the implementation of any order or decision of Management.
- 7.3 It would be the endeavour of the Management to ensure speedy implementation of the decision of the Grievance Committee/Staff Council/Appeals Committee and the General Manager of the Region/CMD, as the case may be.
- 7.4 The Chairman and Managing Director shall have the power to make any amendment of these rules which is of a minor nature.



POWER GRID CORPORATION OF INDIA LTD.

FORM-I  
(Sub Rule 6.1.1)

STAGE-I GRIEVANCE (EXECUTIVES)

(To be submitted to Head of the Department in duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Section :  
Grievance & Reason in brief :

Dated :

Signature of Employee

(For the use of the Head of the Department)

Grievance No. and date of receipt :  
Whether the employee was interviewed :  
Source & Results of enquiry :  
Replied on :

Dated :

Signature of Head of the  
Department





**STAGE-II GRIEVANCE (EXECUTIVES)**

(To be submitted to Secretary Staff Council in Duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Section :  
Grievance :  
Ref. No. of Reply to  
Grievance Stage-I :  
Reason for preference :

Dated :

Signature of Employee

**(For use of Secretary Staff Council)**

Grievance No.  
and date of receipt :  
Whether the employee  
was interviewed :  
Source & Results of enquiry :  
Replied on :

Dated :

Signature of Secretary  
Staff Council



**STAGE-III GRIEVANCE (EXECUTIVES)**

(To be submitted to Secretary, Appeals Committee in duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Grievance :  
Ref. No. of Reply to  
Grievance Stage-II :  
Reason for preference to  
Appeals Committee :

Dated :

Signature of Employee

**(For use of Secretary, Appeals Committee)**

Grievance No. :  
and date of receipt :  
Result of Stage-I Grievance :  
Result of Stage-II Grievance :  
Grievance put up in Appeals  
Committee on :  
Decision of the Appeals  
Committee :

Dated :

Signature of Secretary  
Appeals Committee

Replied on :



POWER GRID CORPORATION OF INDIA LTD.

FORM-I  
(Sub Rule 6.2.1)

STAGE-I GRIEVANCE (NON-EXECUTIVES)

(To be submitted to Personnel Officer in duplicate)

Name :

Employee No. :

Designation :

Pay Scale :

Department :

Section :

Grievance & Reason in brief :

Dated :

Signature of Employee

(For use of Personnel Officer)

Grievance No. and date of receipt :

Whether the employee has been interviewed :

Source & Results of enquiry :

Replied on :

Dated :

Signature of Personnel Officer



ANNEXURE-V

POWER GRID CORPORATION OF INDIA LTD.

FORM-II  
(Sub Rule 6.2.2)

**STAGE-II GRIEVANCE (NON-EXECUTIVES)**

(To be submitted to the Head of the Department in duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Section :  
Grievance :  
Ref. No. of reply to  
Grievance Stage-I :

Dated :

Signature of Employee

**(For use of Head of the Department)**

Grievance No.  
and date of receipt :  
Whether the employee has been  
interviewed :  
Source & Results of enquiry :  
Replied on :

Dated :

Signature of Head of the Department



ANNEXURE-VI

POWER GRID CORPORATION OF INDIA LTD.

FORM-III  
(Sub Rule 6.2.3)

**STAGE-III GRIEVANCE (NON-EXECUTIVES)**

(To be submitted to Secretary, Grievance Committee in duplicate)

Name :  
Employee No. :  
Designation :  
Pay Scale :  
Department :  
Grievance :  
Ref. No. of reply to  
Grievance Stage-II :  
Reason for Appeal :

Dated :

Signature of Employee

(For use of Secretary, Grievance Committee)

Grievance No. :  
and date of receipt  
Result of Stage-I :  
Grievance  
Result of Stage-II :  
Grievance  
Grievance put up in :  
Grievance Committee on  
Decision of the Grievance :  
Committee

Dated :

Signature of Secretary  
Grievance Committee