

**INDRAPRASTHA POWER GENERATION COMPANY LTD.
&
PRAGATI POWER CORPORATION LIMITED**

Item No. _____

No. GM(HR)/

Dated.

AGENDA NOTE FOR THE BOARD OF DIRECTORS

Sub:- Promotions in IPGCL-PPCL (Part II) in r/o Group B, C & D employees

PARA-I : Background

A background note has been given in the Agenda Note (Part I). However for the sake of convenience the same is reproduced below-

The Board of Directors in its meeting held on 15.02.2011 vide item No. 50.2.2 (**Annexure-I**) approved the Action plan for Re-Organisation of IPGCL / PPCL in which a decision was taken to withhold the promotions in both the Companies. Withholding of promotions and also the fact that the transfer scheme 2011 could not be effected, the employees in general are feeling de-motivated and a sense of uncertainty is prevailing amongst them. On the other hand, PPCL is in dire need of trained manpower at all working levels to run and operate its power plants and vacancies do also exist. Viz. a viz. in IPGCL the operations are getting downsized and being closed, however the majority of manpower is on its roll. Since at present irrespective of the origin of the employees i.e., IPGCL / PPCL Management is placing personnel to meet the work requirement wherever needed. Therefore, it has now become very essential that some ways and means must be introduced to promote the employees who have been waiting for their career upgradation since last 2/3 years. The effecting of promotions will infuse enthusiasm amongst the employees and will upbeat the Industrial scenario as a whole which will certainly help in meeting the challenges/ targets ahead.

PARA-II : Vacancy position at Non-executive level

Part-A

Number of vacancies needs to be ascertained before promotion can be granted. In view of the decision of the Board of Directors dt. 04.12.2010 and Govt of NCT of Delhi for setting up a new Business of Renewable Energy and the closure of RPH, IPGCL will be left with only one Generation unit i.e., GTPS. An exercise has been done in the HR department to arrive at tentative figures for optimum strength of manpower required for IPGCL. The proposed strength for IPGCL in Technical and

Finance Division has been sent to Director (T) and Director (Finance) respectively, for their comments. However, for the present,

- a) Strength of B,C & D categories employees in IPGCL is proposed to be assumed as half of the actual existing strengths in these categories for the purpose of DPC. The final figures will be frozen in consultations with Directors.
- b) Strength of GTPS is proposed to be kept at the same level as was approved by the Board vide Resolution No. 50.4.2. dt 29.09.2010 and included in the strength of PPCL.
- c) The Board of Directors in its meeting held on 15.02.2011 had approved the total strength of 929 Nos. for PPCL including the strength of PPS-III Bannauli & Common Services (162 Nos.) in all categories. It is proposed to exclude these posts for the purpose of promotions for the present since the Government of NCT of Delhi has put a hold on the execution of Bannauli project for the time being due to uncertainty of Gas allocation.

Part-B

It has been decided to conduct a detail manpower study of IPGCL / PPCL for its various running units as well as proposed plants and also the manpower required at the corporate Office / functions on the lines and pattern adopted in similarly placed PSU's / Organisations. However, till such time, the strength arrived as above may be treated as final for effecting promotions.

PARA-III : Procedures proposed to be adopted for effecting promotions

1. As in the case of Executives, it is proposed to adopt an integrated approach for the employees of the two corporations so far as their promotions are concerned. In future, we would be moving towards gas based power generations plants due to environmental consideration and therefore, there would be a total shift in the job profile requirements of the Company from the existing requirements of the coal based generation plants. With the closure of IP Power Station and proposed closure of Rajghat Power Station, IPGCL would be left with many surplus employees whose services would no longer be required in the gas based plants. Since the government has taken a decision not to retrench any employee, it is desirable that the surplus employees be trained and utilized in the new gas based plants as far as possible. The present proposal has been prepared keeping the above facts in mind.

2. Existing Scales in IPGCL/ PPCL

Presently, there are 16 categories of staff in group 'B', 62 categories of staff in group 'C' and 15 categories of staff in group 'D' in IPGCL. The existing Grade

Pays in respect of these employees in IPGCL are thirteen in respect of group 'B', 'C' and 'D' employees as compared to eight numbers of Grade Pays in PPCL where we have 15 categories in group 'B', 46 categories in group 'C' and 4 categories in group 'D'. A chart showing these scales in IPGCL and PPCL is as under:

	IPGCL		PPCL	
	Pay band	Grade pay	Pay band	Grade pay
Category- B	10900-34800	4200	10900-34800	4200
Category - C	10900-34800	4000	10900-34800	4000
		3800		No such GP
		3600		No such GP
		3500		3500
	8500-26300	3200	8500-26300	No such GP
		3100		3100
		3000		3000
		2900		No such GP
		2800		2800
Category- D	6000-20200	2400	6000-20200	2400
		2200		No such GP
		2000		2000

A detailed chart showing all the posts in the three categories and their scales including promotional scales are placed at **Annexure II**.

3. Grouping of similar posts

As mentioned above, since the job requirement in future would be only as per PPCL pattern, it is proposed to retain only those categories of posts which are sanctioned in respect of PPCL. Posts in IPGCL having some kind of similarity with any specific post in PPCL have been grouped together and are proposed to be made feeder cadre for promotion to that particular post in PPCL. While grouping together various categories, any decrease in Grade Pay in any category of employee has been avoided, since it would invite strong objection from that class of employees. For this, wherever any post has been grouped in lower grade pay, it is proposed to grant the difference amount of Grade Pay as Special Pay to the employees of the category and the same may be treated as Pay for all purposes so that there is no financial loss to the employees till his promotion. On the other hand, while rationalizing the scales, Grade Pays in respect of some posts have been marginally increased, where required. This would become further clear when we look at the detailed exercise carried out on these posts which is available at **Annexure III**.

4. Proposed Scales

The above proposal has necessitated some rationalization of Grades Pay in order to bring about uniformity as well as reduction in the number of scales presently existing in the two companies. It is proposed to operationalize the following scale/Grade Pay and nomenclature for the two companies :

Group	Grade pay	Designation		Remarks
		Group D	Group C	
W- 1	2000	MATE/ PEON	NA	Generation Mate/ Peon
W-2	2400	SR. MATE/ SR PEON (1 st TBPS)	NA	Pump Attendant/ Dak Rider
W-3	2800	(2 nd TBPS)	JR. (Post)	AG-III/AG-III(A/Cs)/ TAG-III/TAG-III (Lab-Cum-Analyzer)/ Fitter Mech. Gr-III/ Rigger Gr-III/ Welder Gr-III/ Fitter(E) Gr-III/ Sr. Dresser/Mech. (AC) Gr-III/ Instrument Mech. Gr-III/ Crane Operator Gr-III/ Jr. PA
W-4	3000	NA	JR. (Post)- SELECTION GRADE	TAG-III (Lab-cum-Analyzer)/ TAG-II/ Fitter (Mech.) Gr-II/ Rigger Gr-II/Welder Gr-II/ Fitter (E) Gr-II/ AG-II/AG-II (A/Cs)/ Draftsman
W-5	3200	(3 rd TBPS)	NA	
W-6	3500	NA	SR. (Post) (1 st TBPS)	TAG-I(Lab-cum-Analyzer)/ Mech. (AC)GR-II/TAG-I/Fitter Mech. Gr-I/ Instrument Mech. Gr-II/ Crane Opr. Gr-II/ Rigger Gr-I/ Welder Gr-I/ Fitter(E)Gr-II
W-7	4000	NA	SR. (Post)- SELECTION GRADE	AG-I/AG-I(A/cs)/PA/ Asstt. Chemist/ JE(E/M)/JE(Civil)/ Sr. Draftsman/ Mech.(AC) Gr-I/ Asstt. Controller/ Foreman (M)S-I/ Instrument Mech. Gr-I/Crane Operator Gr-I/ Rigger Gr-I/ Welder Gr-I/ Foreman(E)S-I
S-1	4200	NA	JR. OFFICER (Post) (2 nd TBPS)	SO/SO(A/cs)/Sr. PA/Chemist Gr-II/ Tech. Officer (E/M)/ Tech. Officer (Civil)/ Head Draftsman/ Foreman(AC) Gr-

				I/ Controller/ Foreman (M)S-2/ Foreman (Inst) Gr-I/ Foreman(E)S-2/ PRO/ASO/Chief Sanitary Inspector
S-2	4600	NA	(3 rd TBPS)	

A detailed chart showing classification of posts is placed at **Annexure IV**.

5. Selection Grade

It is proposed to operate 30% of the post of the sanctioned strength for the Selection Grade of three basic grades shown in bold namely 2800(GP), 3500 (GP) and 4200 (GP).

6. TBPS Scheme

These employees are presently getting the benefit of Time Bound Promotion Scale (TBPS), which is also in a way protected under the Tripartite Agreement, the same is proposed to be continued, though in a uniform manner, for all employees. This has necessitated creation and inclusion of two grades pay, one of Rs. 3200/- for group 'D' employees and another of Rs.4600/- for group 'C' employees. It has, further, been proposed to grant them intermediate time bound scales as in the case of executives, which would not be treated as promotional scales/grades pay so far as grant of TBPS is concerned.

(a)The proposed TPBS payband + GP for category – D

Initial Payband + GP	Rs. 6000 -20200 + 2000
1 st TBPS	Rs. 6000-20200 + 2400
2 nd TBPS	Rs. 8500-26300 + 2800
3 rd TBPS	Rs.8500-26300 + 3200

(b)The proposed TPBS payband + GP for category – C

Initial Payband + GP	Rs. 8500-26300 + 2800
1 st TBPS	Rs. 10900-34800 + 3500
2 nd TBPS	Rs. 10900-34800 + 4200
3 rd TBPS	Rs.10900-34800 + 4600

7. Seniority

Since there is a proposal to group various categories of posts of IPGCL, it is necessary to work out inter- se seniority of employees in various categories. The following criteria is suggested -

The most eligible employee who would have got promotion first to the proposed scale, as per existing IPGCL scales, if there were vacant post for promotion, should be considered senior most for granting promotion. In many cases, the criteria may not result into the most satisfactory solution. Therefore, DPC may be given complete power to decide issues of inter-se seniority in various categories of employees proposed to be kept under feeder grade.

8. Promotion Criteria

The Promotion Rules of PPCL indicate Trade test/ Interview at each level for promotion. It is proposed that the promotion may be done in the order of seniority subject to fitness (i.e., the qualification, experience in grade service, PAR assessment, VC/DC clearance etc.) in relaxation/modification of the Rules. However, in case of change in Category i.e. category D to category C and category C to category B promotion may be done on the basis of performance appraisal and interview.

The levels indicated at Point 4. may be considered for approval as Induction grade/ promotion grade so as to maintain uniformity. PPCL Recruitment policy/ Promotion Policy may be modified to the above extent for carrying out direct recruitment/ promotion in future. Detailed proposal shall be submitted for approval subsequently. However, The following is proposed :

- (i) Unified Promotion Rules have been proposed. A general principle maybe adopted for technical posts i.e. ITI – 07 yrs of experience, Diploma – 04 years of experience and Degree – 03 years of experience.
- (ii) The posts which exists in IPGCL and do not exist in PPCL have been proposed to be clubbed/ merged with cadres that are available in PPCL keeping in view their educational qualification and job profile.

A detailed chart showing the comparison chart of the Promotion rules of IPGCL and PPCL and unified promotion rules proposed till further orders is enclosed as **Annexure – V** for reference.

9. Reservation Roster

Reservation roster is to be maintained as per Govt. instructions in promotion in Category B, C and D.

10. Cadres not available in PPCL

There are four categories of posts which are not available in PPCL, namely- (i) Fire Dept. , (ii) Security Dept., (iii) Pharmacist and (iv) Vehicle Drivers. Since persons manning these depts. are going to be with us, it is proposed to utilize all the personnel available in these four Depts. on the strength of PPCL on as is where is basis, meaning that these posts should be temporarily created in PPCL till they separate from the existing manpower by way of retirement/SVRS/death/resignation etc.

A promotion channel has been proposed for these categories as per **Annexure VI**

11. Isolated post

For upgradation of the Isolated posts like Driver-cum –pump operaztor (1 no.), Sports Officer (1 No.), Welfare Inspection (1 No), Work Mistry (1 no.) and Junior Console Operator (1 No.), the empowered Committee may take a decision.

PARA- IV :

(A) Issues raised by Representatives of employees

The promotions in IPGCL / PPCL have been discussed with group of employees and the Union for incorporating valuable inputs . Some relevant issues have been brought during the course of discussions regarding promotional avenues of some categories of employees as mentioned below:-

- (i) For the purpose of promotion the Promotion Rules of IPGCL may be adopted instead of PPCL rules with relaxation.
- (ii) In case of post that are not available in PPCL, these post may be clubbed/ merged with other post taking into consideration the educational qualification and experience.
- (iii) The 3rd TBPS GP in the grade of category C may be fixed at Grade pay Rs 5000 instead of Rs. 4600 (GP).

(B) Views of the HR Department on the issues raised by the Associations

- (i) It is not possible to adopt in totality the promotion Rules of IPGCL as the promotion will be effected against the maximum vacancies of PPCL.
- (ii) The grouping of posts of IPGCL not available in PPCL has been dealt accordingly.
- (iii) The Board may take a view in regard to the 3rd TBPS GP in the grade of category C.

PARA- V: Constitution of Empowered Committee

In-order to address various issues pertaining to this exercise and to remove difficulties, if any, a Committee under the chairmanship of MD with Functional Directors as it's members may be constituted and authorized to grant suitable relaxation in Educational qualification , years of Experience in the grade etc. wherever needed on the basis of merits of the case.

Specific proposal to the Board.

“Resolved that the approval of the Board of Directors of the Company be and is hereby accorded on the following:-

- i. The decision of the Board of Directors vide item No. 50.2.2 on Action plan of Re-Organisation of IPGCL / PPCL to with-hold the promotions in IPGCL / PPCL has been reviewed and promotions to be effected in both the companies
- ii. Seniority, Promotion rules, Time Bound Promotional scheme and grouping of posts, Promotion procedure, as recommended in Para-III (Point 1-10) is hereby approved for effecting the promotions.
- iii. Constitution of empowered committee under the chairmanship of MD with Functional Directors as its members is approved for considering relaxation in Educational qualification, Experience etc. in most deserving cases wherever required. However, after completion of the exercise, the same may be got ratified from BOD. (Ref: Para-V)
- iv. Further , Managing Director IPGCL / PPCL is hereby authorized to take decision on any issue pertaining to this promotion exercise if somehow not envisaged at the present. However, the same will placed before the Board for ratification after completion of the promotion exercise in both the Companies.

Company Secretary

(R.R.Sinha)
General Manager (HR)