

Sub: Reply to RTI Requests of Shri Mohit, Palwal, Haryana

(RTI Request No. PGCIL/R/23/00157)

Sl. No.	Information sought:	Reply:
1)	Kindly provide the soft copy of below mentioned: PGCIL Recruitment policy	Copy of POWERGRID Recruitment Policy & Procedures is enclosed herewith at ANNEXURE-A.
2)	PGCIL Service Rules	Copy of POWERGRID Service Rules is enclosed herewith at ANNEXURE-B.
3)	Reservation Roster Copy (SC/ST/OBC/PWBD)	The applicant may visit our Corporate Centre Office on any working day after taking prior appointment from concerned POWERGRID officials to see the Reservation Roster in respect of recruitment.
4)	PGCIL Promotion policy for Executives	Copy of POWERGRID Promotion Policy for Executives is enclosed at ANNEXURE-C.
5)	PGCIL Transfer policy	Copy of Transfer Policy for Executives is enclosed herewith at ANNEXURE-D.
6)	Committee Report on Identification of Bench mark Disability by PGCIL	List of posts identified on bench mark of disability is available on website of Power Grid Corporation of India Ltd. and link of the same is https://www.powergrid.in/list-posts-identified-pwd . However, if the requestor wants the requested documents i.e. Committee Report, he may visit to this office with prior appointment.
7)	Rule for calculation of Vacancy for Recruitment of Executives	Manpower planning and budgeting is a part of Recruitment Policy & Procedures which is enclosed herewith at ANNEXURE-A, referred at reply to Sl.No.1 above.

Adhi-c
01/06/2013



RECRUITMENT POLICY AND PROCEDURES

PREAMBLE

POWERGRID subscribes to the belief that efficiency, effectiveness and success of the organisation depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organisation.

POWERGRID is, therefore resolved to provide a framework of policies which will enable the Organisation to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilisation of the human resources in a climate of satisfaction, development and growth.

In pursuance of the above objectives and consistent with the Company's social and national obligations, POWERGRID hereby makes the following policy statement to be called POWERGRID RECRUITMENT POLICY AND PROCEDURES to govern, regulate and generally facilitate recruitment of personnel in the Offices and Establishments of the Company.

1.0 Preliminary

- 1.1 The policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of employees of all classes and categories irrespective of whether they are against regular, temporary, casual, or trainee posts, unless specifically stated otherwise.
- 1.2 Classification of employees into regular, temporary, casual and trainee for the purpose of this policy will be the same as defined in the Company's Service Rules.

2.0 Manpower Planning and Budgeting

- 2.1 In all Regions and Sub-Stations of the Company, before the end of August every year, each Department will review of adequacy or otherwise of the available manpower with reference to the tasks and targets and determine any additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year.
- 2.2 Based on the requirements of additional manpower of the individual departments, the detailed manpower plan for the financial year will be prepared jointly by the Planning and Human Resource Departments for the Regions as a whole giving specific details of each new post other than casual posts and justification therefore and this manpower plan containing details of expenditure involved will form a part of the overall manpower Budget of the Region.
- 2.3 The requirement of casual and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Works Budget.

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- 2.4 Annual manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Regions/Projects will be consolidated into an integrated Company Manpower Plan which will form a part of the Annual Budget to be submitted for approval of the Board of Directors.
- 2.5 On approval by the Board, these manpower plans will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment during the financial year.
- 3.0 Creation of Posts**
- 3.1 Notwithstanding the Board's overall sanction for the creation of posts as above, specific sanction for each new post from the competent authority will be necessary before initiation of action for filling the posts and the competent authority will issue the necessary sanction depending on the requirements from time to time during the year within the approved budget sanction and manpower plans subject, however, to the policies and directives that may be issued by the Board of Directors and/or Chairman and Managing Director, as the case may be.
- 3.2 For the purpose of according sanction to the creation of regular, trainee and temporary posts in different categories within the approved budget provisions and approving appointments to such posts, the competent authorities as provided under Delegation of Power to be referred and hereinafter referred to as the Appointing Authority.
- 3.2.1 Authorities competent to accord sanction to creation of posts within approved budget provisions, will be as per Delegation of Powers.
- 3.2.2 Authorities competent to approve appointments to the posts created within the manpower budget provisions will be as per Delegation of Power.
- 3.3 While the authority competent to sanction the creation of posts will have the flexibility to re-appropriate posts as between various functions under his control subject to over all provisions in the budget, no non-executive post shall be created unless such post is included in the approved budget and manpower plans except with the prior approval of the Chairman & Managing Director who may accord the necessary approval only in exceptional cases. Proposals for creation of such posts not covered by the annual manpower plan will be accompanied by full justifications and explanation of reasons and circumstances due to which the necessary provision could not be made at the time of formulating the annual manpower plan.
- 4.0 Job Title, Job specification, Role Outline and Pay Scales**
- 4.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, upper age limit etc. and a general outline of the role and responsibilities will be laid down in respect of each job title along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.

- 4.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines together with the pay scales applicable in respect of all categories of posts will be issued by the Corporate Centre from time to time with the approval of the Chairman and Managing Director.
- 4.3 No appointment shall be made to any post in the Company unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, OBC(NCL), EWS, Persons with Disability, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Chairman & Managing Director in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Company.

5.0 Induction Levels

- 5.1 Keeping in view the need for induction of experienced personnel during the formative stage of a new organisation, recruitments in POWERGRID during the initial years may take place at levels of the organisational hierarchy but while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.
- 5.2 At the appropriate stage of the growth of the organisation, recruitments will be restricted by and large to the induction levels as specified in Schedule I, so as to ensure that prospects of career growth of existing employees are in no way impaired.
- 5.3 Infusion of new blood to the executive and supervisory cadres will be through the Executive Trainee and Supervisory Trainee Schemes under which training based on specific requirements of the company will be imparted to the fresh professional graduates and diploma holders to be recruited on a regular annual basis.

6.0 Agencies for Recruitment

- 6.1 All recruitment to the executive cadres inclusive of Executive Trainees for all Sub-Station and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Human Resource Department.
- 6.2 In respect of all non-executive personnel, recruitment and training wherever necessary, will be done/ provided by Human Resource Department of the concerned region.

7.0 Sources and Modes of Recruitment

- 7.1 For recruitment of professional personnel in Company's executive cadre including executive trainees, selection will be made on an all-India basis and for this purpose, the posts to be filled will be duly notified through press advertisements and Company Notice Boards and/or through circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available.



- 7.2 In respect of recruitment to non-executive posts of the levels of W7/S1 and below, all vacancies will be notified to the Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that notifications for recruitment of reserved vacancies will also be issued to Associations concerned, copies of notification may also be sent simultaneously to the Central Employment Exchange and other employment exchanges in the neighbouring districts within the State and Government and Semi-Government Organisations and/or the positions may be advertised in the local press subject, however, to the condition that all things being equal, preference will be given to suitable candidates sponsored by the concerned Employment Exchange.

- 7.3 In respect of recruitment to non-executive posts of the levels S2 & above recruitment will be made from all the states within the Regions where the Sub-Station /Establishment is located and the states neighbouring such region and for this purpose notification for filling the vacancies will be issued in the newspapers and also to the employment exchanges of the Regions through the Central Employment Exchange, Government Industrial Training Institutes and Polytechnics, in addition to the Notice Board in the company's premises.

Provided that recruitment may be made to such posts from outside the region where the appointing authority is satisfied that suitable candidates in adequate number may not be available within the region.

Provided that to facilitate recruitment to the reserved vacancies, copies of such notifications will also be issued to the various agencies and associations as stated above.

- 7.4 In addition to the above, induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources :

- (a) Deputation from Central/State Government/Electricity Boards and Public Sector Organisations where suitable personnel on terms offered by the Company may not be available at the right time from other sources where the time and cost involved in processing recruitments through open advertisements may not be justified in view of the number or nature of posts to be filled.
- (b) Campus interview and recruitment of Executives at Trainee Level from reputed Engineering Institutions and of Officers at Trainee Level from reputed Management Institutions.
- (c) Candidates located through personal contacts and talent survey, only in respect of posts requiring specialist knowledge and expertise and/or exceptional qualification and merit subject to approval by the Chairman and Managing Director.

8.0 To fill job openings by selection from within

- 8.1 The internal candidates who fulfil all eligibility requirements may be considered along with other candidates.



Provided, however, that they should not have been considered for a similar position in any of the Departments/Units of the Company and found unsuitable in the course of one year proceeding the time of the current recruitment.

- 8.2 For being considered for selection from within the organisation on the basis of internal circulars for a job opening in a particular grade, employees in the next lower grade only are eligible. Provided that he/she must have served for a minimum of two years in his existing grade in POWERGRID as required under the Service Rules.
- 8.2.1 However, for induction level recruitment, selections based on Employment Exchange notification and/or open advertisement, the fulfilment of Service Rules condition of putting in two years of service in the existing grade will not be necessary. It will also not be necessary that the post applied for must always be in the next higher grade. The selections against induction level posts as given in schedule V in respect of departmental candidates may be considered, provided the candidates meet the minimum qualification and other requirements for the notified/advertised post.
- 8.3 Subject to fulfilment of minimum eligibility requirements and other prescribed criteria, directly recruited regular employees including deputationists will be considered eligible for selection to a post in open competition with external candidates.
- 8.4 Applications of all internal candidates will be forwarded to the Human Resource Department by the Head of the Department who should give in his forwarding statement :
- (a) Comments on the suitability of the candidates for the post applied for
 - (b) Assessment of the performance of the candidate.
 - (c) Remarks whether or not candidate can be released in case he is selected, without detriment to the job currently being handled by him.
- 9.0 **Preference for Candidates Belonging to Scheduled Castes/Scheduled Tribes/Ex-Servicemen, Displaced Persons etc.**
- 9.1 Towards the fulfillment of the Company's social and national obligations, it will always be POWERGRID's endeavour to provide gainful employment on a preferential basis to the members of the economically backward classes, ex-servicemen, persons uprooted from the project areas and other unfortunate sections of the society and for this purpose the directives of the Government concerning reservation of vacancies and special concession to be allowed to such candidates will be most strictly and conscientiously adhered to. Details of the directives currently in force are given in Schedule II.
- 10.0 **Application Formalities**
- 10.1 No appointment other than appointments on deputation will be made in the company except on the basis of an application giving details and particulars as may be prescribed from time to time.
- 10.2 While as a rule, for all recruitments, applications should be in the forms prescribed for different categories from time to time as far as possible, applications or plain paper

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may also be resorted to wherever necessary keeping in view the urgency for manning the post and the lead time involved.

- 10.3 Unless specifically exempted by the appointing authority, all applications for job position in the Company will be accompanied by a postal order of the value of Rs. 500/- for Executive Trainees and other Executive posts. Rs 300/- for Supervisory posts and for other Non-executive posts other than those covered by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that candidates belonging to Physically Disabled category, Scheduled Castes and Scheduled Tribes and Ex-servicemen will be exempted from the payment of application fee, regardless of the post being reserved for them.

- 10.4 In the case of all recruitment based on open advertisement and public notifications, there will be a last date for the receipt of applications, after which no application will be entertained for the posts advertised except with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if he is satisfied that there is good and sufficient cause and justification for such relaxation.

11.0 Forwarding of Applications of Candidates from Government and Public undertakings

- 11.1 Consistent with the guidelines issued by the Department of Public Enterprises vide DPE'S MEMO NO. 2(172)/71-BPE(GM) DATED AUGUST 18, 1971, POWERGRID will accept applications only if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits of transfer on movement to another organisation in the public sector with the consent of both the organisations concerned.

Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the candidate submits a declaration along with the application stating that if selected for appointment in POWERGRID on terms acceptable to him :

- (a) he will be agreeable to forego the benefits of carry forward of leave, gratuity etc.; and
 (b) he will be able to produce a 'No Objection Certificate' and secure due release from his present organisation within the stipulated notice period.

- 11.2 In respect of candidates from public undertakings who despite and aforementioned guidelines from DPE, do not provide for carry forward of leave, gratuity and other benefits even in respect of persons whose applications are forwarded through proper channel, applications may be entertained directly as in the cases of candidates from private sector organisations and the requirement of proper channel will not apply.

- 11.3 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in POWERGRID.

- 11.4 In respect of candidates from Government and Public Sector Organisations who apply through proper channel, Human Resource Department will obtain copies of the annual appraisal reports or their abstracts in POWERGRID's reference check forms which will be placed before the Selection Board during or after interview but before the finalisation of the panel of selected candidates.
- 12.0 Requisition for Manpower**
- 12.1 The respective departments will forward their manpower requirements in prescribed requisition forms to the Human Resource Department through the respective Appointing Authority competent to sanction creation of posts indicating therein the last dates by which placement of personnel is desired for different posts keeping in view the normal lead time for recruitment.
- 12.2 The requirements will be examined with reference to the sanctioned manpower in the budget by the Human Resource Department who, before proceeding with recruitment, will verify whether the post/posts can be filled.
- out of acceptable transfer requests pending, if any.
 - recommended inter-functional adjustments of posts.
 - Record of surplus staff (internal) suitable for deployment.
 - Executive trainees, supervisory trainees and other trainees apprentices whose completion of training coincides with the requirements.
- 13.0 Processing of Applications**
- 13.1 All applications received against a specific notification/advertisement will be subject to a preliminary scrutiny by the Human Resource Department who will ensure that :
- Applications are duly completed and accompanied by the prescribed application fees and where received within permitted time.
 - Age of the applicant is within the prescribed limit.
 - Qualifications and experience of the candidates conform to those prescribed.
 - Applications have been submitted 'Through Proper Channel' wherever required.
 - In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC(NCL), EWS, Persons with Disability, Ex-Servicemen etc. application is accompanied by a certificate to that effect from the competent authority.
- 13.2 The applications that fulfill the prescribed requirements after preliminary scrutiny (1st level and 2nd level) as above will be listed and forwarded to the Department concerned for further scrutiny with a view to selecting for test/interview only those candidates who are considered suitable in terms of nature and quality of technical knowledge and professional expertise required for each specific post.
- 13.3 On completion of the screening by the function concerned, the Head of the Department will forward to the Human Resource Department the list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of applications in each case.

- 13.4 While the applications will be screened at the appropriate executive level depending upon the grade of the post to be filled, it is advisable for the Head of the Department concerned to ensure as far as practicable that the scrutiny is carried out by an Officer of the Department who will be participating in the selection process as the expert member in the Selection Board representing the Department.
- 13.5 After the applications are finally screened, Human Resource Department will prepare a final list of eligible candidates in order of merit based on the criteria determined in the course of earlier scrutiny and other relevant factors keeping in view the reserved vacancies and the special relaxation for candidates belonging to Scheduled Castes and Scheduled Tribes etc. and this short list after approval by the appointing authority or the officer to whom powers in this behalf are delegated will form the basis for candidates being called for selection test and/or interview.
- 14.0 Selection Process and Constitution of Selection Boards**
- 14.1 Various selection methods like trade tests, written tests, group discussions etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose, the Human Resource Department in association with the concerned Department, wherever necessary will evolve and prescribe uniform methods of selection in all Units for similar jobs.
- 14.2 All direct appointments to every post in the company, whether regular, temporary, trainee or casual, except appointments on deputation from Government organisations and public sector undertakings, will be made only on recommendation of a duly constituted Selection Board/Committee.
- 14.3 All appointments to the executive and managerial cadres of the Company including Executive Trainees will be made on the recommendations of the POWERGRID Central Selection Board, Guidelines for the constitution of which are given in Schedule-III.
- 14.4 The Selection Boards/Committees will be constituted by the Human Resource Department in each case with the approval of the Appointing Authority.
- 14.5 Honorarium and reimbursement of boarding and lodging expenses may be made to Members of the Selection Board/Committee from outside the organisation as per rates and rules in this regard laid down by Corporate Centre from time to time.
- 15.0 Interviews and Role of Selection Boards**
- 15.1 The candidates included in the shortlist of rated applications referred to in clause 13.5 above will be called upon to undergo a prescribed selection process which may consist of :
- (a) an interview before the Selection Board,
or
- (b) a test and/or group discussion followed by an interview of all candidates before the selection board,
or
- (c) an elimination test and/or group discussion followed by an interview before the Selection Board of only those who qualify in the test and/or group discussion.



- 15.1.1 As per GoI directives, interview as a selection criteria has been dis-continued for the non-executive post in recruitment.
- 15.2 All candidates called for interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, limited to :

Return air-fare (Economy) by the shortest route	-For all executive posts in the levels of GM and above.
I class/II class AC sleeper return rail fare by the shortest route	-For executive posts in the level of E3 and above
Sleeper class return rail fare by the shortest route	-For executive posts including Executive Trainees, all Non-executive posts including supervisor and other trainees under company training scheme.

The shortest route for this purpose will be from the place to which the interview call letter was mailed to the appointed place of interview.

- 15.3 The call letters to the candidates for appearing for interview before the Selection Board, to be issued by registered post or under certificate of posting, not later than ten clear days before the date of interview should, inter alia state clearly the post and the grade/grades for which the candidate will be considered and other formalities that he will be required to comply with prior to the interview.
- 15.4 In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes, Schedule Tribes and OBC[NCL], separate interviews exclusively for candidates belonging to these communities will be held before the Selection Board which should include, whenever possible, a member nominated by the Commissioner of Scheduled Castes, Schedule Tribes and OBC[NCL] or a Manager of the Corporation belonging to any of these communities as required under the Presidential directives issued in this regard.
- 15.5 Human Resource Department will make available to the members of the Selection Board the following documents and particulars regarding the candidates called for interview :
- A copy of the advertisement/notification together with the specific requirements and duties and responsibilities of the posts.
 - Bio-data of each candidate.
 - Applications in original.
 - Appraisal reports and comments of forwarding authority in the case of internal candidates.
 - Special information, if any, relevant to Selection regarding any candidate.
- 15.6 Apart from participating generally in the selection process, the representative of the Human Resource Department in the Selection Board will have the following specific responsibilities :

Recruitment Policy and Procedures



- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.
- (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the HR representative to call the attention of the Board to the attitudinal, motivational and personality aspects relevant to the job requirements.
- (c) He will ensure consistency in the selection standards, starting salaries, status and seniority keeping in view the existing position within the organisation and comparative position prevailing generally in the open market and particularly in the similar organisations in the Government and public sector.
- (d) He will assist the Board in the negotiation of the terms including starting salary, grade seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.
- (e) At the end of each interview, he will review and seek feedback on availability/non availability of adequate number of proper kind of candidates for the particular job and the need for development and training of such personnel internally.
- 15.7 Keeping in view the qualifications, experience, if any, and other relevant facts vis-à-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable.
Provided that when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.
- Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Persons with Disability, EWS, OBC(NCL), Scheduled Castes and Scheduled Tribes.
- 15.8 While making its recommendations of names of suitable candidates, the Selection Board may make special mention of the following wherever appropriate :
- (a) The amount of starting basic salary in cases where pay is to be fixed above the minimum of the grade.
- (b) Any remarks regarding accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal company policy.
- (c) Area/areas of specification and strength where the candidate would be best suited.

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(d) Any other recommendation/remark considered relevant and necessary in respect of any candidate.

16.0 Operation of Panel of Selected Candidates

- 16.1 The panel of candidates in order of merit as prepared by the Human Resource Department, on approval by the Appointing Authority, will form the basis for issue of offers of appointment.
- 16.2 The functional panel of selected candidates will normally remain valid and operative for a period of six months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.
- 16.3 Based on the panel as recommended by the Selection Board, Human Resource Department will issue offers of appointment to one or more candidates in the order given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.
- 16.4 Where there is a separate panel of selected candidates from the OBC(NCL), EWS, Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government will be followed while making offers of appointment.

17.0 Offers of Appointment

- 17.1 Human Resource Department will issue the offers of appointment in the prescribed form in duplicate and the contract of appointment will be complete on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate.
- 17.2 Based on the length of notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

18.0 Medical Fitness

- 18.1 Nobody will be appointed to any post in the Company whether regular, temporary, trainee or casual unless he is declared physically fit as per the medical fitness standards prescribed for the post after a medical examination by the Company's authorised medical officer/officers at the time of appointment in the Company's service.
- 18.2 Notwithstanding the above, internal candidates and candidates joining POWERGRID from the organisations in the Government and Public Sector who have been examined and declared fit at the time of their initial appointment in the Government or Public Sector as the case may be exempted from Pre-Employment Medical Examination provided they furnish a certificate a declaration to that effect.

19.0 Joining Formalities

- 19.1 Employees on the first appointment to the Company's service will furnish to the Human Resource Department copies of documents and other details and particulars as given in Schedule IV.
- 19.2 In case of recruitment to executive and supervisory posts, prescribed application forms will include a column for the candidates to give names of two references to whom in the event of selection of the candidate, reference will be made in the prescribed form for eliciting their views and opinions on the suitability of the candidate for employment in the Company.
- 19.3 On appointment of a person in the company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form in terms of directives issued by the Government from time to time in this regard.

Provided, however that such verification of antecedents may not be insisted upon in the case of persons employed in the Government/Semi Government Organisations and Public Sector Undertakings immediately prior to the appointment in POWERGRID subject to be condition that in the case of persons coming from Semi-Government Organisations and Public Sector Undertakings, satisfactory evidence is made available in support of the fact that due verification of antecedents was made at the time of their appointment to the Semi-Government Organisation or Public Sector Undertaking, as the case may be.

20.0 Interpretation and Amendments

- 20.1 In the case of any doubts arising with regard to any of the provisions in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Chairman and Managing Director whose decision will be final.

SCHEDULE-I

INDUCTION LEVELS

Category	Levels
Non Executives	
Unskilled Group	W-0
Semi-Skilled	W-3
Skilled Group & Equivalent Secretarial and Clerical Staff	W-4
Supervisory & equivalent categories	S-1
Executives	
Assistant Executive Trainee / Assistant Officer Trainee	After 01 year training
Executive Trainee	After 01 year training
Executives (Officer/Engineer)	E-3

SCHEDULE-II

**CONCESSIONS TO CANDIDATES BELONGING TO THE
 SCHEDULED CASTES / SCHEDULED TRIBES/OBC's/EWS**

1. Reservation of posts, as per the rosters prescribed by the Government.
 - (i) Direct recruitment on All-India basis.
 - a) By open competition (i.e. through UPSC or by means of open competitive test held by any authority) Scheduled Castes 15%, Scheduled Tribes 7 ½%, OBCs – 27%, EWS – 10%
 - b) Otherwise than by open competition – Scheduled Castes – 16 2/3%, Scheduled Tribes – 7 ½%, OBC'S – 27% -, EWS – 10%.
 - c) However, it must be ensured that the reservations provided to SC/ST/OBCs put together do not exceed 50% of vacancies arising.
 - (ii) Direct recruitment made on local/regional basis.
2. The upper age limit will be enhanced by 5 years in case of all cadres/groups in respect of SC/ST candidates and 3 years in case of OBCs.
3. Though the level of qualifications shall not be lowered, the degree of attainment in these qualifications shall be relaxed; e.g. if the prescribed standard is a first class degree, it will be relaxed to a degree. This shall however be applicable only to candidates belonging to SC/ST categories.
4. The experience will be relaxed by ;
 - A maximum of one year if prescribed experience is 3-5 years.
 - A maximum of two years if prescribed experience is 6-10 years.
 Under no circumstances will the units exceed these limitations provided the Chairman and Managing Director directs to alter these limitations depending on whether or not the possibilities of fulfilling obligations in this regard are remote. This relaxation shall be applicable only to candidate belonging to SC/ST categories.
5. SC/ST candidates shall be exempted from payment of application fees.
6. **Concessions to Persons Displaced from the areas acquired for the project :**
 In lower scales preference should be given to persons displaced as a result of setting up new units, particularly in backward and tribal areas specially to SC/ST.
7. **Reservations of Posts for Ex-Servicemen and Dependents of those killed in Action :**
 Reservation of vacancies: For direct recruitment 14 ½% [10 + 4 1/2] of the vacancies in each of the categories of class III posts and 24 ½ [20 + 4 1/2] of vacancies in each of the categories of Group-C and Group-D posts respectively.

Relaxation regarding age limits and educational qualifications will be as per the directives of the Government.



SCHEDULE – III

POWERGRID Central Selection Board will be set up with the following constitution

- a) One member from amongst persons of eminence and integrity with a suitable background in selection of personnel such as retired members of UPSC or former Chief Executive/Heads of reputed organisations. He could be appointed on a part-time but continuing basis as Consultant or on a fee-and-expenses basis.
- b) Chairman and Managing Director or any of his nominees from amongst officers in senior most managerial cadres in the Corporate Office.
- c) Ch. General Manager, Head of the Unit or Region concerned or in the case of Corporate Office, Head of the Region concerned.
- d) Not less than a specialist Adviser in the concerned specialisation whether from within or outside the Corporation.
- e) Representative of Human Resource Department.
Chairman of the Board will be the member from (a) above or in his absence in special case Chairman of the Corporation or any of his nominees not below the rank of General Manager.
- f) Subject matter Expert – A person of eminence in the respective discipline / subject from outside the organization. Can be an academicians, consultant or practising professional in the field.

SCHEDULE – IV**JOINING FORMALITIES**

In case of appointments to regular scales of pay the employees joining the Organisation will, report to the Human Resource Department of the Unit he is joining and will furnish the following :

- i) Joining report
- ii) A written undertaking regarding his :
 - a) Marital Status
 - b) Home-town
 - c) Immovable property
 - d) Employment of spouse in an embassy or Foreign mission
- iii) Medical fitness certificate
- iv) Attested copies of bio-data
- v) Attested copies of certificates and testimonials
- vi) 2 character certificate from a gazetted officer.
- vii) Release and pay certificates in case of employees from Government/Public Sector Undertakings.
- viii) Attestation Forms for verification of the antecedents.
Those appointed as Trainees will be required to execute and furnish bonds, undertaking to complete the training course and thereafter to serve the Company for a minimum period as laid down in the bond.

SCHEDULE – V

INDUCTION LEVELS – NON-EXECUTIVES

Designation	Grade	Minimum qualification and other requirements
Jr. Assistant	W3	Matriculation + 1 year experience + typing test (30 w.p.m.)
Jr. Technician Trainee	W3	ITI (Electrical) Pass from a recognized Technical Board/ Institute.
Steno-typist	W4	Higher Secondary + Shorthand (80 w.p.m.) and typing (40 w.p.m.) tests
Asstt. Gr. IV	W4	Graduation + 1 year Experience + typing test (40 w.p.m.)
Stenographer	W5	Graduation + Shorthand (100 w.p.m.) and typing (40 w.p.m) tests.
Diploma Trainee	S1 (after training)	Diploma in Engineering with minimum 70% marks.
Jr. Officer Trainee (HR)	S1 (after training)	Two years (Full- time Course) PG Diploma in Personnel Management / MSW (with PM as a main subject) with minimum 55% marks.

SERVICE RULES

- 1.0 **Short Title**
- 1.1 These Rules may be called Power Grid Corporation of India Ltd Service Rules.
- 2.0 **Definitions**
In these rules, unless there is anything repugnant in the subject or context:
- (a) **"Appointing Authority"** in relation to an employee means the authority empowered by the management to make appointment to the category or grade of post in which the employee for the time being is included or to the post which the employee for the time being holds.
- (b) **"Board"** means the Board of Directors of the Corporation.
- (c) **"The Corporation"** means the Power Grid Corporation of India Ltd.
- (d) **"Competent Authority"** with reference to the exercise of any powers under the Rules means the Executive or Authority to whom such powers are delegated by the management either in general or in particular.
- (e) **"Management"** means the Board of Directors and if authorised by the Board, the Chairman and Managing Director or any other Executive of the Corporation so authorised.
- (f) **"Apprentice/Trainee"** means a learner who is paid a stipend during the period of his apprenticeship/training excluding apprentices taken under Apprentices Act 1961.
- NOTE:**
The terms and conditions of employment and the period of training of all apprentices/trainees will also be governed by the contract of apprenticeship/employment and service bond and will be subject to the rules or orders framed by the management from time to time.
- (g) **"Casual Employee"** means an employee whose employment is of occasional or casual nature.
- (h) **"Daily Rated Employee"** means a casual employee appointed on daily wage rates.
- (i) **"Employee"** means a person appointed to a post in the Corporation to do any work.
- (j) **"Part-time Employee"** means an employee who is not appointed to work on full time basis.
- (k) **"Probationer"** means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.

- (l) **“Regular Employee”** means an employee who has been engaged in a vacancy on the regular establishment of the Corporation and, except in the cases of those who are exempted from probation as laid down hereunder, has been declared in writing to have satisfactorily completed his probation period in one or the other post.
- (m) **“Temporary Employee”** means an employee who has been engaged on a temporary basis or against a temporary post for a specified period or for work which is of an essentially temporary nature, likely to be completed within a specific period.
- (n) **“Employee on Deputation/Foreign Service”** – when an employee of some other organisation is deputed for service in the corporation at its request or vice-versa he is said to be on “Deputation/Foreign Service”.
- (o) **“Notice”** means any communication in writing given or affixed on the notice board.
- (p) **“Notice Board”** means the Notice Board specially maintained in a conspicuous place at or near the main entrance or entrances of the establishment for the purpose of displaying notices.
- (q) **“Executive”** means an employee holding a post in the executive cadre of the Corporation.
- (r) **“Non-Executive”** means an employee who is not an executive.
- (s) **“Fixed Term Employee”** means an employee engaged on the basis of a written contract of employment for a fixed period in any discipline (technical/ non-technical) for consultancy assignments or other than consultancy assignments (where requirement of manpower cannot be suitably predicted for long term/ new emerging businesses or technologies/ requirement for non-core activity/ non-availability of requisite skill set within the company /specific geographical or time bound projects/ where regular manpower norms are not prescribed/ work is essentially of short term in nature) as per the terms & conditions of engagement duly accepted by the employee.

3.0

Classification of Employees

3.1

The employees of the Corporation shall be classified as:

- (a) Regular
- (b) Probationer
- (c) Temporary
- (d) Casual/Daily Rated/Muster Roll
- (e) Part-time
- (f) Apprentice/Trainee
- (g) On deputation/ Foreign Service

These employees are further categorised as Executives and non-Executives.

4.0

Scope and Application

¹ Cir No. 536/2022 dated 02.06.2022

These Rules shall be applicable to all employees of Power Grid Corporation of India Ltd. except:

- (a) Employees on deputation and/or Foreign Service from the Government, Public Sector Undertaking or Semi-Government Organisation unless the terms of deputation/Foreign Service otherwise stipulate.
- (b) Casual/Daily Rated/Muster Roll/Part-time employees in whose case, Rules 6, 11, 12, 13, 14, 20, 22, 24 and 26 and other provisions of other Rules specifically made applicable, wholly or partially, to such employees shall, however, apply.
- (c) Any other employee who may be excluded, at the discretion of the Management, from operation of any or all of these Rules, wholly or partially.

5.0 **Exhibition of Service Rules**

A copy of these Service Rules (and orders passed by the management in pursuance thereof) shall be affixed on the Notice Board.

6.0 **Amendments to and Interpretation of Service Rules**

6.1 These Service Rules may be amended, modified, altered or rescinded from time to time by the Board and shall take effect in accordance with the orders issued.

6.2 All amendments, modifications, alterations or additions made to these Service Rules and any notices, orders or instructions issued thereunder shall be notified from time to time and affixed on the Notice Board.

6.3 The Chairman & Managing Director may relax any of these Rules to mitigate the hardship caused to any employee or class/category of employees, at his discretion for reasons to be recorded by him. He may also make supplementary rules/orders to give effect to the objective of these rules including any procedural changes.

6.4 If any doubt arises relating to the correct interpretation of these Rules, the decision of the Management thereon shall be final and binding.

6.5 These Rules shall be subject to the Corporation's Articles of Association.

7.0 **Appointments**

Subject to the POWERGRID Recruitment Policy and Procedure, the following conditions shall apply to all appointments in the Corporation.

7.1 **Age**

7.1.1 The age of a person at the time of appointment to the service of the Corporation shall not be less than 18 years and shall not exceed the upper age limit, including any relaxation thereof, as prescribed by the management.

7.1.2 i) Every employee must declare, on his first appointment, his date of birth according to the Christian era, and produce confirmatory evidence like

Matriculation or School Leaving Certificate, evidence as may be acceptable to the management.

- ii) If an employee is unable to produce, for reasons beyond his control, documentary evidence of his age, he shall state his age and make a written affidavit sworn before a Magistrate/Oath-Commissioner making a declaration (Service of an employee giving a deliberately false affidavit are liable to be terminated) that the age as stated by him is correct. Where an employee is unable to state his exact date of birth, he can state approximately the year or year and the month in which case the 1st of July in the former case & the 1st of the month in the latter case will be treated as the date of birth.
- iii) In all cases referred to in clause (ii) above, the age of an employee as stated in the affidavit will be accepted and entered in the records of the Corporation subject to the condition that the said age is certified as correct to the best of his judgement by the Medical Officer authorised by the Corporation for the purpose. The opinion of the Authorised Medical Officer, who may subject the employee to any medical test as he deems fit, shall be binding on the employee in this regard.

The date of birth recorded with the Corporation at the time of his appointment shall not be altered except in cases of clerical error or on production of conclusive documentary evidence as stipulated herein alongwith reasons for non-production of such evidence earlier.

7.2

Conviction by Court etc

7.2.1

The fact about any criminal proceedings pending in any court of law, conviction by a court of law or any other fact which could debar him from entering into the service of the Government/public undertaking or existence of any subsisting contract of service with any other employer must be clearly conveyed at the time of making application and subsequently, if such a thing has happened after submission of the application or obtaining appointment or joining the service of the Corporation.

7.3

Medical Fitness

Every candidate (other than a deputationist) appointed to a post in the Corporation shall be required to undergo a medical examination by the Corporation's authorised doctor/medical board. In case of a deputationist getting absorbed in the services of the Corporation, he shall be required to undergo medical examination at the time of his absorption. All appointments will be subject to the candidates' medical fitness as per prescribed standards for the post. The opinion of the Corporation's authorised doctor/medical board in this regard shall be final. This shall, however, not apply to an internal candidate of the Corporation who has already been medically examined and declared fit at the time of his initial appointment. An employee shall be liable to be medically examined any time during the period of his employment with the Corporation.

7.4

Verification of Character and Antecedents

Confirmation on initial appointment in the Corporation shall be subject to satisfactory verification of character and antecedents in the prescribed form by the prescribed authorities in accordance with the directives issued by the

Government from time to time, except in the case of employees who are selected from Govt./ Semi Govt/ PSU, provided however that in such cases copies of the verification reports or a certificate to that effect is obtained from his previous employer before the employee is confirmed in the service of the Corporation. Such verification, if considered necessary, may be obtained subsequently at any time during the course of employment.

8.0 Liability for Service

8.1 An employee in the service of the Corporation shall be liable to be transferred to any of its Project, Region, Office or any other place or location or job where he may be posted for any of the Corporation's work in any part of the country or abroad as may be required by the competent authority.

8.2 An employee shall be liable to be transferred on deputation/foreign service to any Department of the Government or any of the Public Sector Undertaking anywhere in India or abroad at the discretion of the Management subject to the condition that the terms and conditions in the totality on such transfer shall not be inferior to those applicable to him in the Corporation immediately prior to the transfer. ²Guidelines issued by DoPT/DPE from time to time shall be referred to in this regard.

8.2A ³Deputation of employees to Companies where POWERGRID has equity participation

(i) A regular employee of the Corporation shall be liable to be transferred on deputation to a Company anywhere in India or abroad wherein POWERGRID has equity participation at the discretion of the management. The terms and conditions of service of employee while on deputation in the said company in totality shall not be inferior to those applicable to the employee in the Corporation immediately prior to the transfer. Such deputation request shall be processed in the overall interest of POWERGRID and will be on approval of the competent authority. Deputation of employees to such companies shall be on prescribed terms and conditions.

(ii) The period of deputation will generally be for a period of two years and may be extended at the discretion of the competent authority.

8.2B ⁴Benefits to POWERGRID employees on deputation

(i) Employees on deputation will be considered for "Proforma promotion" during the period of deputation if they are otherwise eligible and in accordance with the rules and practices of POWERGRID. Benefits on account of promotion, i.e. pay, perks, allowances, etc. of the promoted post, shall be allowed from the date of promotion in normal course, as if the employees had continued in service of POWERGRID

² Cir No. 542/2022 dated 02.08.2022

³ Cir No. 174/2004 dated 04.11.2004

⁴ Cir No. 542/2022 dated 02.08.2022

- (iii) Request for resignation of an employee on deputation to such companies can be considered only on repatriation to POWERGRID. His/her release however shall be on settlement of all dues.
- (iv) Further, deputation shall be subject to the condition that liability of POWERGRID in any circumstances should not exceed the amount which POWERGRID would have incurred had the employee remained in POWERGRID.

8.2C Deputation of employees of other CPSEs and Government Servants (State/ Centre) to POWERGRID.

Deputation of employees of other CPSEs and Government Servants (State/ Centre) to POWERGRID shall be regulated in accordance with directives issued by DPE/ DoPT from time-to-time.

8.3 Liability for Defence Service

All Engineering Graduates appointed to any post in the Corporation shall, if so required by the appointing authority, be liable to serve in any of the Defence Services or in posts connected thereto for a period of upto four years including the period spent on training, if any, provided that unless the Govt. of India decides otherwise, such persons shall not –

- a) be required to serve as aforesaid after the expiry of ten years from the date of their appointment;
- b) ordinarily be required to serve as aforesaid after attaining the age of 40 years in the case of Engineering Graduates.

9.0 Probation and Confirmation

9.1.0 Unless otherwise provided in the terms of appointment or any other agreement or award, the following rules shall govern the probation and confirmation of an employee;

9.1.1 All employees on first appointment in the service of the Corporation including employees appointed to a higher grade on the basis of an open selection shall be placed on probation for a period of one year during which period their performance will be watched with a view to determining their suitability for confirmation against the regular post.

9.1.2 The following categories of employees shall be exempted from the requirement of probation:

9.1.2.1 Permanent employees of the Government and Semi-Government organisations and regular employees of public sector undertakings who join initially on deputation/foreign service for a period prior to their permanent absorption in the service of the Corporation.

9.1.2.2 Permanent employees of the Government and Semi-Government organisations and regular employees of public sector undertakings who are entitled to retain lien in previous posts as per rules of the said organisations provided they surrender their lien on the service of the previous employer. Provided that where an employee chooses to retain lien on the service of the

previous organisation he may do so subject to the condition that the Corporation shall bear no liability, whatsoever on that account.

- 9.1.3 An employee who is on deputation/Foreign Service or an employee who retains lien on the service of the previous employer shall be deemed to be confirmed as a regular employee with effect from the date he surrenders his lien on the service of the previous employer. In respect of other employees who are exempted from probation under these rules, they shall be deemed to be confirmed as regular employees with effect from the date of joining the service of the Corporation.
- 9.1.4 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.
- 9.1.5 Unless exempted under these Rules, every employee appointed in the Corporation's service will be issued a formal order of confirmation on satisfactory completion of probationary period or the extended period of probation, as may be applicable. The employee will be deemed to be on probation until so confirmed in writing.
- 9.1.6 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 extended period of probation. Non-compliance of this stipulation will not, however, result in automatic confirmation of the employee.
- 9.1.7 If during the probationary period or extended period or probation, the performance, progress and general conduct of the employee are not found satisfactory or upto the standard required for the post, his services are liable to be terminated at any time by giving such notice or payment of salary in lieu thereof without assigning any reason, provided hereinafter.

10.0 Training

- 10.1 Employees are liable to undergo such training/induction/refresher courses for such period and undertake such examinations/tests, as may be prescribed by the management from time to time.

11.0 Hours of Work and Attendance

- 11.1 Every employee shall comply with such instructions as are issued from time to time relating to attendance, arrival and departure, the period and hours of work for different classes of employees. Every employee shall be at work at the time fixed and notified by the Competent Authority from time to time.
- 11.2 Attendance shall be marked daily according to the method prescribed by the Management from time to time.
- 11.3 Employees who are required to sign in attendance register will mark the time of reporting for duty as per instructions issued by the competent authority from time to time.

- 11.4 Absence from duty including absence due to late coming, shall be reckoned as follows:-
- 11.4.1 An employee who does not report for duty on time may not be taken on work, and his absence for the day will be treated, at the discretion of the Competent Authority as leave with or without pay as absence from duty.
- 11.4.2 Nothing in this rule shall prejudice the right of the Management/Corporation for deduction of wages for the period of absence and/or for taking disciplinary action against the delinquent employee as per Conduct, Discipline & Appeal rules.
- 12.0 Leave & Holidays**
- 12.1 The list of festivals/closed holidays shall be notified by the management in the beginning of the year or at any time thereafter, if necessary.
- 12.2 Casual employees will be entitled only to the three National Holidays subject to their being on duty on the working day preceding and succeeding the holiday.
- 12.3 Entitlement & Sanction of leave will be regulated as per provision under Leave Rule.
- 13.0 Entry and Exit**
- Every employee shall enter and leave the Corporation's premises by such gates as may be prescribed. Employees entering or leaving the premises are liable to be detained and searched by such staff as may be authorised for this purpose by the management.
- 14.0 Identity Cards**
- 14.1 Every employee of the Corporation would be provided with an Identity card.
- 14.2 Every employee shall show his identity card if required to do so by the representative(s) of the Corporation authorised to check the card and regulate entry of persons to the premises of the Corporation.
- 14.3 The first issue of the card will be free of charge. Loss of the card shall immediately be reported by the employee to the management. A new card shall be issued on payment of rupees five only.
- 14.4 Every employee leaving the service of the Corporation for any reason whatsoever, shall surrender his Identity Card.
- 15.0 Change of Address**
- Every employee must notify to the management his residential address on joining the Corporation's service and must also notify any changes therein.
- 16.0 Payment of Wages During Employment**
- 16.1 Wages due to an employee shall be paid before the expiry of the seventh/tenth day after the last day of the wage period in respect of which the wages are payable in accordance with premises of the Law.

- 16.2 Any wages due to an employee but not paid on the prescribed day on account of their being unclaimed shall be paid on subsequent working days on demand by the employee during the time fixed by the management.
- 16.3 All claims for unclaimed wages must be submitted within three years from the date on which the wages became due to the employee. If no claim is made for the unclaimed wages within a period of three years, the claim would be treated as time-barred
- 16.4 Deduction from Wage bills**
- 16.4.1 Deductions from the wages of an employee may be made for the following purposes :
- i) For house accommodation provided by the Corporation.
 - ii) For amenities and services supplied by the Corporation.
 - iii) For recovery of advances or for adjustment of over-payments.
 - iv) Income-tax or any other tax levied by the Government.
 - v) Deduction required to be made by orders of a Court or other authority competent to make such order.
 - vi) For refund of any advance taken from the Employee's Provident Fund.
 - vii) Deductions made with the written authorisation of the employee for :
 - 1) payment of Life Insurance Premium or for the purpose of purchase of Government securities or investment in small Savings, Securities or the like as may be decided by the Corporation.
 - 2) payment of subscription or other charges due to any of Employee's clubs duly recognised by the Corporation.
 - 3) payment of subscription or contribution to Provident fund or any other Fund sponsored or approved by the Corporation or to comply with any statutory requirement.
 - viii) Deduction of amounts due to the Corporation from an employee on any account.
 - ix) Any other deductions made with the written authorisation of the employee concerned.
 - x) Fines.
 - xi) For unauthorised absence from duty.
 - xii) For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account.
- 17.0 Overtime**
- The management reserves the right to require any employee to work overtime including work on weekly holidays and festival holidays in accordance with the instructions of the management issued from time to time. He is also liable to be called for duty at any time. For such overtime work done, compensatory off or overtime allowance payment as admissible under the rules/law, will be allowed to such categories of employees and at such rates as may be specified by the management from time to time.
- 18.0 Pursuing Higher Studies**
- Any employee who wishes to acquire higher/additional qualifications by pursuing any course of education/training in any institution either by attending such course(s) personally or through postal coaching, may do so

only after obtaining specific sanction of the Management. Such permission will not be accorded in case it is considered that same will interfere with the proper performance of his duties.

19.0 Official Tours

An employee shall be liable to proceed on tour in the course of his official duty to any place within India or abroad as and when so required by the management for which he shall be paid as per TA rules of the Corporation.

20.0 Removal of Books, Drawings and other Papers etc. outside Corporation's Premises

20.1 No employee shall carry with him outside the office/project premises any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Corporation except with the approval of the competent authority.

20.2 Any documentation or information received or obtained by an employee, during the course of his official duty, from outside sources shall be the property of the Company.

21.0 Inventions

21.1 Within one month of taking up employment with the Corporation, it shall be incumbent on every employee who has taken out or applied for, either individually or jointly with any other party, patents or is in possession of any inventions/discoveries, to furnish to the Corporation a list of such patents taken out or applied for and the titles and nature of the inventions/discoveries in his possession and demonstrate if so required by the management.

21.2 In the course of any investigation undertaken by him in the employment of the Corporation or within a period of five years after the termination of his employment with the Corporation, if any employee makes any invention or discovery which can be reasonably deemed to be in consequence of his employment in the Corporation, he shall forthwith disclose to the Corporation full and complete description and nature of the said invention and the mode of performing the same. He shall not publicise the results without the approval of the Corporation. The Corporation shall have the absolute discretion to adopt, use, permit, assign, change or transfer patents for such inventions/discoveries.

22.0 Safety

Employees shall be bound to observe safety rules as notified from time to time by the management and to use safety equipment and take other precautions as are necessary. Breach of safety regulations shall be deemed to be misconduct and the employee shall be liable to punishment.

23.0 Forwarding of Applications for Employment elsewhere

23.1 For employment outside POWERGRID.

23.1.1 During probation period, normally no application will be forwarded.

- 23.1.2 Subject to 23.1.3 after an employee has been promoted, no application will be forwarded during the first year after promotion. Thereafter one application per year may be forwarded.
- 23.1.3 If an employee has completed his probation on his initial appointment and has been confirmed, no application will be forwarded during the first year from the date he has been confirmed, thereafter, one application per year may be forwarded.
- 23.1.4 Regular employees of POWERGRID who are selected for appointment in other Government/Public Sector Organisation against applications duly forwarded by the Corporation may, on specific request, be permitted at the discretion of the management to retain lien in POWERGRID for a period of one year, subject to the condition that leave salary contribution and CPF contribution (both the employee's and employer's shares) are paid to POWERGRID either by the employee himself or by the new employer.
- 23.1.5 Applications from persons who have executed service bonds with POWERGRID will not be forwarded during the period for which they are liable to serve the Corporation in terms of the service bond.
- 23.1.6 Applications from employees, who remain in the same scale of pay for a period of five years or more, may be forwarded without any restriction on the number of applications.

Note: Issue of No objection Certificate for interview

If an employee is unable to route his application through proper channel because the advertisement has not mentioned about the same or because of shortage of time, at the time of interview, he may be issued NOC only if such a request is accompanied by a photo-copy/attested copy of the advertisement and if according to the last date of receipt of application as mentioned in their advertisement, the employee concerned was eligible for getting his application forwarded.

23.2.0 For employment in Corporation's projects and Corporate Centre.

23.2.1 Applications of departmental candidates in response to open advertisement or internal circulars from any employee of the Corporation for appointment to the next higher grade may be considered if the applicants have served a minimum of two years in their existing scale of pay. If, however, an employee satisfies the specifications for the post advertised or circulated as the case may be, the requirement of a minimum service of two years may be relaxed at the discretion of the management.

Note 1:

In case of such supervisors in Technical category who qualify in AMIE, a total of six applications per year can be forwarded for outside job based on their individual requests.

Note 2:

Internal candidates may apply for posts in the next higher grades advertised or notified openly in the press or elsewhere including employment exchange, subject to the following conditions.

- (a) Internal candidates must have served for a minimum of 2 years in his existing grade in POWERGRID.
- (b) Internal candidates must fully satisfy the job requirements and specifications as advertised or notified including the minimum period of service in the specified grades.

Reference date for (a) and (b) above will be last date of receipt of applications as stated in the advertisement or notification. For the purpose of determination of length of service in the specified grade under condition (b), seniority weightage granted at the time of initial appointment will be taken into account.

24.0 Termination of Service
24.1 Eventualities

Subject to the provisions of law for the time being in force, an employee's services may be terminated in any one of the following ways:-

- a) Termination in terms of service contract.
- b) Resignation.
- c) Retrenchment.
- d) Retirement.
- e) Medical unfitness.
- f) Death.
- g) Dismissal or removal from service as a result of disciplinary action.
- h) Compulsory Retirement

24.2 In terms of service contract

The services of an employee may be terminated by giving such notice or pay in lieu thereof as may be prescribed in the contract of his service. In the absence of any such specific provision in the Contract of Service, the services of the employee may be terminated in the following manner:

24.2.1 Services of a temporary employee shall stand automatically terminated at the end of the period as specified in the order of appointment or on completion of work for which he was engaged, whichever is earlier. The services of such an employee may be terminated even before expiry of the said work by one month's notice on either side or payment of salary in lieu thereof. If the unexpired period out of the specified period is less than one month, the notice period or pay in lieu thereof will be correspondingly reduced.

24.2.2 The services of a casual employee can be terminated without assigning any reason or giving any notice.

24.2.3 The services of a fresh recruit on probation can be terminated without assigning any reason by giving one month's notice on either side or payment of salary consisting of pay and dearness allowance in lieu thereof.

24.2.4 The services of a regular employee, can be terminated by either side by giving three months' notice if he is an executive or one month's notice if he is a non-executive or payment of salary consisting of pay and dearness allowance in lieu thereof.

24.3 Resignation

24.3.1 An employee resigning from the services of the Corporation shall be required to give such notice as is prescribed in his service contract or in the absence thereof as per the provisions indicated under para 24.2 above.

24.3.2 Under no circumstances shall the resignation tendered by an employee whose conduct is under investigation, be accepted, without the sanction of the authority competent to dismiss him.

Note:

Where an employee submits resignation during pendency or where disciplinary proceedings are contemplated, the resignation may be accepted by the appointing authority if the charges are not in the nature of moral turpitude, criminal offence, bribery or corruption or where the substantial loss to corporation is involved or where the evidence against delinquent employee does not warrant or justify assumption that if the departmental proceedings were continued, the employee would be removed or dismissed from service. However, in other cases of lesser nature, in the letter accepting the resignation, it must be indicated that the enquiry proceedings were pending or contemplated against the employee. The principal will apply in case of superannuation also.

24.4 Retrenchment

When it becomes necessary to resort to termination by way of retrenchment, the same shall be carried out in accordance with procedures as prescribed in the relevant Act or Acts.

24.5 Retirement

The normal age of retirement for the employees of the Corporation shall be 60 years i.e. from the afternoon of the last day of the month in which the employee completes the age of sixty years.

24.5.1 Notwithstanding anything contained in these rules, the Competent Authority shall, if it is of the opinion that it is in the public interest to do so, have absolute right to retire prematurely any employee in Executive or Supervisory category, by giving him/her notice of not less than three months in writing or three months' basic pay and dearness allowance in lieu of such notice, as given below:-⁵

- (i) If he /she had entered POWERGRID service before attaining the age of 35 years, then after he/she has attained the age of 50 years;

⁵ Cir No.493/2021 dated 12.01.2021

- (ii) If he/she had entered POWERGRID service at the age of 35 years or more, then after he/she has attained the age of 55 years.
- 24.5.2 Any employee who has attained the age of 55 years and not covered under Industrial Dispute Act, 1947 may by giving notice of one month/three months in writing as may be applicable under the terms and condition of service, to the appropriate authority and on acceptance thereof, retire from service of the company. Terms and conditions governing this clause is mentioned in Annexure-II.
- 24.6 Medical unfitness**
An employee is liable to be discharged at any time from service on being found medically unfit to continue in the service of the Corporation.
- 24.7 Death**
Pay and allowances of an employee may be drawn in his name upto the day of his demise, the hour at which it took place, having no effect on the claim of his outstanding dues.
- 24.8 As a result of Disciplinary action**
Employees may be removed or dismissed or Compulsory retired from the service of the Corporation as result of disciplinary action in accordance with the POWERGRID Conduct, Discipline & Appeal Rules.
- 24.9 Withdrawal of Resignation: ⁶**
A resignation becomes effective when it is accepted and the Employee is relieved of his/her duties.
- 24.9.1 If an employee, who had submitted a resignation, sends intimation in writing/email from his/her official email ID to the Competent Authority withdrawing his/her earlier letter of resignation before its acceptance by the Competent Authority, the resignation will be deemed to have been automatically withdrawn and there is no question of accepting the resignation.
- 24.9.2 In cases where the resignation has been accepted by the Competent Authority and the employee is to be relieved from a future date, if any request for withdrawing the resignation is made by the employee before he/she is actually relieved of his/her duties, the normal principle should be to allow the request of the employee to withdraw the resignation. If however, the request for withdrawal is to be refused, the grounds for the rejection of the request should be duly recorded by the Appointing Authority and suitably intimated to the employee concerned.
- 24.9.3 In cases where an erstwhile employee (regular/ probationer - who had resigned and relieved from the services of POWERGRID) makes a request for withdrawal of his/ her resignation after being relieved from POWERGRID, Appointing Authority may permit such withdrawal in POWERGRID's Interest based on conditions as mentioned below:

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- a) that the resignation was tendered by the employee for compelling reasons which did not involve any reflection on his/her integrity, efficiency or conduct and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him/her to tender the resignation;
- b) that during the period intervening between the date on which the resignation became effective and the date from which the request for withdrawal was made, the conduct of the person concerned was in no way improper;
- c) that the period of absence from duty between the date on which the resignation became effective (i.e. the date of relieving) and the date on which the person is allowed to resume duties as a result of permission to withdraw the resignation is not more than ninety days.
- d) that the post, which was vacated by the employee on the acceptance of his/her resignation, is available.
- e) Request for withdrawal of a resignation shall not be accepted where the employee resigns his/her service or post with a view to taking up an appointment in or under any other organization.

24.9.4 Further, as a pre-requisite for consideration of such application under clause 24.9.3 the individual should not have transferred or withdrawn his/ her accumulated amount in EPF & EPS from respective trusts in POWERGRID. Further, the individual should not have transferred the POWERGRID pension accumulated to any new employer."

25.0 Issue of Service Certificate

On receipt of a request, every employee may be furnished with a Service Certificate at the time of discharge, dismissal, termination of his service, resignation or retrenchment, giving duration of his employment in the Corporation, posts held by the employee, pay scale of the last post held and the pay drawn by the employee at the time of his leaving the Corporation.

26.0 Return of Corporation's Property Equipment Tools etc.

Every employee leaving the service of the Corporation shall, before leaving return all property or equipment or tools belonging to the Corporation issued or lent to him in connection with his employment in the Corporation. The cost of such property, equipment or tools not so returned shall be deducted from his pay or the amount due to him or recovered otherwise.

PREMATURE RETIREMENT UNDER CLAUSE 24.5.1**1.0 Criteria for judging Medical Unfitness, Inefficiency or Doubtful Integrity of employees proposed to be Pre-maturely retired.****1.1 Medical unfitness**

A) If an employee has been continuously on leave on medical grounds for a period of 12 weeks (Including Sundays and Holidays) or has been on leave for reasons of sickness for a total period of 120 days (Including Sundays and Holidays) or more during a continuous period of six months or if a person though attending duties but is found to be mentally derange, his/her departmental head may refer him/her to a medical board for thorough medical check-up and report:-

☐ Disease he/she is suffering from.

☐ Whether the disease is infectious/ contagious.

☐ Whether it is curable or incurable.

☐ In case of curable disease whether the person is likely to be fit to resume his normal duties within a period of 12 months.

B) If the person is not fit to resume duty within a period of 12 months or in case of employee suffering from incurable and infectious/contagious disease or suffering from lunacy or mental derangement and whose service cannot be gainfully utilized by the company or whose attendance is likely to pose health hazard to others as may be certified by the Medical Board, premature retirement will be considered.

Note:

This premature retirement on medical grounds is independent of and without prejudice to the right of the company to discharge an employee who might not have attained the age of 50 years, from service on being found medically unfit in accordance with the provisions of Rule 24.6 of the Service Rules.

1.2 Inefficiency

Inefficiency would be evaluated on the basis of Appraisal Reports. Employees, whose overall assessment is 'not satisfactory' for three consecutive years, may be deemed as a fit case for consideration for premature retirement.

1.3 Doubtful Integrity

An employee who gets an adverse comment consecutively for three years on his integrity in his Appraisal Reports would be considered for premature retirement.

2.0 Benefits to be allowed to employees prematurely retired

- (i) One month/Three months notice as applicable in terms of Service Rules or payment of salary consisting of Basic Pay, Personal Pay and Dearness Allowance in lieu thereof.
- (ii) Full Provident Fund contribution of the employer with accretions thereto in the account of the employee subject to the provisions of the Provident Fund Rules applicable to him/her.
- (iii) Gratuity for each completed year of service or part thereof as admissible under the Gratuity Rules.
- (iv) Retirement benefits viz encashment of un-availed Earned Leave, HPL, Transfer Benefits as per T.A Rules, Post Retirement Medical Facility etc., as per the rules in force.
- (v) Other benefits which are applicable to employees on superannuation on attaining the age of 60 years.

3.0 **General**

- 3.1 Notwithstanding anything contained in these rules, no employee will be prematurely retired on grounds of ineffectiveness if he/she is reaching the normal age of superannuation within one year.
- 3.2 Provision of premature retirement should not be resorted as substitute to disciplinary action. However, where disciplinary action has not been initiated, recourse to premature retirement can be taken.
- 3.3 Competent Authority in respect of Executives will be Chairman and Managing Director. In respect of Non-executive personnel not covered under Industrial Disputes Act, Competent Authority will be the concerned Executive Director.
- 3.4 Authority under whose custody the Appraisal Reports are kept shall be responsible to undertake review of the appraisal reports at the beginning of each year and to put up to the Competent Authority those cases where premature retirement may be considered. Competent Authority may appoint a committee to review such cases and submit its recommendations to him. Decisions, however, shall rest with Competent Authority which shall be final.
- 3.5 Retirement under this Rule will not constitute punishment or penalty of any kind.
- 3.6 On question of interpretation of these Rules, the decision of CMD shall be final and binding. CMD can also relax or modify these rules appropriately and notify detailed guidelines (if required) keeping in view the interest of the company, principle of Equity and Government of India guidelines.

ANNEXURE-II

- 1.0 **CONDITIONS FOR APPLICABILITY & REGULATION OF CLAUSE 24.5.2**
- 1.1 An employee who attains the age of 55 years can seek retirement under this Clause provided he has rendered 15 years of continuous service in Central/State Government/ Public Sector Undertaking including atleast 5 years of service in POWERGRID.
- 1.2 Appropriate authority can withhold the permission to an employee under suspension/ disciplinary action or any other reason to be recorded in writing, to an employee who seeks to retire under this clause.
- 1.3 Appropriate Authority can grant relaxation in the prescribed notice period of one month/ three months.
- 1.4 An employee who has elected to retire under this clause and has given the necessary intimation to that effect to the appointing authority shall be precluded from withdrawing his election subsequently except with the specific approval of such authority provided that the request for withdrawal shall be within the intended date of his retirement.
- 2.0 **Benefits admissible to employees retired under this clause are as under:**
- 2.1 Full Provident Fund contribution of the employer with accretions thereto in the account of the employee subject to the provisions of the Provident Fund Rules applicable to him/her.
- 2.2 Gratuity for each completed year of service or part thereof as admissible under the Gratuity Rules.
- 2.3 Retirement benefits viz encashment of un-availed Earned Leave, HPL, Transfer Benefits under T.A. Rules, Post-Retirement Medical Facility, as per the rules in force.
- 2.4 Other benefits which are applicable to employees on superannuation on attaining the age of 60 years.
- 3.0 **General**
- 3.1 This clause should not be resorted to as a substitute to disciplinary action. However, where disciplinary action has not been initiated, recourse to this clause can be taken.
- 3.2 Appropriate authority in respect of Executives will be Chairman and Managing Director. In respect of Non-executive personnel not covered under Industrial Disputes Act, Competent Authority will be the concerned Executive Director.
- 3.3 On question of interpretation of these Rules, the decision of CMD shall be final and binding. CMD can also relax or modify these rules appropriately and notify detailed guidelines (if required) keeping in view the interest of the company, principle of equity and Government of India guidelines (if any).

Annexure to Service Rules**Procedure for withdrawal of resignation under Clause 24.9.3:**

- a) An erstwhile regular employee/ probationer of POWERGRID who has been relieved from the services and wants to join back shall submit an application to the Appointing Authority through proper channel *in the prescribed format* clearly stating the reasons for the same.
- b) Such application shall be forwarded to the concerned HR dept. for processing. After being examined, it shall be forwarded to Corporate HR Establishment for further examination, recommendation and approval of Appointing Authority.
- c) The cases shall be carefully examined vis-à-vis the conditions mentioned at 24.9.3 and 24.9.4. While forwarding the case, status regarding fulfilment of each of the conditions as well as the recommendation regarding acceptance /rejection of the request based on the merits should be clearly indicated.
- d) Based on the recommendation and subject to fulfilment of all five conditions mentioned in clause 24.9.3 and those mentioned at 24.9.4, the Appointing Authority shall approve/reject the request for withdrawal of the resignation.
- e) The decision made by the Appropriate Authority shall be communicated to the individual. If the withdrawal of resignation is permitted and the person is allowed to resume duty, such permission order shall be deemed to include condonation of interruption in service.
- f) Where a person is allowed to withdraw his/her resignation and resume duties, the period of his/her absence i.e. from the date of his/her relieving to the date of his/her joining/ resuming duties shall not count as qualifying service for any purpose. Accordingly, the employee will not be eligible for any pay, allowances, benefits, promotion, leave, medical benefits, accommodation, social security benefits/contribution, terminal benefits etc. for this period. The employee will have to submit a declaration in this regard.
- g) The employee shall refund the amount of gratuity if the same had been settled on his/her relieving.
- h) If leave balance before separation is to be maintained in his leave account, the employee shall refund the leave encashment. In addition, the withdrawn/settled amount of POWERGRID Pension will have to be refunded if previous balance is to be restored. These amounts are to be deposited by the employee before joining back in POWERGRID with interest at bank lending rates. Alternatively, a fresh account may be opened.
- i) In cases of employees who were under the Service Agreement Bond period, the settled amount (excluding GST) shall be refunded back to them.

However, the amount deposited by the employee in lieu of shortage of notice period shall not be refunded.

- j) The employee shall sign a declaration to the effect at the time of reporting for resuming of duties.

Application format for withdrawal of Resignation after getting relieved under clause 24.9.3 of Service Rules

Personal Details:

Name	
Last Employee Number in POWERGRID	
Last Designation held	
Last place & region of Posting	
Date of Relieving from POWERGRID	

Address of stay after getting relieved

From	To	Residential Address in full (i.e. village, Thana & Distt or H.No/ lane/ street/ road, Town, Pin)	Name of District Head Quarters

The reasons which compelled me to resign from the Services of POWERGRID (attached support evidence if any):

Grounds for my request for withdrawal of resignation (attached support evidence if any):

I hereby declare that:

- I have read the relevant provisions in POWERGRID Service Rules and I understand that withdrawal of resignation is subject to fulfilment of conditions as laid out in the rules, merits of the case and as per the discretion of the Appropriate Authority. Mere submission and acceptance of this application does not automatically imply withdrawal of resignation.
- My conduct after getting relieved from the services of POWERGRID has not been improper in any way.
- I have not withdrawn/transferred the accumulated amount in my PF account.
- After getting relieved from POWERGRID, I have not taken up appointment/joined any organization.
- I understand that in the event that I am allowed to resume my services in POWERGRID:
 - The period of absence shall not be counted as qualifying service for any purpose.
 - I shall refund the claimed Gratuity amount, encashed leaves and claimed POWERGRID Pension with interest as per Bank lending rates as per the Service Rules.
- The information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false/incorrect/incomplete, my application shall not be considered.

Date : _____
Place : _____

Signature: _____

For Office Use

Name of Receiving Officer : _____ Designation : _____

Date of receipt of application : _____

(Application to be forwarded to Appointing Authority through Proper Channel)

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

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 promotion 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.

- 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 IOM dated 29.07.2022(Appraisal)

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



Transfer policy for Executives

- 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



Transfer policy for Executives

- 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.



Transfer policy for Executives

- 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

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



Transfer policy for Executives

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	Chhalamthang	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

Transfer policy for Executives

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	Kulgam	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



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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