

प.क्षे.-II/ लोक सूचना/2022/086/

दिनांक : 06/09/2022

सेवा में,
श्रीमती ज्योति मिश्रा
C/o एस. पी. त्रिपाठी,
वॉर्ड नं.-12/17, बान गंगा कॉलोनी,
एच.पी. पेट्रोल पम्प के पास, जिला – शहडोल – 484001, एम.पी.

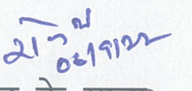
विषय : सूचना का अधिकार अधिनियम 2005 के अंतर्गत मांगी गयी जानकारी के संबंध में ।

महोदय,
सूचना के अधिकार अधिनियम 2005 के तहत आपके द्वारा प्रेषित पत्र PGCIL/WRTS-II/2022/086, पावरग्रिड कार्यालय में के.लो.सू. के द्वारा दिनांक 08/08/2022 को प्राप्त हुआ है। आवेदन पत्र में मांगी गयी जानकारी इस पत्र के साथ संलग्न प्रेषित है।

यदि आप केंद्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हों तो, CPIO के उत्तर की प्राप्ति के 30 दिनों के भीतर अपीलिय अधिकारी के सम्मुख अपील कर सकते हैं। आरटीआई अधिनियम, 2005 के तहत अपीलिय अधिकारी का नाम और पता निम्नानुसार है।

श्री टी. आर. कृष्णाकुमार (कार्यपालक निदेशक), अपीलीय अधिकारी,
पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
क्षेत्रीय मुख्यालय, पश्चिम क्षेत्र-2
प्लाट न-54, रिया-रेवती रिसोर्ट के पास, समा-सावली रोड,
वडोदरा – 390 024 (गुजरात).

धन्यवाद सहित,


(आर. के. गुप्ता)
केन्द्रीय लोक सूचना अधिकारी
पश्चिम क्षेत्र – II, वडोदरा

संलग्न : यथोपादि

प्रतिलिपि: -

1. कार्यपालक निदेशक (प.क्षे.-II), वडोदरा – सादर सूचनार्थ
2. वरिष्ठ महाप्रबंधक (सतर्कता), प.क्षे.- II
3. मुख्य प्रबन्धक (LAW), प.क्षे.- II

This has reference to the RTI no. PGCIL/WRTS-II/2022/086 received on dated 08/08/2022 from Smt. Jyoti Mishra regarding Memorandum of Agreement and Service Grade of Late Ajit Kumar, Ex-employee of POWERGRID, Gwalior – pointwise concise reply is as follows;

आरटीआई अर्जी	आरटीआई का उत्तर
(1) अनुबंध ज्ञापन (Memorandum of Agreement) की प्रामाणित प्रति स्वर्गीय अजित कुमार मिश्रा – कनिष्ठ अभियंता के सेवा अवधि से संबन्धित अनुबंध ज्ञापन की विधिमान्य एवं प्रवृत्त की प्रमाणित प्रति ।	पावरग्रिड में "डिप्लोमा ट्रेनी (इलेक्ट्रिकल)" के पद के लिए स्वर्गीय श्री अजीत कुमार मिश्रा का नियुक्ति पत्र (Annex.-A) के रूप में संलग्न है ।
(2) उक्त तत्कालीन पदाधिकारी के सेवा, श्रेणी सम्बन्धी प्रमाणपत्र / आदेश की प्रमाणित प्रति ।	स्वर्गीय श्री अजीत कुमार मिश्रा के सेवा, श्रेणी सम्बन्धी कार्यालय आदेश की प्रति (Annex.-B) के रूप में संलग्न है ।

21/08/22
06/09/22
(आर. के. गुप्ता)
केन्द्रीय लोक सूचना अधिकारी
पश्चिम क्षेत्र – II, वडोदरा

Annex. - A

पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

आई.एस.ओ. 9001:2000 प्रमाणित कंपनी • ISO 9001:2000 Certified Company



पावरग्रिड

सम्प्रीति नगर, नारी रिंग रोड, डाकघर : उप्पलवाडी, नागपुर - 440 026.
Sampriti Nagar, Nari Ring Road, P.O. : Uppalwadi, Nagpur-440 026.

दूरभाष/Phone : 0712-2641478-81, फॅक्स/Fax : 0712-2641366

e-mail : pgcil@nagpur.dot.net.in

पश्चिम क्षेत्र / WESTERN REGION

SPEED POST

Ref: WRTS/HR/IE/Rectt/2007/

Date: 25.09.2007

ROLL NO. 21111024
SHRI AJEET KUMAR MISHRA,
S/O SHRI BHUPENDRA PRASAD MISHRA,
SHUKHLAL BANGLOW,
46/A AMBEDKAR COLONY,
OLD SUBHASH NAGAR BHOPAL,
PIN - 462023
MADHYA PRADESH

Sub: Appointment for the post of "DIPLOMA TRAINEE (ELECTRICAL)"

Dear Sir,

Power Grid Corporation of India Limited is glad to offer you appointment as **DIPLOMA TRAINEE (ELECTRICAL)** as per terms & conditions enclosed.

You are advised to call at our office at **9.30 A.M.** on **05.11.2007** at the address mentioned below for completion of all stages of Medical examination and Joining formalities. The details of Medical examinations are enclosed.

ADDRESS : **POWER GRID CORPORATION OF INDIA LIMITED
SAMPRI TI NAGAR, NARI RING ROAD,
P.O. UPPALWADI,
NAGPUR - 440 026 (MAHARASHTRA)**

It may please be noted that Joining T.A. is payable only to the candidates who are found medically fit and after completing joining formalities at Nagpur (Place of training/posting will be informed after completion of joining formalities). No Journey fare/T.A. is payable for appearing only for Medical examination. For the purpose of Medical examination and to complete joining formalities, you may be required to stay for one or more days at Nagpur at your own expense.

स्वहित एवं राष्ट्रहित में उर्जा बचाएं | Save Energy for Benefit of Self and Nation.

Contd...2/-

पंजिकृत कार्यालय : बी-9, कुतब इंस्टीट्यूशनल एरिया, कटवरीया सराय, नई दिल्ली - 110 016. ■ दूरभाष/Phone : 011-26560112, 26560121
Registered Office : B-9, Qutab Institutional Area, Katwarla Sarai, New Delhi - 110 016. ■ फॅक्स/Fax : 0124-2571760

At the time of reporting for joining, you are required to bring following documents:

1. Your Diploma or provisional Diploma certificate(s) in original showing the class/division awarded by the University or Institute together with the documents showing aggregate percentage of marks obtained in each year/semester along with copies thereof, duly attested by a Gazetted Officer.

2. The original and one copy each (duly attested by a Gazetted Officer) of the certificate in support of your age, community, experience if any, etc.

3. Relieving letter from your present employer, if serving or undergoing training in a Government/Semi-Government department of undertaking.

4. All enclosed proforma duly filled in and completed in all respects.

5. Character certificates from two different persons not related to you, from amongst the following:

- Gazetted Officer of Central or State Government.
- Member of Parliament/State Legislature or Municipal bodies.
- District Magistrate or Sub-Divisional Magistrate.
- Tahsildar or Deputy Tahsildar.

6. The Service Agreement Bond, duly signed by you and the person standing surety for you as per item no. (D) of the enclosed terms and conditions of appointment. Guidelines for completing the bond/proforma are enclosed. You are advised to study the guidelines carefully before executing the bond. You may note that you shall not be allowed to join without executing the Service Agreement Bond complete in all respects.

7. Two numbers of your recent passport size photographs duly attested by a Gazetted officer.

If the enclosed terms and conditions are acceptable to you, you are requested to communicate your acceptance of this offer in the enclosed proforma to our Nagpur office within ten (10) days from the date of issuance of this letter. In case of delay, a telegraphic/fax acceptance may also be sent, followed by post copy of confirmation.

It may please be noted that you may report for joining only if you have completed final year/semester examination in all respects and result already declared, otherwise the offer is not valid.

No provisional joining will be allowed if you are still to complete the part of your final year course and/or results still awaited.

Contd...3/-

g.






Please note that this offer of appointment shall stand automatically withdrawn and cancelled without any further notice to you if your acceptance is not received at our office within ten (10) days from the date of issuance of this letter or if you do not report at this office for completion of joining formalities on the stipulated date after undergoing the prescribed medical examination as per schedule indicated.

We take this opportunity to welcome you to the POWERGRID family and look forward to a long and fruitful association and wish you an exciting career ahead.

Thanking You,

Yours faithfully,
For & on behalf of POWERGRID


(SS Ghosal)
Manager (HR)

Enclosures:

- i. Terms & Conditions of Appointment (Five pages)
- ii. General Instructions (One page)
- iii. Guidelines for executing the Service Agreement Bond (Two pages)
- iv. Blank Service Agreement Bond (Seven pages)
- v. Blank Attestation forms (Four sets)
- vi. Character Certificate proforma (Two pages)
- vii. Company Medical standards (Two pages)
- viii. Acceptance letter proforma (One page)
- ix. SC/ST/OBC Caste Certificate proforma (Two pages/One page)
(The fresh Caste Certificate must be taken from the Issuing Authority in the enclosed proforma and its submission is compulsory at the time of joining)



TERMS AND CONDITIONS OF APPOINTMENT AS DIPLOMA TRAINEE (ELECTRICAL)

A. TRAINING

1. You will undergo On-the-Job-Training for a period of one year which may be extended at the discretion of the Management and will thereafter serve the Company for a period of Three-Years. For the purpose of Training, you may be posted anywhere in India. During the period of your training, you will be paid a consolidated stipend of Rs.7,300/- (Rupees Seven Thousand & Three Hundred only) per month.

2. The Company's Provident Fund and Gratuity Scheme shall not apply to you during the training period, but on your absorption as an employee you will be covered by relevant rules of the Company that are operative from time to time. The decision of the Management regarding extension of training period or termination of service in the event of unsatisfactory performance shall be final and binding on you. The Trainees shall be eligible for medical benefits as per Company's Rule.

B. ABSORPTION IN THE COMPANY

1. At the end of training period, your suitability for absorption in the Company will be determined on the basis of your performance during training and the decision of the Management in this regard shall be final and binding on you.

2. Your absorption in the Company, placement and posting to any of the Company's offices/divisions/units will be at the sole discretion of the Management. Your services may be transferred to any of the Enterprises in India or abroad at the sole discretion of the Management.

3. If found suitable for absorption, you will be placed in the Pay Scale of Rs.7300-12660/- on a Basic Pay of Rs.7300/- in the Scale. In addition to Basic Pay you will be entitled to allowances and benefits, like Dearness Allowance, House Rent Allowance, City Compensatory Allowance or Special Compensatory Allowance, Reimbursement of Conveyance or Expenditure or Transport Subsidy, Leave Encashment, LTC, Gratuity, Contributory Provident Fund, Medical Reimbursement, Group Insurance etc., as per Company's Rule in force from time to time.

Handwritten signature

C. PROBATION/CONFIRMATION

After absorption, you will be on probation for a period of one year, which may be extended at the discretion of the Management if considered necessary. The probation shall be deemed to have been completed only when you are informed about it, in writing by the Management.

D. SERVICE AGREEMENT BOND

1. For this appointment, you and your surety who should be a person of substantial means, will have to execute a Service Agreement Bond on a non judicial Stamp Paper of face value Rs.100/- (Rupees ONE HUNDRED only) to complete the training and to remain in the service of POWERGRID or at the discretion of POWERGRID Management to serve any other Department or Organisation or Institution or Enterprise of the Government of India for at least Three Years after successful completion of your training.
2. In case you fail to complete your training successfully and/or serve the Company for the stipulated period of Three Years thereafter you and your surety shall jointly and severally compensate the Company for salary, joining expenses, TA/DA, Medical Expenses paid during the Training Period and training expenses incurred by it on account of and in connection with your training and this amount will be recovered from you if you leave the organization within the training/bond period. However, the total amount recoverable under this clause shall not exceed Rupees Fifty Thousand only (Rupees Twenty Five Thousand only in case of SC/ST Candidates). Further, you will be required to serve one month's notice while on training or probation after absorption and/or on regularization after successful completion of probation, or pay salary (notice pay) in lieu thereof in addition to fulfilling the obligations stipulated in the Service Agreement Bond.
3. You shall not be released during your training period or during the operation the Service Agreement Bond (Three Years after completion of training) for any employment elsewhere or for any study on full-time basis requiring grant of study leave. You shall not apply for employment during your training period or service bond of Three years thereafter, without the prior permission of POWERGRID Management. In case you have already applied and/or appeared in any such test, interview etc., before joining the service of POWERGRID, in the event of your selection, you shall not join the new Organisation unless you have fully complied with the terms and conditions of the Service Agreement Bond.

Contd...3/-

Amish

4. Candidates who are working or undergoing training in any other Government or Semi-Government Department or Public Sector Undertaking will be eligible for transfer of bond already executed by them to POWERGRID only if their application for employment in POWERGRID has been forwarded by the said department or undertaking.

E. JOINING EXPENSES

You will be reimbursed ordinary 2nd class/sleeper class railway fare for self only, from the place to which this letter has been posted or the place from which you have actually travelled to report at Nagpur, whichever is nearer, by the shortest route. Reimbursement will be subject to production of travelling ticket.

F. APPLICABLE FOR SC/ST/OBC CANDIDATES

1. You should bring the original caste certificate as per enclosed proforma prescribed by the Government of India and issued by the competent authority and an attested copy thereof.

2. The appointment is provisional and is subject to the Caste/Tribe/Community certificates being verified through the proper channel and if the verification reveals that the claim to belong to SC, ST and OBC Community as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

G. GENERAL

1. You will be subject to Service Rules and Regulations including the Conduct, Discipline and Appeal Rules, and such other rules and administrative orders that may be in force from time to time during the period of training and thereafter when you are regularised.

2. You will be required to furnish a certificate at the time of your joining duties that if already married, you have not more than one spouse living and that you will not contract another marriage without first obtaining permission of the Company notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to you.

Amish

Contd...4/-

3. Your appointment is subject to :

- i) Verification of character and antecedents being found satisfactory. If found unsatisfactory, your services are liable to be terminated without assigning any reason or notice thereof, at any time during training or afterwards.
 - ii) Your fulfilling the eligibility criteria outlined in job advertisement failing which our offer stands invalid and management has right to terminate your services at any time.
 - iii) Your medical fitness as adjudged by POWERGRID Medical Board/ The Company's notified Doctor (copy of standards and norms for medical fitness is enclosed). The decision of the Medical Board/The Company's notified Doctor will be final.
4. The designation assigned to you, from time to time, is subject to change depending upon work assignment.
5. You are liable to be posted at the discretion of Management to serve at any of the Company's offices/establishments/units or any other government departments, statutory body or public sector undertaking any where in India or abroad.
6. The offer of appointment is liable to be withdrawn at any point before joining and if joined, liable for termination without notice, if POWERGRID comes across any evidence/knowledge that the qualification, experience and/or any other particulars indicated by you in your application/personal resume/other forms/formats submitted to POWERGRID are unrecognised, false, misleading, not matching the advertised specifications and/or amounts to suppression of information/particulars/facts, which should have been brought to the notice of POWERGRID.
7. Inadvertent omissions or commissions or mistakes, if any, appearing in the offer of appointment are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Company that may be in force from time to time.

Amelur

8. You will be retired from the services of POWERGRID on attaining the age of superannuation as per company rules.

9. Diploma Trainees in POWERGRID are registered under the Apprenticeship Act and upon your joining as Trainee you will have to complete, as advised, necessary formalities there under.

10. The above terms and conditions are not exhaustive and this offer is subject to the understanding that during training, probation and subsequent service, you will be governed by the relevant, regulations and administrative orders that are framed from time to time.

Amshu

GENERAL INSTRUCTIONS

1. You may please carry enough money to take care of your stay, food, conveyance etc., for completing medical examination, joining formalities and for training till you receive the first month's stipend.
2. You should bring all original and copies of Certificates attested by Gazetted Officer.
3. Service Agreement Bond, as required, should be brought duly completed in all respects at the time of joining.
4. Arrangements for your stay during training period is being arranged and are not allowed to bring any of your family members with you during training period. Boarding facilities are also available on actual payment basis.

Amelia

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.

(i) **"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
3.1

Classification of Employees

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 Ctr 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.

iii) 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/Cath-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.

iiii) In all cases referred to in clause (iii) 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.

iiii)

iii)

7.2

Conviction by Court etc

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.

7.2.1

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
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
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
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/discovers, to furnish to the Corporation a list of such patents taken out or applied for and the titles and nature of the inventions/discovers 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 publicize 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/discovers.

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
24.1**

**Termination of Service
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;

(iii) 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:**
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:

- 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.

ANNEXURE-I

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	<p>Medical unfitness</p> <p>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:-</p> <ul style="list-style-type: none"> - 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. <p>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.</p>
1.2	<p>Inefficiency</p> <p>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.</p>
1.3	<p>Doubtful Integrity</p> <p>An employee who gets an adverse comment consecutively for three years on his integrity in his Appraisal Reports would be considered for premature retirement.</p>
2.0	<p>Benefits to be allowed to employees prematurely retired</p>

- (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.

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

Annex. - B

पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड
POWER GRID CORPORATION OF INDIA LTD
प.क्षे.प्रा.प - II WRTS-II, क्षेत्रीय मुख्यालय, वडोदरा RHQ, VADODARA



(मानव संसाधन प्रबंधन विभाग HR Department)

संदर्भ Ref.: पक्षेपाप्र-II WRTS-II/ मासप्र HR/ स्था. Estt./ 20707/ 1541 दिDate: 16.07.2012
4654

कार्यालय आदेश / OFFICE ORDER सं./NO. 81 /2012

श्री अजीत कुमार मिश्रा, कर्मचारी सं. 20707, कनिष्ठ अभियंता ग्रेड-3, ग्वालियर के निधन पर, दि. 29.06.2012 से उनका नाम पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड की नामावली से हटाया जाता है।

Consequent upon the sad demise of Shri Ajeet Kumar Mishra, Emp. No. 20707, Junior Engineer Gr-III, Gwalior, his name is struck off from the rolls of Power Grid Corporation of India Limited with effect from 29.06.2012.

रितु तथेर
16/7/12

(रितु तथेर /Ritu Tather)

प्रबंधक (मा.सं)/ Manager (HR)

वितरण / Distribution:

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- 9) प्रबंधक - (औद्यो.अभि.), क्षे. मु. वडोदरा
- 10) उप प्रबंधक - (वित्त), इंदौर/ भोपाल
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- 12) सचिव- पी.एफ./ ग्रचयुटी/पेंशन ट्रस्ट, के.का., गुडगांव
- 13) कार्यपालक निदेशक (प.क्षे.-2) को का.स. द्वारा
- 14) व्यक्तिगत मिसिल Personal file/ कार्यालय आदेश मिसिल Office Order file