

सूचना का अधिकार अधिनियम 2005 के तहत अपीलीय अधिकारी
APPELLATE AUTHORITY UNDER THE RIGHT TO INFORMATION ACT, 2005
पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड/ POWER GRID CORPORATION OF INDIA LIMITED
पश्चिम क्षेत्र संचरण प्रणाली -1 नागपुर/ WESTERN REGION TRANSMISSION SYSTEM-I, NAGPUR

संदर्भ: प क्षे /पी. एम. एस. /340/ 0123

दिनांक: 18.03.2019

अपील दिनांक: 23.02.2019

अपीलकर्ता का नाम : श्री गोपी, पिता पोलइया,
निवासी ग्राम लालपुर, पो.आ. सितपुरा,
थाना नागौद, जिला सतना (म.प्र.)
पिन - 485446

जन अधिकारी का नाम : पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
पश्चिम क्षेत्र संचरण प्रणाली -1 नागपुर

द्वारा: श्री. पंकज दलाल
जन सूचना अधिकारी
पावर ग्रिड पश्चिम क्षेत्र -1 नागपुर

आवेदन दिनांक 17.01.2019 के उत्तर में जन सूचना अधिकारी के पत्र दिनांक 12.02.2019 द्वारा प्रदत्त सूचना से असंतुष्ट होने के कारण अपीलकर्ता ने निम्न अपील की है :

आवेदक यह पूछ रहा है कि " प्रार्थी के आवेदन पत्र दिनांक. 19.11.2018, 28.12.2018 सूचना का अधिकार अधिनियम- 2005 के तहत लोक सूचना अधिकारी द्वारा प्राप्त जानकारी दिनांक. 12.02.2019 मुझे वास्तविक रूप से प्राप्ति दिनांक- 19.02.2019 के तहत जानकारी से संतुष्ट नहीं होने से, प्रथम अपील श्रीमान के समक्ष आदेशार्थ प्रस्तुत है"।

मांगी गई जानकारी (प्रार्थना या अनुतोष)	1. प्रार्थी के आवेदन दिनांक – 19/11/2018, 28/12/2018 बिंदु क्रमांक-1 अनुक्रम में मजदूर पद पर नियुक्ति से संबंधित अटेन्डेन्ट/मजदूर से संबंधित नियुक्ति के संबंध में नियमावली की सत्यापित प्रति चाही गयी है नाकि प्रेमलाल वर्मा से संबंधित। नियुक्ति आदेश संख्या – 03/2000 बतौर नमूना संलग्न किया गया है। आवेदक द्वारा तीसरे पक्ष से संबंधित कोई जानकारी नहीं मांगी गयी है। किसी संस्थान में किसी पद विशेष की नियुक्ति संबंधी नियमावली तृतीय पक्ष की जानकारी नहीं है। नियुक्ति से संबंधित पॉलिसी सार्वजनिक है।
मांगी गई जानकारी (प्रार्थना या अनुतोष)	2. प्रार्थी के आवेदन दिनांक – 19/11/2018, 28/12/2018 बिंदु क्रमांक-2 अनुसार पदोन्नति से संबंधित अटेन्डेन्ट/मजदूर पद से Jr. Tech W-2 संबंधित पदोन्नति के संबंध में नियमावली की सत्यापित प्रति चाही गयी है नाकि प्रेमलाल वर्मा से संबंधित। पदोन्नति आदेश संख्या – 144/2007 दिनांक – 12/09/2007 बतौर नमूना संलग्न किया गया है। आवेदक द्वारा तीसरे पक्ष से संबंधित कोई जानकारी नहीं मांगी गयी है। किसी संस्थान में किसी पद विशेष की नियुक्ति/ पदोन्नति संबंधी नियमावली तृतीय पक्ष की जानकारी नहीं है। नियुक्ति से संबंधित पॉलिसी सार्वजनिक है। जिसकी सत्यापित प्रति उपलब्ध कराया जाना अति आवश्यक है।

अपील, दिनांक . 23.02.2019, इस कार्यालय को उचित अपील दिनांक .27.02.2019 को प्राप्त होने पर जन सूचना अधिकारी को बुलाया गया तथा अपील में की गयी शिकायत से अवगत कराया गया। जन सूचना अधिकारी को सुना गया तथा उन्होने प्रदत्त सूचना से संबंधित मदनसार निम्नलिखित तथ्य व दस्तावेज प्रस्तुत किये |

आपके द्वारा प्राप्त आवेदन जो हमारे कार्यालय में दि. 17.01.2019 को प्राप्त हुआ था, का उत्तर, हमारे पत्र संदर्भ संख्या: प.क्षे.पा.प्र.-1/पी.एम.एस./340/0075 दिनांक 12.02.2019 द्वारा आपको दिया गया है, तथा इस पत्र द्वारा चाही गयी निम्नलिखित जानकारी प्रदान की गई थी:

अनुरोध पत्र क्र .1 दिनांक 19.11.2018	
मांगी गई जानकारी	: संलग्न नियुक्त आदेश संख्या 03/2000 के संबंध में नियुक्ति संबंधी संपूर्ण नियमावली नियुक्ति पालिसी की / सत्यापित प्रति
प्रस्तुत जानकारी	: आवेदक के उपर्युक्त आरटीआय अनुरोध पत्र में अन्य व्यक्ति के (श्री प्रेमलाल चर्मकार - पावरग्रिड कर्मचारी) संबंध जानकारी मांगी गयी है, जिसमें किसी भी सार्वजनिक हित का खुलासा नहीं किया गया है। इसलिए, आरटीआई अधिनियम 2005 की धारा 8 (1) (j) के प्रावधानों के अनुसार श्री प्रेमलाल चर्मकार के संबंध में यानी तीसरे पक्ष के संबंध में जानकारी पावरग्रिड द्वारा नहीं दी जा रही है।

अनुरोध पत्र क्र .2 दिनांक 19.11.2018	
मांगी गई जानकारी	: संलग्न नियुक्त आदेश संख्या 03/2000 के संबंध में अटेंडेंट मजदूर पद से Jr. Tech (W-2) में पदोन्नति संबंधी संपूर्ण पालिसी की सत्यापित प्रति
प्रस्तुत जानकारी	: आवेदक के उपर्युक्त आरटीआय अनुरोध पत्र में अन्य व्यक्ति के (श्री प्रेमलाल चर्मकार - पावरग्रिड कर्मचारी) संबंध जानकारी मांगी गयी है, जिसमें किसी भी सार्वजनिक हित का खुलासा नहीं किया गया है। इसलिए, आरटीआई अधिनियम 2005 की धारा 8 (1) (j) के प्रावधानों के अनुसार श्री प्रेमलाल चर्मकार के संबंध में यानी तीसरे पक्ष के संबंध में जानकारी पावरग्रिड द्वारा नहीं दी जा रही है।

अपील की प्राप्ति के बाद अपील को संबंधित अधिकारी को भेज दिया गया और आवेदक द्वारा वांछित जानकारी निम्नलिखित के अनुसार दस्तावेज प्रस्तुत किये गये हैं:

मांगी गई जानकारी (प्रार्थना या अनुतोष)	: 1. प्रार्थी के आवेदन दिनांक - 19/11/2018, 28/12/2018 बिंदु क्रमांक-1 अनुक्रम में मजदूर पद पर नियुक्ति से संबंधित अटेंडेंट/मजदूर से संबंधित नियुक्ति के संबंध में नियमावली की सत्यापित प्रति चाही गयी है नाकि प्रेमलाल वर्मा से संबंधित। नियुक्ति आदेश संख्या - 03/2000 बतौर नमूना संलग्न किया गया है। आवेदक द्वारा तीसरे पक्ष से संबंधित कोई जानकारी नहीं माँगी गयी है। किसी संस्थान में किसी पद विशेष की नियुक्ति संबंधी नियमावली तृतीय पक्ष की जानकारी नहीं है। नियुक्ति से संबंधित पॉलिसी सार्वजनिक है।
प्रस्तुत जानकारी	: पावरग्रिड की नियुक्ति से संबंधित पॉलिसी (वर्ष 2000 में प्रदत्त) अनुलग्नक-1 में संलग्न पायें।
मांगी गई जानकारी (प्रार्थना या अनुतोष)	: 2. प्रार्थी के आवेदन दिनांक - 19/11/2018, 28/12/2018 बिंदु क्रमांक-2 अनुसार पदोन्नति से संबंधित अटेंडेंट/मजदूर पद से Jr. Tech W-2 संबंधित पदोन्नति के संबंध में नियमावली की सत्यापित प्रति चाही गयी है नाकि प्रेमलाल वर्मा से संबंधित। पदोन्नति आदेश संख्या - 144/2007 दिनांक - 12/09/2007 बतौर नमूना संलग्न किया गया है। आवेदक द्वारा तीसरे पक्ष से संबंधित कोई जानकारी नहीं माँगी गयी है। किसी संस्थान में किसी पद विशेष की नियुक्ति/ पदोन्नति संबंधी नियमावली तृतीय पक्ष की जानकारी नहीं है। नियुक्ति से संबंधित पॉलिसी सार्वजनिक है। जिसकी सत्यापित प्रति उपलब्ध कराया जाना अति आवश्यक है।
प्रस्तुत जानकारी	: पावरग्रिड की पदोन्नति तथा पुनःपरिनियोजित एवं पुर्नपदनाम से संबंधित पॉलिसी निम्न अनुलग्नक में संलग्न पायें।
	अनुलग्नक 2 - POWERGRID Circular dated 12.09.1997 : Employee Dev. Scheme - Technicians & Secretarial Personnel
	अनुलग्नक 3 - अकार्यपालक वर्ग - कामगार श्रेणी कर्मचारियों की पदोन्नति संबंधी पालिसी
	अनुलग्नक 4 - POWERGRID Circular No. 208 dated 17.01.2007 : Amendments of Workmen Promotion Policy

निर्णय:

मैंने आवेदक की अपील एवं मांगी गयी सूचना से संबंधित सभी दस्तावेजों को देख लिया है तथा जन सूचना अधिकारी को सुनने के बाद, मेरा निष्कर्ष यह है कि जन सूचना अधिकारी द्वारा दी गयी सूचना सही है, तदनुसार अपील खारिज की जाती है।



डॉ. वी. के. खरे
कार्यपालक निदेशक, प. क्षे. -1
एवं अपीलीय अधिकारी

उपरोक्त जानकारी से संबंधित यदि आपको कोई द्वितीय अपील करना हो तो उसे प्रथम अपीलीय अधिकारी के उत्तर की प्राप्ति से 90 दिनों के भीतर द्वितीय अपीलीय अधिकारी को किया जा सकता है।

द्वितीय अपीलीय अधिकारी का पता :

सेंट्रल इन्फोर्मेशन कमिशन
आर. संख्या 326, सी विंग, दूसरा माला
अगस्त क्रांति भवन
भिकाजी कामा स्थल
नई दिल्ली-110 066

प्रति:

- 1) अपीलकर्ता: श्री गोपी, पिता पोलइया,
निवासी ग्राम लालपुर, पो.आ. सितपुरा,
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- 2) जन सूचना अधिकारी पावर ग्रिड पश्चिम क्षेत्र-1, नागपुर
- 3) वरिष्ठ उपमहाप्रबंधक (मा. सं)



Recruitment Policy and Procedures





Recruitment Policy and Procedures - Contents

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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 procedures 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 Divisions 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 Personnel Departments for the Division as a whole giving specific details of each new post other than



casual posts and justification therefor and this manpower plan containing details of expenditure involved will form a part of the overall Manpower Budget of the Division.

- 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.
- 2.4 Annual manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Divisions/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 following will be the competent authorities to be referred to hereinafter as the Appointing Authority.
- 3.2.1 Authorities competent to accord sanction to creation of posts within approved budget provisions, as per Delegation of Powers are :

Posts	Authority
a) Posts at the level of Executive Director or equivalent & above.	Board of Directors
b) Posts at the level of Manager & above upto General Manager	Chairman & Managing Director
c) Posts upto the level of Dy. Manager	Director(Personnel)
d) All non-executive posts	GM(P&A),CC ED/GM of the Regions





- | | |
|--|---|
| e) Executive Trainees and Supervisory Trainees | Chairman and Managing Director |
| f) Casual/daily rated posts equivalent to posts in the grades of W1 to W4 & below for a duration of not more than 90 days. | DGM(P&A), CC
ED/GM/DGM of the Regions. |

3.2.2 Authorities competent to approve appointments to the posts created within the manpower budget provisions.

Posts	Authority
a) Posts at the level of Executive Director or equivalent & above.	Board of Directors
b) Posts at the level of DGM & above upto General Manager	Chairman and Managing Director
c) Posts upto the level of Sr.Manager	Director (Personnel)
d) i) All non-executive posts including casual/daily rated posts	GM(P&A), C.C.
ii) All non-executives posts casual/daily rated posts - Supervisory rank - Non-Supervisory rank	ED/GM of Region DGM/SM of Region

3.3 In respect of casual posts for a duration of not more than 30 days, Heads of Department not below the rank of Deputy General Manager will be the appointing authority who will, however, consult the Personnel Department prior to the issue of such sanctions.

Provided that no extension will be granted to any employee in such casual posts beyond 30 days, whether with a break of service or without, except with the approval of the Appointing Authority as prescribed in Clause 3.2.

3.4 While the authority competent to sanction creation of posts will have the flexibility to reappropriate 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



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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, 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 Divisions and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Personnel Division.
- 6.2 Until such time as the company's divisions do not have their separate training facilities, all recruitments of supervisory trainees who will undergo training under a centralised supervisory training scheme will be done by the Corporate Personnel Division.
- 6.3 In respect of all other non-executive personnel, recruitments will be done by Personnel 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 of S2 and above recruitment will be made from all the states within the Regions which the Division/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, 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.



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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 in the level of E2 and the post of Executive Trainees from reputed Engineering/Management institutions, to be specified.
- (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 preceeding 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 VI 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 Personnel Department by the Head of the Department who should give in his forwarding statement :
- Comments on the suitability of the candidates for the post applied for
 - Assessment of the performance of the candidate.
 - 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 fulfilment 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 on plain paper 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.10/- for Executive Posts, Rs.50/- for Executive Trainees and Rs.10/- for Non-executive posts other than those covered by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rs.50/- per Supervisor Trainees.
- Provided that candidates belonging to Scheduled Castes and Scheduled Tribes and Ex-servicemen will be exempted from the payment of application fee.
- 10.4 In the case of all recruitments 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.

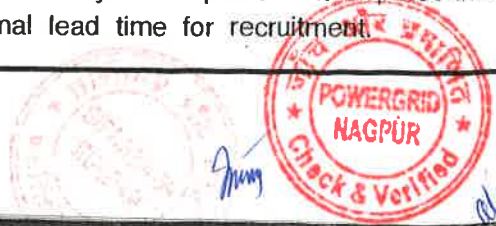
11.3 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment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

11.4 In respect of candidates from Government and Public Sector Organisations who apply through proper channel, Personnel 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 Personnel 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.

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- 12.2 The requirements will be examined with reference to the sanctioned manpower in the budget by the Personnel Department who, before proceeding with recruitment, will verify whether the post/posts can be filled.
- (a) out of acceptable transfer requests pending, if any.
 - (b) recommended inter-functional adjustments of posts.
 - (c) record of surplus staff (internal) suitable for deployment.
 - (d) 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 subjected to a preliminary scrutiny by the Personnel Department who will ensure that :
- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within the permitted time.
 - (b) Age of the applicant is within the prescribed limit.
 - (c) Qualifications and experience of the candidates conform to those prescribed.
 - (d) Applications have been submitted "Through Proper Channel" wherever required.
 - (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex-Servicemen etc. application is accompanied by a certificate to that effect from the competent authority.
- 13.2 The applications that fulfil the prescribed requirements after preliminary scrutiny 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 Personnel 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.



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- 13.5 After the applications are finally screened, Personnel 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 Personnel 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 All appointments to posts in various non-executive categories including Supervisor Trainees and other Trainees/Apprentices will be made on the basis of recommendations of Selection Boards/Committees constituted for the purpose, which must include representatives from the following sources at the appropriate executive level depending on the posts :
- (a) Concerned Department/Function
 - (b) Personnel Department
 - (c) District/Local Administration at appropriate level but not below the rank of Deputy Collector/Sub-Divisional Officer/Magistrate.
- 14.5 The Selection Boards/Committees will be constituted by the Personnel Department in each case with the approval of the Appointing Authority.
- 14.6 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.

15.2 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 DGM and above.
I class/II class AC sleeper return rail fare by the shortest route	-	For executive posts in the level of E2A and above.
Second class return rail fare by the shortest route	-	For executive posts in the E2 level 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 and Schedule Tribes, 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 and Scheduled Tribes or a Manager of the Corporation belonging to any of these communities as required under the Presidential directives issued in this regard.



15.5 Personnel Department will make available to the members of the Selection Board the following documents and particulars regarding the candidates called for interview :

- (a) A copy of the advertisement/notification together with the specific requirements and duties and responsibilities of the posts.
- (b) Bio-data of each candidate.
- (c) Applications in original.
- (d) Appraisal reports and comments of forwarding authority in the case of internal candidates.
- (e) Annual appraisal reports wherever available in the case of candidates from Government and public sector organisations whose applications have been forwarded through proper channel.
- (f) Results of Tests/Group Discussions held prior to interview, if any.
- (g) Special information, if any, relevant to Selection regarding any candidate.

15.6 Apart from participating generally in the selection process, the representative of the Personnel Department in the Selection Board will have the following specific responsibilities:

- (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 Personnel 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, results of tests/group discussion, if any, and other relevant facts vis-a-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 and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned.

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 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.
 - (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 recommended by the Selection Board, 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.



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- 16.3 Based on the panel as recommended by the Selection Board, Personnel 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 Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government (see Schedule IV Appendix I & II) will be followed while making offers of appointment.
- 17.0 Offers of Appointment**
- 17.1 Personnel 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 provided they furnish a certificate or declaration to that effect.
- 19.0 Joining Formalities**
- 19.1 Employees on the first appointment to the Company's service will furnish to the Personnel Department copies of documents and other details and particulars as given in Schedule V.
- 19.2 In case of recruitment to executive and supervisory posts, prescribed application blanks 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-1
Semi-Skilled	W-3
Skilled Group & Equivalent Secretarial and Clerical Staff	W-4
Supervisory & equivalent categories	S-1
Executives	
Executive Trainee	E-2
Executives (Officer/Engineer)	E2A





SCHEDULE - II

CONCESSIONS TO CANDIDATES BELONGING TO THE SCHEDULED CASTES/TRIBES/OBC'S

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 7½%, OBCs - 27%. - As per the roster given in Appendix - I.
 - b) Otherwise than by open competition -Scheduled Castes - 16 $\frac{2}{3}$ %, Scheduled Tribes - 7½%, OBC'S - 27% - As per roster given in Appendix-II.
 - 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 - As in the roster given in Appendix-III.
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 candidates belonging to SC/ST categories.
5. SC/ST candidates shall be exempted from payment of application fees.

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.

Reservations of Posts for Ex-Servicemen and Dependents of those killed in Action :

1. Reservation of vacancies : For direct recruitment 14½% of the vacancies in each of the categories of class III posts and 24½% of vacancies in each of the categories of Group-C and Group-D posts respectively.
2. 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) General Manager, Head of the Unit or Division concerned or in the case of Corporate Office, Head of the Division concerned.
- d) Not less than a specialist Adviser in the concerned specialisation whether from within or outside the Corporation.
- e) Representative of Personnel 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 Deputy General Manager.





SCHEDULE - IV

Appendix - I

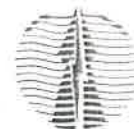
Model Roster for Posts Filled by Direct Recruitment on All-India basis by Open Competition

1. Scheduled Castes	31. Scheduled Tribes	61. Scheduled Castes
2. Unreserved	32. Unreserved	62. Unreserved
3. Scheduled Tribes	33. Other Backward Classes	63. Other Backward Classes
4. Unreserved	34. Unreserved	64. Unreserved
5. Other Backward Classes	35. Scheduled Castes	65. Other Backward Classes
6. Unreserved	36. Unreserved	66. Unreserved
7. Scheduled Castes	37. Other Backward Classes	67. Scheduled Castes
8. Unreserved	38. Unreserved	68. Unreserved
9. Other Backward Classes	39. Other Backward Classes	69. Other Backward Classes
10. Unreserved	40. Unreserved	70. Unreserved
11. Other Backward Classes	41. Scheduled Castes	71. Scheduled Tribes
12. Unreserved	42. Unreserved	72. Unreserved
13. Scheduled Castes	43. Other Backward Classes	73. Other Backward Classes
14. Unreserved	44. Unreserved	74. Unreserved
15. Other Backward Classes	45. Scheduled Tribes	75. Other Backward Classes
16. Unreserved	46. Unreserved	76. Unreserved
17. Scheduled Tribes	47. Other Backward Classes	77. Scheduled Castes
18. Unreserved	48. Unreserved	78. Unreserved
19. Other Backward Classes	49. Scheduled Castes	79. Other Backward Classes
20. Unreserved	50. Unreserved	80. Unreserved
21. Scheduled Castes	51. Other Backward Classes	81. Scheduled Castes
22. Unreserved	52. Unreserved	82. Unreserved
23. Other Backward Classes	53. Scheduled Castes	83. Other Backward Classes
24. Unreserved	54. Unreserved	84. Unreserved
25. Other Backward Classes	55. Other Backward Classes	85. Scheduled Tribes
26. Unreserved	56. Unreserved	86. Unreserved
27. Scheduled Castes	57. Scheduled Tribes	87. Other Backward Classes
28. Unreserved	58. Unreserved	88. Unreserved
29. Other Backward Classes	59. Other Backward Classes	89. Scheduled Castes
30. Unreserved	60. Unreserved	90. Unreserved



91. Other Backward Classes	128. Unreserved	165. Scheduled Tribes
92. Unreserved	129. Scheduled Castes	166. Unreserved
93. Scheduled Castes	130. Unreserved	167. Other Backward Classes
94. Unreserved	131. Other Backward Classes	168. Unreserved
95. Other Backward Classes	132. Unreserved	169. Scheduled Castes
96. Unreserved	133. Scheduled Castes	170. Unreserved
97. Scheduled Tribes	134. Unreserved	171. Other Backward Classes
98. Unreserved	135. Other Backward Classes	172. Unreserved
99. Other Backward Classes	136. Unreserved	173. Scheduled Castes
100. Unreserved	137. Scheduled Tribes	174. Unreserved
101. Scheduled Castes	138. Unreserved	175. Other Backward Classes
102. Unreserved	139. Other Backward Classes	176. Unreserved
103. Other Backward Classes	140. Unreserved	177. Scheduled Tribes
104. Unreserved	141. Scheduled Castes	178. Unreserved
105. Other Backward Classes	142. Unreserved	179. Other Backward Classes
106. Unreserved	143. Other Backward Classes	180. Unreserved
107. Scheduled Castes	144. Unreserved	181. Scheduled Castes
108. Unreserved	145. Other Backward Classes	182. Unreserved
109. Other Backward Classes	146. Unreserved	183. Other Backward Classes
110. Unreserved	147. Scheduled Castes	184. Unreserved
111. Scheduled Tribes	148. Unreserved	185. Other Backward Classes
112. Unreserved	149. Other Backward Classes	186. Unreserved
113. Other Backward Classes	150. Unreserved	187. Scheduled Castes
114. Unreserved	151. Scheduled Tribes	188. Unreserved
115. Scheduled Castes	152. Unreserved	189. Other Backward Classes
116. Unreserved	153. Other Backward Classes	190. Unreserved
117. Other Backward Classes	154. Unreserved	191. Scheduled Tribes
118. Unreserved	155. Scheduled Castes	192. Unreserved
119. Other Backward Classes	156. Unreserved	193. Other Backward Classes
120. Unreserved	157. Other Backward Classes	194. Unreserved
121. Scheduled Castes	158. Unreserved	195. Scheduled Castes
122. Unreserved	159. Other Backward Classes	196. Unreserved
123. Other Backward Classes	160. Unreserved	197. Other Backward Classes
124. Unreserved	161. Scheduled Castes	198. Unreserved
125. Scheduled Tribes	162. Unreserved	199. Unreserved
126. Unreserved	163. Other Backward Classes	200. Unreserved
127. Other Backward Classes	164. Unreserved	





SCHEDULE - IV

Appendix - II

Model roster for Posts Filled by Direct Recruitment on All-India basis otherwise than by open competition

1. SC	31. SC	61. OBC	91. OBC
2. Unreserved	32. Unreserved	62. Unreserved	92. Unreserved
3. ST	33. OBC	63. OBC	93. SC
4. Unreserved	34. Unreserved	64. Unreserved	94. Unreserved
5. OBC	35. OBC	65. SC	95. OBC
6. Unreserved	36. Unreserved	66. Unreserved	96. Unreserved
7. SC	37. SC	67. OBC	97. ST
8. Unreserved	38. Unreserved	68. Unreserved	98. Unreserved
9. OBC	39. OBC	69. ST	99. SC
10. Unreserved	40. Unreserved	70. Unreserved	100. Unreserved
11. OBC	41. SC	71. SC	101. OBC
12. Unreserved	42. Unreserved	72. Unreserved	102. Unreserved
13. SC	43. ST	73. OBC	103. OBC
14. Unreserved	44. Unreserved	74. Unreserved	104. Unreserved
15. OBC	45. OBC	75. OBC	105. SC
16. Unreserved	46. Unreserved	76. Unreserved	106. Unreserved
17. ST	47. SC	77. SC	107. OBC
18. Unreserved	48. Unreserved	78. Unreserved	108. Unreserved
19. SC	49. OBC	79. OBC	109. ST
20. Unreserved	50. Unreserved	80. Unreserved	110. Unreserved
21. OBC	51. OBC	81. SC	111. SC
22. Unreserved	52. Unreserved	82. Unreserved	112. Unreserved
23. OBC	53. SC	83. ST	113. OBC
24. Unreserved	54. Unreserved	84. Unreserved	114. Unreserved
25. SC	55. OBC	85. OBC	115. OBC
26. Unreserved	56. Unreserved	86. Unreserved	116. Unreserved
27. OBC	57. ST	87. SC	117. OBC
28. Unreserved	58. Unreserved	88. Unreserved	118. Unreserved
29. ST	59. SC	89. OBC	119. OBC
30. Unreserved	60. Unreserved	90. Unreserved	120. Unreserved



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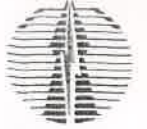
SCHEDULE - IV

Appendix - III

Model rosters showing the points to be reserved for SCs, STs & OBCs in a 100 'Point' roster where recruitment is made on a local or regional basis.

S. No.	Name of the State/UT %age of reservation of SC/ST/OBC		Actual points to be reserved in a 100 point roster for SC/ST/OBC
1	2	3	4
1.	Andhra Pradesh 15 SC / 6 ST / 27 OBC	SC	1, 7, 13, 19, 25, 31, 37, 43, 49 55, 63, 69, 77, 83, 89 (15) Points
		ST	3, 23, 39, 59, 79, 95 (6) Points
		OBC	5, 9, 11, 15, 17, 21, 27, 29, 33, 35, 41, 45, 47, 51, 53, 57, 61, 65, 67, 71, 73, 75, 81, 85, 87, 91, 93 (27) Points
2.	Arunachal Pradesh 1 SC / 44 ST / Nil OBC	SC	4 (1) Point
		ST	1, 6, 9, 11, 13, 15, 18, 20, 22, 24, 27, 29, 31, 33, 36, 38, 40, 42, 45, 47, 49, 51, 53, 56, 59, 61, 63, 65, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98 (44) Points
		OBC	Nil
3.	Assam 6 SC / 11 ST / 27 OBC	SC	3, 19, 33, 53, 73, 89 (6) Points
		ST	1, 9, 21, 29, 39, 49, 57, 67, 75, 85, 93 (11) Points
		OBC	5, 7, 11, 15, 17, 23, 27, 31, 35, 37, 41, 43, 47, 51, 55, 59, 61, 65, 69, 71, 77, 79, 81, 83, 87, 91, 95 (27) Points
4.	Bihar 15 SC / 9 ST / 26 OBC	SC	1, 7, 13, 19, 27, 33, 39, 43, 51, 57, 63, 69, 77, 83, 89 (15) Points
		ST	3, 15, 25, 37, 47, 59, 67, 79, 93 (9) Points





1	2	3	4
		OBC	5, 9, 11, 17, 21, 23, 29, 31, 35, 41, 45, 49, 53, 55, 61, 65, 71, 73, 75, 81, 85, 87, 91, 95, 97, 99 (26) Points
5.	Gujarat 7 SC / 14 ST / 27 OBC	SC	3, 17, 31, 45, 59, 73, 87 (7) Points
		ST	1, 7, 15, 21, 29, 35, 43, 49, 57, 63, 71, 77, 85, 91 (14) Points
		OBC	5, 9, 11, 13, 19, 23, 25, 27, 33, 37, 39, 41, 47, 51, 53, 55, 61, 65, 67, 69, 75, 79, 81, 83, 89, 93, 95 (27) Points
6.	Haryana 19 SC / Nil / 27 OBC	SC	1, 5, 11, 15, 21, 25, 31, 35, 41, 45, 51, 55, 61, 65, 71, 75, 81, 85, 91 (19) Points
		ST	NIL
		OBC	3, 7, 9, 13, 17, 19, 23, 27, 29, 33, 37, 39, 47, 49, 53, 57, 59, 63, 67, 69, 73, 77, 79, 83, 87, 89, 93 (27) Points
7.	Himachal Pradesh 25 SC / 5 ST / 20 OBC	SC	1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93, 97 (25) Points
		ST	3, 23, 43, 63, 83 (5) Points
		OBC	7, 11, 15, 19, 27, 31, 35, 39, 47, 51, 55, 59, 67, 71, 75, 79, 87, 91, 95, 99 (20) Points
8.	Jammu & Kashmir 9 SC / 13 ST / 27 OBC	SC	8, 15, 27, 37, 47, 59, 69, 83, 93 (9) Points
		ST	1, 9, 17, 25, 33, 41, 49, 57, 65, 73, 81, 89, 97 (13) Points
		OBC	5, 7, 11, 13, 19, 21, 23, 29, 31, 35, 39, 43, 45, 51, 53, 55, 61, 63, 67, 71, 75, 79, 85, 87, 91, 95, 99 (27) Points
9.	Karnataka 15 SC / 5 ST / 27 OBC	SC	1, 7, 13, 19, 27, 33, 39, 45, 51, 57, 63, 69, 77, 83, 89 (15) Points



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1	2	3	4
		ST	3, 29, 53, 79, 93 (5) Points
		OBC	5, 9, 11, 15, 17, 21, 25, 31, 35, 37, 41, 43, 47, 55, 59, 61, 65, 67, 71, 73, 75, 81, 85, 87, 91, 95, 99 (27) Points
10.	Kerala 10 SC / 1 ST / 27 OBC	SC	1, 9, 19, 29, 39, 49, 59, 69, 79, 89 (10) Points
		ST	3 (1) Point
		OBC	5, 7, 11, 15, 17, 21, 23, 27, 31, 35, 37, 41, 45, 47, 51, 55, 57, 61, 65, 71, 73, 77, 81, 85, 91, 95, 99 (27) Points
11.	Madhya Pradesh 14 SC / 23 ST / 13 OBC	SC	3, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87 (14) Points
		ST	1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89 (23) Points
		OBC	7, 15, 27, 39, 47, 55, 67, 79, 91, 93, 95, 97, 99 (13) Points
12.	Maharashtra 7 SC / 9 ST / 27 OBC	SC	3, 17, 31, 45, 59, 73, 87 (7) Points
		ST	1, 11, 23, 33, 43, 55, 67, 79, 91 (9) Points
		OBC	5, 7, 9, 13, 19, 21, 25, 27, 35, 37, 39, 41, 47, 51, 53, 57, 61, 65, 69, 71, 75, 81, 83, 89, 93, 95, 99 (27) Points
13.	Manipur 1 SC / 27 ST / 22 OBC	SC	3 (1) Point
		ST	1, 5, 9, 13, 17, 19, 23, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 67, 71, 75, 79, 83, 85, 89, 91, 95, 97 (27) Points
		OBC	7, 11, 15, 21, 27, 31, 35, 39, 43, 47, 51, 55, 59, 63, 65, 69, 73, 77, 81, 87, 93, 99 (22) Points

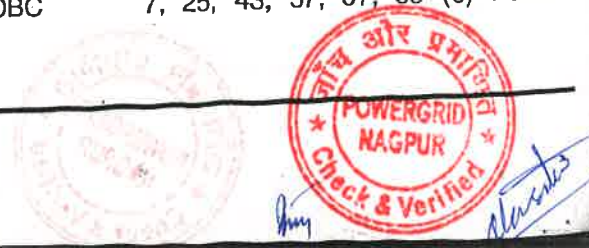




1	2	3	4
14.	Meghalaya 1 SC / 44 ST / 5 OBC	SC	3 (1) Point
		ST	1, 5, 9, 11, 13, 15, 17, 19, 21, 23, 27, 29, 31, 33, 35, 37, 39, 41, 45, 47, 49, 51, 53, 55, 59, 61, 63, 65, 67, 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 91, 93, 95, 97 (44) Points
		OBC	7, 25, 43, 57, 99 (5) Points
15.	Mizoram NIL SC / 45 ST / 5 OBC	SC	NIL
		ST	1, 3, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43, 45, 47, 49, 51, 55, 59, 61, 63, 65, 67, 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 93, 95, 99 (45) Points
		OBC	5, 53, 57, 91, 97 (5) Points
16.	Nagaland Nil SC / 45 ST / Nil OBC	SC	Nil
		ST	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99 (45) Points
		OBC	Nil
17.	Orissa 15 SC / 23 ST / 12 OBC	SC	3, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87, 95 (15) Points
		ST	1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89 (23) Points
		OBC	7, 15, 27, 39, 47, 55, 67, 79, 91, 93, 97, 99 (12) Points
18.	Punjab 27 SC / Nil ST / 23 OBC	SC	1, 5, 9, 13, 17, 19, 23, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 67, 71, 75, 79, 83, 85, 89, 91, 95, 97 (27) Points



1	2	3	4
		ST	NIL
		OBC	3, 7, 11, 15, 21, 27, 31, 35, 39, 43, 47, 51, 55, 59, 63, 65, 69, 73, 77, 81, 87, 93, 99 (23) Points
19.	Rajasthan 17 SC / 12 ST / 21 OBC	SC	1, 7, 13, 19, 25, 31, 37, 43, 49, 55, 61, 67, 73, 79, 85, 91, 97 (17) Points
		ST	3, 11, 21, 27, 35, 45, 51, 59, 69, 75, 83, 93 (12) Points
		OBC	5, 9, 15, 17, 23, 29, 33, 39, 41, 47, 53, 57, 63, 65, 71, 77, 81, 87, 89, 95, 99 (21) Points
20.	Sikkim 6 SC / 23 ST / 21 OBC	SC	3, 23, 41, 59, 77, 93 (6) Points
		ST	1, 5, 9, 13, 17, 21, 27, 31, 35, 39, 45, 49, 53, 57, 61, 65, 69, 75, 79, 83, 87, 91, 95 (23) Points
		OBC	7, 11, 15, 19, 25, 29, 33, 37, 43, 47, 51, 55, 63, 67, 71, 73, 81, 85, 89, 97, 99 (21) Points
21.	Tamil Nadu 19 SC / 1 ST / 27 OBC	SC	1, 5, 11, 15, 21, 25, 31, 35, 41, 45, 51, 55, 61, 65, 71, 75, 81, 85, 91 (19) Points
		ST	3 (1) Point
		OBC	7, 9, 13, 17, 23, 27, 29, 33, 37, 43, 47, 49, 53, 57, 59, 63, 67, 69, 73, 77, 79, 83, 87, 89, 93, 95, 99 (27) Points
22.	Tripura 15 SC / 29 ST / 6 OBC	SC	3, 11, 17, 23, 31, 37, 45, 53, 59, 65, 71, 77, 83, 89, 95 (15) Points
		ST	1, 5, 9, 13, 15, 19, 21, 27, 29, 33, 35, 39, 41, 47, 49, 51, 55, 61, 63, 67, 69, 73, 75, 79, 81, 85, 87, 91, 93 (29) Points
		OBC	7, 25, 43, 57, 97, 99 (6) Points





1	2	3	4
23.	Uttar Pradesh 21 SC / 1 ST / 27 OBC	SC	1, 5, 11, 15, 21, 25, 31, 35, 41, 45, 51, 55, 61, 65, 71, 75, 81, 85, 89, 95, 99 (21) Points
		ST	3 (1) Point
		OBC	7, 9, 13, 17, 19, 23, 27, 33, 37, 39, 43, 47, 49, 53, 57, 59, 63, 67, 69, 73, 77, 79, 83, 87, 91, 93, 97 (27) Points
24.	West Bengal 22 SC / 6 ST / 22 OBC	SC	1, 5, 9, 13, 17, 21, 27, 31, 35, 39, 45, 49, 53, 57, 61, 65, 69, 75, 79, 83, 87, 91 (22) Points
		ST	3, 23, 43, 63, 85, 97 (6) Points
		OBC	7, 11, 15, 19, 25, 29, 33, 37, 41, 47, 51, 55, 59, 63, 67, 71, 73, 77, 81, 85, 89, 93, 95 (22) Points
UNION TERRITORIES			
1.	Andaman Nicobar Islands Nil SC / 12 ST / 27 OBC	SC	NIL
		ST	1, 9, 17, 25, 33, 43, 51, 59, 67, 75, 83, 93 (12) Points
		OBC	3, 7, 11, 15, 19, 21, 27, 29, 31, 35, 39, 45, 47, 53, 55, 61, 65, 69, 71, 77, 79, 81, 85, 89, 95, 97, 99 (27) Points
2.	Chandigarh 14 SC / Nil ST / 27 OBC	SC	1, 7, 15, 21, 29, 35, 43, 49, 57, 63, 71, 77, 85, 91 (14) Points
		ST	NIL
		OBC	3, 5, 9, 13, 17, 19, 23, 27, 31, 33, 37, 41, 45, 47, 51, 53, 59, 61, 67, 73, 79, 81, 87, 89, 93, 95, 99 (27) Points
3.	Dadar & Nagar Haveli 2 SC / 43 ST / 5 OBC	SC	3, 53 (2) Points
		ST	1, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43, 45, 47, 51, 57, 59, 61, 63, 65, 67, 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 91, 93, 97 (43) Points



Personnel Policy Manual

1	2	3	4
		OBC	5, 49, 55, 95, 99 (5) Points
4.	Daman & Diu 2 SC / 1 ST / 27 OBC	SC	1, 49 (2) Points
		ST	3 (1) Point
		OBC	5, 9, 11, 15, 17, 21, 25, 29, 35, 39, 43, 47, 53, 55, 57, 61, 65, 69, 71, 73, 77, 79, 83, 87, 91, 95, 99 (27) Points
5.	Lakshdweep Nil SC / 45 ST / Nil OBC	SC	Nil
		ST	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99 (45) Points
		OBC	Nil
6.	Pondicherry 16 SC / Nil ST / 27 OBC	SC	1, 7, 11, 19, 25, 31, 37, 45, 51, 57, 63, 69, 75, 81, 87, 93 (16) Points
		ST	NIL
		OBC	3, 5, 13, 15, 21, 23, 27, 33, 35, 39, 41, 43, 47, 49, 53, 59, 61, 65, 67, 73, 77, 79, 85, 89, 91, 95, 99 (27) Points

- N. B. :**
- For Goa, the reservation Roster will be the same as is given in respect of the Union Territory of Daman & Diu.
 - For Delhi, the Rosters as prescribed for recruitment on all India basis is to be followed.

SC - Scheduled Castes
ST - Scheduled Tribes
OBC - Other Backward Classes





SCHEDULE - V

JOINING FORMALITIES

In case of appointments to regular scales of pay the employees joining the Organisation will, report to the Personnel 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) A 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 - VI

INDUCTION LEVELS - NON-EXECUTIVES

Designation	Grade	Minimum qualification and other requirements
Jr. Assistant	W3	Matriculation + 1 year experience + typing test (30 w.p.m.)
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.
Supervisor Tr. (P & A)/ Accts. Trainee	S1 (after training)	Graduation with minimum 50% marks.
Personal Assistant	S1	Graduation + 7 years experience + shorthand (120 w.p.m.) and typing (50 w.p.m.) tests.



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POWER GRID CORPORATION OF INDIA LTD.
(Corporate HRD Division)

CIRCULAR

Ref: C:HRD:ED:

Dated: 12-09-97

Employees Dev. Scheme - Technicians & Secretarial Personnel

Various issues relating to Technician training programme & Secretarial training programme have been under consideration for quite sometime. In this regard, there have been references also from various regional offices. The issues have been dealt upon in detail and the following guidelines shall be applicable for Technician training programme and Secretarial training programme, with immediate effect:-

1.0 TECHNICIAN TRAINING

1.1 Eligibility criteria.

- 1.1.1 Workmen in W3 grade and above are eligible subject to the following:-
- 1.1.2 Maximum age limit of 40 years.
- 1.1.3 VIII pass or successful completion of basic education course in POWERGRID..
- 1.1.4 Passing the prescribed screening test, if any.
- 1.1.5 W2 employees, actually working in technical areas are also eligible. In exceptional cases, W2 employees from non-technical areas may also be considered, provided the employees are surplus in that area and no replacement would be necessary under any condition.

18/9/97
17.9.97

1.2 Duration & Nature of training.

- 1.2.1 Training will be of 6 months duration.
- 1.2.2 Centralised test will be conducted by Corporate HRD on completion of training. Those who qualify the test will be redesignated as Technician in the same grade.

1.3 Seniority / Promotion

- 1.3.1 Seniority in the grade will be reckoned from the date of entry into the grade. However, promotion on the basis of acquiring Technician training can be allowed only with prospective effect, on the next standard date of promotion.

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To illustrate: A is an Attendant in W4 grade since 1.1.90. He was redesignated as Technician based on the Technician training in June 1998. In this case, seniority of A will count from 1.1.90. However, he will be considered for promotion only w.e.f. 1.7.98 i.e. after completing the Technician training, on the 1st July.



1.4 Equivalence of training for purpose of career.

1.4.1 Successful completion of 6 months Technician training will be deemed to be equivalent to ITI qualification in POWERGRID.

1.5 Past cases

1.5.1 Technician training programmes of 3 months duration, conducted earlier will not be considered equivalent to ITI. Employees, who had undergone the 3 months training will be provided further 3 months training and if they successfully complete the same and pass the centralised test at the end of training, to be conducted by Corporate HRD, will be deemed to possess qualification equivalent to ITI.

1.5.2 Employees who have already been redesignated in Technician cadre based on 3 months training will continue to be designated as Technicians and will have avenues to move to higher grade as per promotion policy and the channels of promotion, wherever ITI is not a requisite qualification.

1.5.3 In case of employee redesignated as Technician in W1/W2 level, minimum eligible period of five years for consideration for promotion will continue to apply.

2.0 SECRETARIAL TRAINING

SECRETARIAL TRAINING

2.1 Eligibility criteria for undergoing training

2.1.1. Workmen in W4 & above grade are eligible subject to the following:-

2.1.2 Maximum age limit of 45 years.

2.1.3 Matric pass & above.

2.1.4 Passing the prescribed screening test, if any.

2.1.5 Only such employees in W4 & above grade would be considered who are surplus in the existing place and can be spared without any substitute.

2.2 Duration & Nature of training.

2.2.1. Training will be of six months duration:

On completion of training, stenography examination @ 80 w.p.m. & 40 w.p.m. will be conducted as per COP in vogue. Those who qualify will be redesignated in the same grade of Secretarial cadre.

2.3 Seniority / Promotion

2.3.1 Seniority in the grade will count from the date of entry into the grade. However, promotion on the basis of acquiring Secretarial training can be allowed only with prospective effect, on the next



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2.4 Past cases

2.4.1 Those employees in W3 level, who have successfully completed secretarial training, can be redesignated as Jr. Asstt. (Steno-Typist). Further promotion to them to W4 will be subject to passing typing and shorthand test @ 40/80 w.p.m. respectively, apart from other considerations as per COP.

3.0 GENERAL

3.1 Procedure for nomination

3.1.1 Number of slots for training in a batch for each region will be notified by Corporate HRD in consultation with Corporate HRM. The number of slots identified would be on the basis of vacancy / requirement and related considerations.

3.1.2 Based on the nominations received, screening will be done for selecting the employee to undergo training programme.

3.2.3 The training programmes will be followed by final exam centrally administered by Corporate HRD, in association with Corporate HRM.

This issues with the approval of competent authority.



(R.P. Ojha)
DGM (HRD)

N.A.N.

Distribution :

A. CORPORATE CENTRE

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DGM- ENGG-TL,S/STN.&C&I/COST ENGG/CS/F&A/HRM/SKC,AJ/CO.
SECY. /IPP/LAW/JV
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MGR- FIN (ESTT.)

B. REGIONS

ED - WR & SR
GM (I/C) - ER & NER/NR
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AGM (I/C) - NR-I/NR-II/ER/NER/NR/WRLDC
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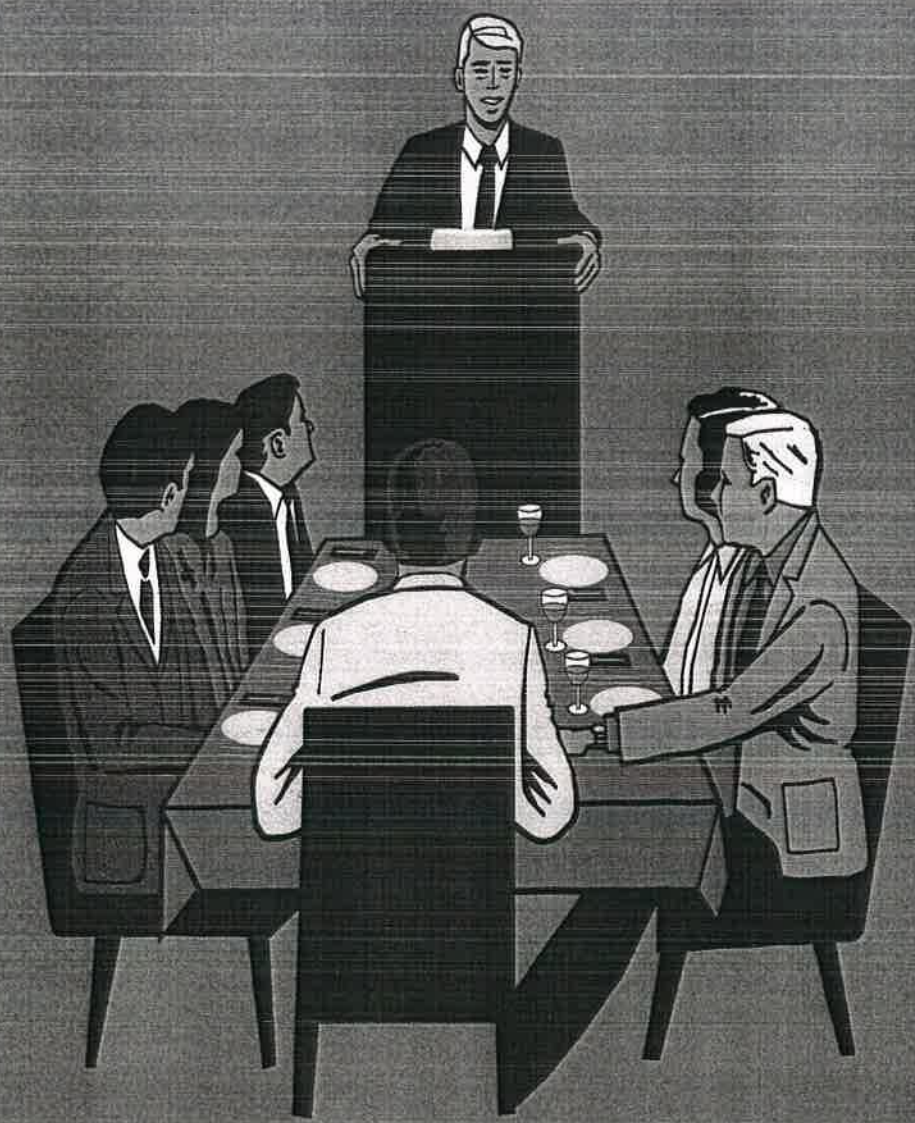
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HR POLICY MANUAL

Volume - I



Power Grid Corporation of India Ltd.

(A Government of India Enterprise)

CORPORATE HR DIVISION

December 2002



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**Statement of Company Policy
Regarding Promotion of
Employees in Workmen
Category**



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**STATEMENT OF COMPANY POLICY REGARDING PROMOTION
OF EMPLOYEES IN WORKMEN CATEGORY**

1.0 OBJECTIVE

The objective of the Company's Promotion Policy for employees in the Workmen Categories is to provide, keeping in view the organisational requirement, adequate growth opportunity consistent with merit and suitability.

2.0 GENERAL PRINCIPLES

The following will be taken into account in promotion from one grade to the next higher grade :

2.1 Promotions will be effected only against vacant sanctioned posts.

2.2 Channel of Promotion : All the functional areas/disciplines will be suitably grouped into well defined channels of promotion taking into account the nature of duties and other relevant considerations; and the promotions will be effected strictly in accordance with the channels so laid down. The Channel of Promotion charts will also indicate the test, interview, minimum qualification and relevant experience if any which will be required for promotion to a certain grade.

2.3 Eligibility period

2.3.1 The grades will be grouped into the following skill levels :

a)	W-0	-	Unskilled
b)	W-1/W-2	-	Unskilled/Semi-skilled
c)	W-3 to W-6	-	Skilled
d)	W-7 to W-11 & SG	-	Highly Skilled

2.3.2 The minimum length of service required to be rendered by an employee in his existing grade for being considered for promotion will be termed as Eligibility Period. The Eligibility Periods for promotion shall be as follows :





Promotion from a grade falling in the group of	Eligibility Period (years)
W-1 & W-2	5
W3 and above	4

2.3.3 E.O.L. on account of illness or for prosecution of higher scientific and technical/professional studies duly supported by a medical certificate from an authorised medical officer of the Company in case of illness and by a certificate from the Head of Region that the higher scientific and technical/professional studies are in the interest of Company's work, in case of leave for prosecution of such higher studies, will count for the purposes of computing the period of eligibility for the purpose of promotion.

E.O.L. taken on account of reasons other than illness or prosecution of higher scientific and technical/professional studies will also count for computing the period of eligibility for the purpose of promotion provided it is for less than 3 months.

2.3.4 Where the employee placed under suspension pending enquiry, is held guilty by the disciplinary authority, the period spent under suspension shall not be treated as duty/service. However, where the employee concerned is exonerated unconditionally, the period of suspension will also be treated as duty/service.

Consequently, in all such cases where the employee is not exonerated, the period of suspension shall not be treated as duty/service and will be excluded while working out the minimum eligibility period required to be put in by such employee in service/on duty under the promotion policy for being considered eligible for promotion to the next higher grade/scale of pay.

2.3.5 In case of both inter-unit and intra-unit transfers (irrespective of whether the transfer is inter-departmental or intra-departmental) of employees, the employees will be allowed credit for the entire period of service put in by them in a grade if the transfer is effected at the initiative of management. In case the transfer is due to an employee's own initiative, full credit for the entire period of service put in by him in a grade will be allowed subject, however, to the condition that at least one year's service in the unit/post to which he is transferred will be necessary before he is considered for promotion.

2.4 Seniority : The seniority lists of the employees in various grades/channels will be prepared and up-dated from time to time by the concerned Human Resource Department in accordance with the rules framed for this purpose.

2.5 Annual Appraisal/Merit Rating Reports : Appraisal Forms/Merit Rating Reports in respect of each employee will be maintained on the prescribed forms, to be written at the end of every calendar year. Such reports may, however, also be asked for at any time other than the annual reports mentioned above at the discretion of the management. These reports will be kept in the custody of the concerned Human Resource Department.



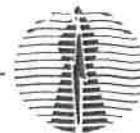


- 2.6 Test/Interview/Qualification Bar : In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he is to be considered for promotion. Similarly, he must qualify in the test(s) and interview, if any, laid down for consideration for promotion to the next higher post.
- 2.7 Reservation for SC/ST: The directives of the Central Government/Company with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.
- 2.8 **Debarring**
- 2.8.1 No employee whose latest confidential/merit rating report, whether annual or special is adjudged as "Adverse" will be considered for promotion.
- 2.8.2 No employee under suspension or against whom decision has been taken to charge-sheet, 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. However, in respect of those employees who have been recommended for promotion by DPC and in whose case decision to issue charge-sheet has not been taken by the Competent Authority, order of promotion be issued in normal course.

The case of employees against whom disciplinary proceedings are pending or contemplated but are otherwise eligible for consideration for promotion shall also be considered by the DPC (Department Promotion Committee) along with all other cases. The recommendations of the DPC, 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 DPC need only contain the note, "The findings are contained in the attached sealed cover". The same procedure will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.

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 DPCs from the date of the meeting of the first DPC 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 DPC 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.

2.8.3 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. The financial benefits accruing due to promotion will be allowed with effect from the date promotion order is issued and no arrear will be payable on this account, 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 DPC 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 and where adhoc promotion has been given as at 2.8.2 above, it will be cancelled/revoked.

3.0 PROCEDURE

3.1 Written Test/Trade-Test/Interview, wherever prescribed, for the candidates fulfilling all the eligibility conditions as mentioned hereinbefore will be conducted twice in a year in the same order. The number of eligible candidates to be trade-tested will be limited to three times the number of anticipated vacancies and all those who qualify in the test will be allowed to appear for an interview before the Departmental Promotion Committee. The test will be conducted by a Committee comprising of Executive Director nominee, representative of the Head of Department where the vacancy exists/is likely to occur, an officer of the Training Department and Personnel Officer/Senior Personnel Officer as nominated by the concerned Head of HR. Where, in addition to Trade-test and Interview, the candidates are required to appear for written test also, the number of eligible candidates to be called for the Written Test should be limited to four/five times the number of anticipated vacancies. Out of those who qualify in the Written Test, the number of candidates to be called for Trade-Test and/or Interview will be limited to three times the number of anticipated vacancies.

3.2 Departmental Promotion Committees for selecting candidates for promotion to various grades/posts will be constituted by the competent authority to approve the selection panels (Executive Director).





3.3 The promotions will generally be based on seniority-cum-merit and the relative weightage for the different factors will be as follows :

Seniority	-	30 marks
Appraisal Report/Merit Rating	-	30 marks
Test, Trade Test & Interview	-	40 marks
Total	-	100 marks

In cases where no test and/or interview is involved the total maximum marks will be 60. The merit rating reports for the last three consecutive years will be taken into account for the above purpose.

3.4 Based on the seniority position, the Merit Rating/Appraisal Reports and results of the test/interview, the position of the candidates will be arranged in order of merit by the Committee. The qualifying marks will be 50% in each of the items in respect of which the candidates are evaluated. However, the qualifying marks for SC/ST candidates will be 40% in each of the items assessed.

3.5 Based on the above mentioned criteria, the panel of the successful candidates will be drawn up by the Committee on which every member of the Committee will affix his signature. Thereafter the panel will be put up for the approval of the competent authority who will be the Executive Director of the concerned region/unit in all cases of promotions to non-executive posts. The panel, thus approved, will be valid for a period of six months which can be renewed by the Executive Director for a period not exceeding six months.

3.6 The approved panel as well as the concerned papers/documents will be kept in the custody of the concerned Human Resource Department, and the promotion orders in respect of the successful candidates will be issued by the concerned Human Resource Department as per the vacancies. The promotions will be effected from two standard dates, namely 1st of January and 1st of July of every calendar year. The promoted employees will be placed on probation for a period of six months, which may be extended wherever necessary.

If the performance of an employee during such probation including the extended period is not found satisfactory, he shall be reverted to the lower post and he shall not be considered for promotion for one year from the date of his reversion.

4.0 APPEAL

An employee aggrieved due to his non-promotion may take recourse to the prescribed Grievance Procedure for redressal of the same.

5.0 GENERAL

The management, reserves the right to modify, cancel add or amend any of these rules at any time.



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**POWER GRID CORPORATION OF INDIA LTD
CORPORATE HR POLICY GROUP**

Ref : C:HR:Pol:3

Dated : 17.01.2007

Corporate HR Circular No. 208

Subject: Amendments in Workmen Promotion Policy.

Based on the understanding arrived at in the 55th PNBC Meeting held at Patna on 10th & 11th May 2006 and 56th PNBC meeting held at Gurgaon on 09th Oct 2006, following amendments in the Promotion Policy applicable to workmen are incorporated:

1.0 Categorization of workmen in two Groups :

For the purpose of operating channel of promotion (COP) workmen will be categorized on the basis of their disciplines into two groups as mentioned hereunder:

- a) Technicians, Assistants, Stenographers, Storekeepers, Draftsmen, Operators, Drivers, Security Guards, Cooks, Artisans, Pharmacists etc.

W3 to W6 : Skilled

W7 & above : Highly Skilled

- b) Attendants, Mazdoors, Khalasis etc.

W0 & W1 : Unskilled

W2 to W6 : Semi-Skilled

2.0. Channel of promotion (COP) and eligibility period of qualified workmen:

- a) COP for workmen in Skilled / Highly Skilled group, who at present have COP up to W7/W8 level like stenographers, Operators, Drivers etc., is extended up to W-11/SG, with eligibility period of four (4) years with qualification of Matric and above.

In respect of Drivers, these provisions are applicable only to those who are operating vehicle. However those Drivers who are not presently operating any vehicle, will be subjected to proper training for their suitable deployments in technical fields like Technicians, Operators etc.

- b) COP for workmen in Semi-Skilled group is extended beyond W2 up to W6. Eligibility for W0 to W1 shall continue to be ten (10) years and from W1 onwards up to W-5 to W6 eligibility period shall be six years at each level.

Modified COP is enclosed at Annexure-I.

Contd..Page 2



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3.0 Special dispensation to stagnating workmen .

A. Special dispensation to the workmen with qualification of VIII Standard:

All those workmen in Skilled Group who are below Matric but have VIII Standard qualification will be considered for placement in higher grades with consideration period of 05 (five) years up to W11/SG as a special dispensation.

B. Special dispensation to the workmen with qualification below VIII Standard :

In order to provide growth opportunities to unqualified workmen (below VIII Standard.), such workmen will be considered for placement in next higher grades up to maximum level of W-8 for Skilled/Highly skilled group and up to W6 for Unskilled / Semi-skilled group with consideration period of six (6) years at each level as a special dispensation.

In special dispensation cases for placement in next higher grades as per the aforesaid provisions, no promotional increment will be given while doing pay fixation.

The arrangement of Special dispensation will be personal to employees and shall continue till they attain the age of superannuation. It will be applicable only to those under-qualified and unqualified workmen who are on the rolls of the Corporation as on date.

4.0 DPC periodicity:

DPC may be conducted once in a year in the month of July with the following modalities:

- DPC in July.
- Eligibility to be seen as on 1st Jan & 1st July .
- Combined vacancies would be released against which both groups i.e 1st Jan & 1st July shall be considered.
- Successful candidates shall be promoted from their date of eligibility ie 1st Jan or 1st July as the case may be.
- Those found unsuitable would be considered for promotion after one (1) year. For example, if one is dropped in Jan 2007 he would be considered for promotion in Jan 2008 and similarly if dropped in July 2007 he would be considered for promotion in July 2008.

5.0 General:

Apart from the revised changes mentioned above, all other provisions of existing promotion policy for workmen remain unchanged.

This issues with the approval of Competent Authority and shall come into force from the year 2007.


17.01.07
(K.LAL)

Chief Manager (HR)

Distributions :Overleaf



Distributions:

All EDs/GMs – CC.

Heads of all Regions/RLDCs.

*Heads of HR of all Regions/ /RLDCs.

All Group Heads – Corporate HR.

Company Secretary.

ES/PS to CMD/Director (Personnel/Operation/Project/Finance)/CVO.

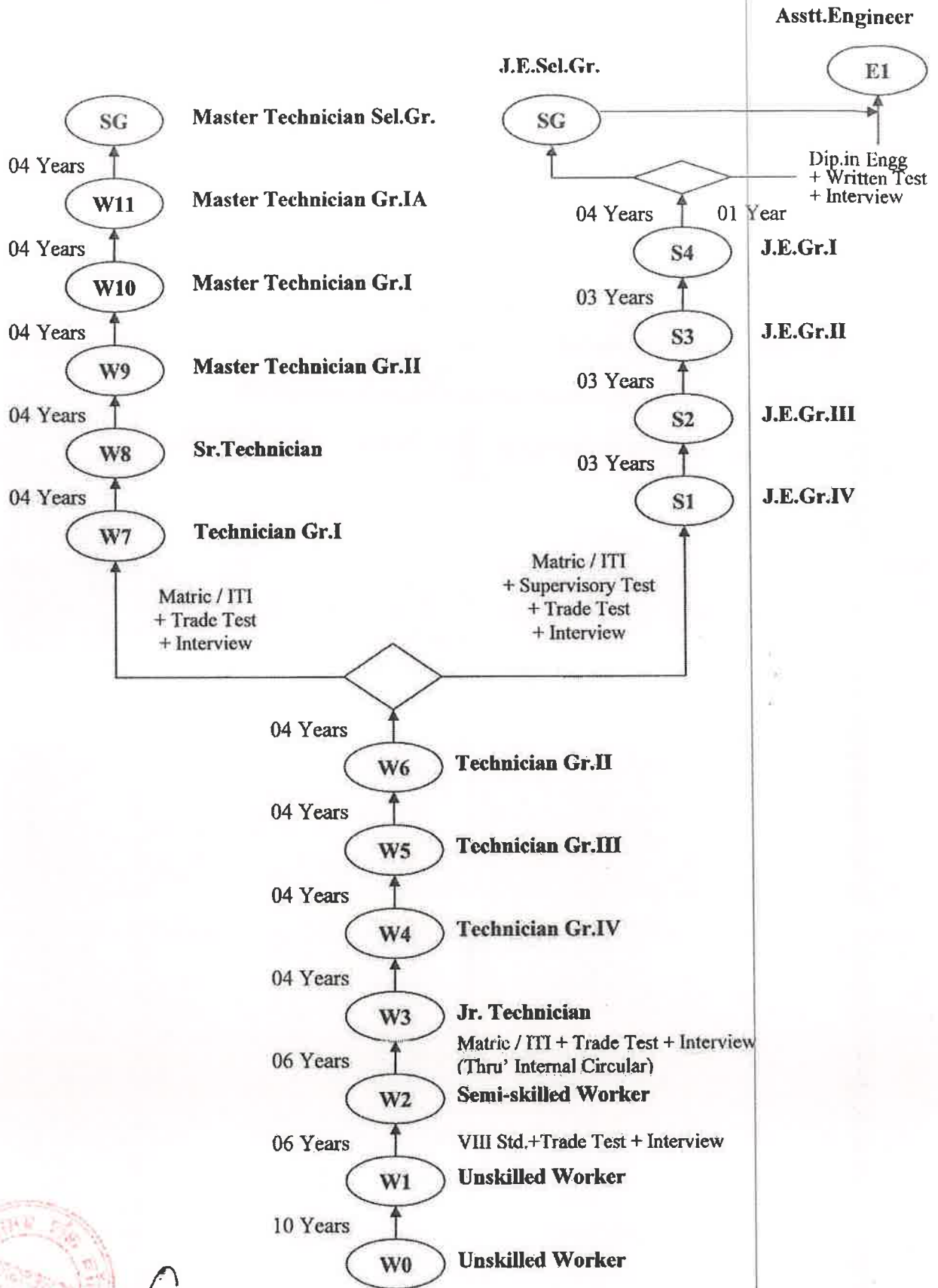
* With the request to circulate amongst the PNBC members of Region/RLDC.



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Trade : Technician
Area : Transmission System



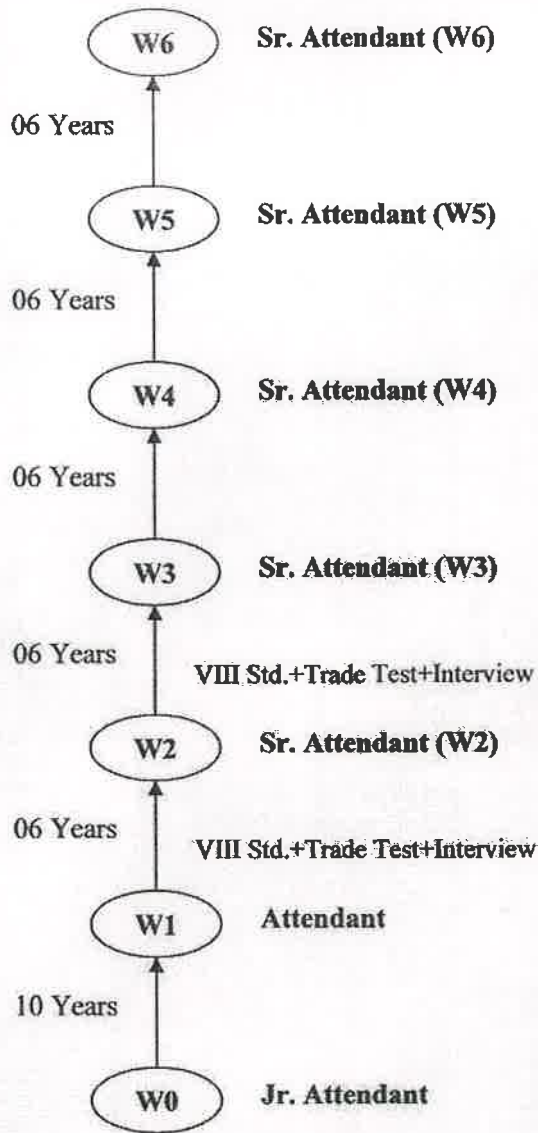
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(1)



Abhishek

Trade : Attendant
Area : General



Q



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