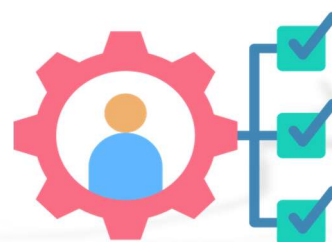


Year
2024
1.0

GUVNL



EMPLOYEE HANDBOOK

GUVNL-HR

GUVNL

GSECL

GETCO

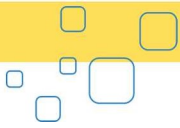
DGVCL

MGVCL

PGVCL

UGVCL

GUJARAT URJA VIKAS NIGAM LIMITED,
SARDAR PATEL VIDYUTBHAVAN, RACE COURSE, VADODARA 390 007, GUJARAT.



Executive Insights

At Gujarat Urja Vikas Nigam Ltd, we recognize that our greatest asset is our people. Your talent, dedication, and innovative spirit drive our success and propel us towards a brighter future. By providing you with the tools, resources, and support outlined in our Employee Handbook, we aim to create an environment where you can thrive both personally and professionally.



Jai Prakash Shivahare, IAS
Managing Director
GUVNL

Our Employee Handbook is more than just a collection of policies and procedures; it embodies our commitment to fostering a culture of excellence, integrity, and inclusivity. It serves as a roadmap, guiding us towards our shared goals while ensuring clarity, consistency, and fairness across all levels.

I am delighted to introduce the Gujarat Urja Vikas Nigam Ltd's new Employee Handbook, a comprehensive guide designed to empower and support each of you in your journey with us.



At GUVNL we are committed to transparency and open communication.

I encourage each of you to familiarize yourselves with the contents of this handbook, as it not only outlines your rights but also serves as a valuable resource for addressing any questions or concerns you may have.



Tejas Parmar, IAS
Director (Admin.)
GUVNL

Thank you for your unwavering dedication and commitment to Gujarat Urja Vikas Nigam Ltd.

I am confident that, with your continued support, we will achieve new heights of success and prosperity.



Our Employee Handbook is a testament to our commitment to your well-being and success.

This handbook is more than just a document; it is a reflection of our values, policies, and expectations. It serves as a comprehensive guide that outlines your rights, responsibilities, and the resources available to you as a member of our esteemed team.



Sh. J T Ray,
General Manager (HR)
GUVNL

By providing you with access to this handbook, we aim to empower you to excel in your roles while fostering a culture of collaboration, respect, and continuous improvement.



Who

We Are



Gujarat Electricity Board (GEB) was formed in 1960 when the State of Gujarat was created. The Board consisted of 3 wings;

1. GENERATION
2. TRANSMISSION
3. DISTRIBUTION

As a part of Power Reform Process, the Electricity Act, 2003, was passed by the Central Government and Gujarat Electricity Industry (Re-organization & Regulation) Act, 2003, was passed by the Government of Gujarat to restructure the Electricity Industry with an aim to improve efficiency in management and delivery of services to consumers.

Under the provisions of the said Acts Govt. of Gujarat framed the Gujarat Electricity Industry Re-organization & Comprehensive Transfer Scheme, 2003, (the Transfer Scheme) vide Government Notification dated 24-10-2003 for transfer of assets/liabilities etc. of erstwhile GEB to the successor entities.

Accordingly erstwhile Gujarat Electricity Board (GEB) was reorganized effective from 1st April, 2005 in to Seven Companies with functional responsibilities of Trading, Generation, Transmission and Distribution etc.



Gujarat Urja Vikas Nigam Limited was incorporated as a Govt. of Gujarat Company on 1st April, 2005.

GUVNL holds 100% Shares in the other six companies namely Generation Company - GSECL, Transmission Company - GETCO, and 4 Distribution Companies i.e. PGVCL, DGVCL, MGVCL & UGVCL and w.e.f 1st April, 2005 they have become Subsidiary Companies of GUVNL as per the provisions of the Companies Act, 1956.

GUVNL is engaged in the business of bulk purchase and sale of electricity, Supervision, Co-ordination and facilitation of the activities of its six Subsidiary Companies.

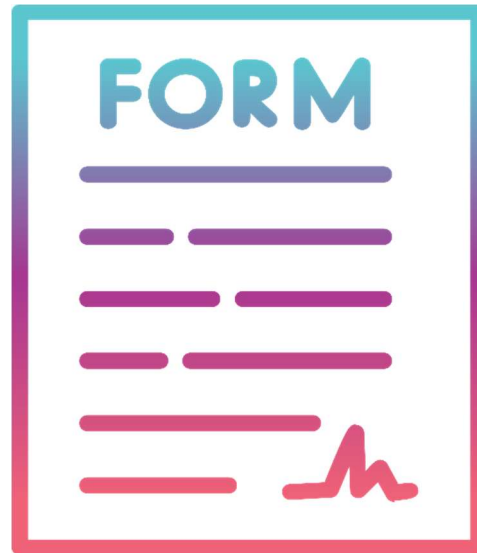


- 1) **GSECL** is engaged in the business of Generation of Electricity.
- 2) **GETCO** is engaged in the business of Transmission of Electricity.
- 3) **UGVCL, DGVCL, MGVCL** and **PGVCL** are engaged in the business of Distribution of Electricity in the Northern, Southern, Central and Western areas of Gujarat respectively.

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Forms to be
filled during
new employee
joining

1. Declaration form of Employees Provident Fund Organization.

Declaration by a person taking up employment in an establishment on which Employees' Provident Fund Scheme, 1952 and/or Employees' Pension Scheme, 1995 is applicable. As per The Employees' Provident Funds Scheme, 1952 (Paragraph-34 & 57) & The Employees' Pension Scheme, 1995 (Paragraph-24).

2. Nomination & Declaration form for unexempted / exempted establishments.

Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme (Paragraphs 33 & 61 (1) of the Employees' Provident Fund Scheme, 1952 and paragraph 18 of the Employees' Pension Scheme, 1995).

3. GEB SVRCDBF Nomination Form.

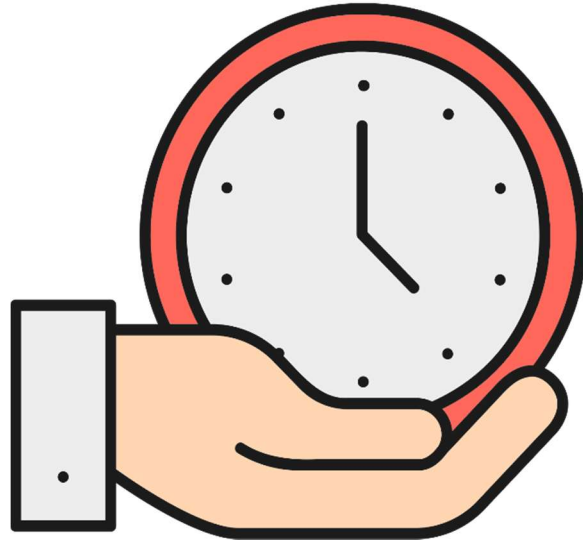
Staff Voluntary Retirement cum Death Benevolent Fund Scheme-II Nomination Form

4. Gujarat Electricity Board's C.P. Fund - Form of Nomination No.1./2/3/4

(When the subscriber has family and wishes to nominate ONE MEMBER thereof) or (When the subscriber has family and wishes to nominate More than ONE MEMBER thereof) or (When the subscriber has no family and wishes to nominate ONE Person thereof) or (When the subscriber has no family and wishes to nominate More than ONE MEMBER thereof)

5. Form F – Gratuity Nomination Form

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Attendance, Hours of Work & Duration of Lunch Break Time Keeping

1. Attendance – Working Days:

The hours of attendance for administrative staff is 10:30am to 6:10 pm (as per EC613 dated 23/06/1998).

2. Hours of Work & Duration of break:

- The working hours for administrative employees will be 10:30 Am to 6.10 Pm with 30 minutes recess (as per GSO 325 dtd. 03.06.1988).
- Duration of Break shall be Half an hour between 2:00 pm to 2.30 pm as per EC 613 & GSO 325.
- The hours of attendance for office peons, sweepers and other class 4 employees attached with administrative office shall be 10:00 am to 6:30 pm (as per EC 613-A - In partial notification of EC No. 613 dtd: 23.06.1998)

3. Time Keeping for Administrative Staff:

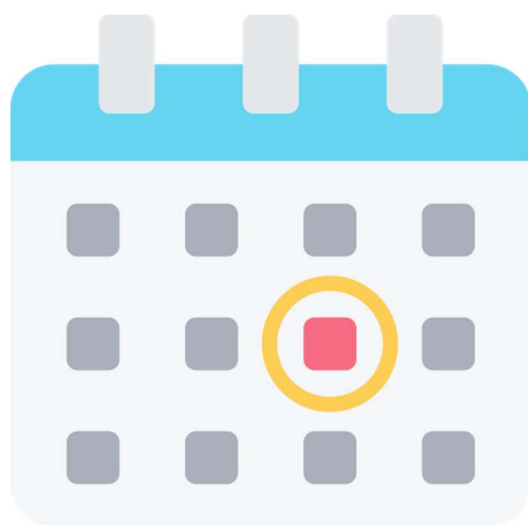
The rules pertaining to biometric/facial recognition attendance for administrative staff is as under :(as per circular no.1048 dtd 02/07/2022)

- All employees are required to record their attendance through biometric/ facial recognition in biometric machines by 10:30 am and punch-out by 6:10 pm.
- 10:30 am to 10:40 am grace period
- Employee punching later than 10:40 am for more than three instances per month and leaving early than requisite duty hours than for each such instances 0.5 CL shall be deducted from his/her leave balance and if; CL is not available 1 HAP and subsequently 1 EL, LWP shall be deducted.
- Drivers are exempted from biometric punching, they are required to register their attendance in attendance muster.
- The salary shall be disbursed as per the biometric attendance.

References: Establishment Circular/GSO/Circulars/etc.

- > Establishment Circular No 613 dated 23/06/1998
- > Circular No.1048 dtd 02/07/2022
- > GSO No.325 dtd. 03.06.1988

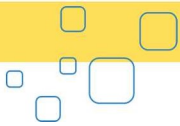
-3-



Leaves ,
Public
Holidays ,
Optional
Holidays

Sr. No.	Type	Provision
1. Leaves		
1	Casual Leave	Total 12 days Casual Leave credited in a calendar year. CL can be taken for half a day also. Balance CL remaining unutilized as on 31st December will lapse.
2	Earned Leave	<p>Employees are entitled for 30 EL each year.</p> <p>The employees retiring on superannuation may be paid cash equivalent of leave salary in respect of period of EL at their credit at the time of retirement on superannuation. Maximum limit of accumulation of EL is 300 days.</p> <p>An employee who resigns and quits service shall be entitled to cash equivalent in respect of half Earned leave at credit on the date of cessation of service to the extent of half of said leave at his credit subject to a maximum of 150 days.</p> <p>All employees may be permitted to encash 10 (Ten) days EL at the time of availing of Leave Travel Concession (LTC).</p> <p>As per Circular No. LVE/Gen./99/E.II/683 dtd 30.07.1999, employees working in Administrative Offices can avail upto 4 occasions in a year.</p> <p>Besides EL Should not be sanctioned for less than 2 at a time.</p>
3	Half Paid Leave	Total 20 days HAP credited for each completed year. There is no limit for accumulation of HAP.
4	Extra - ordinary Leave	<p>The person who have been given 'NOC' for going abroad on tourist visa can avail Extra Ordinary Leave without pay. EL and HAP will remain in abeyance till the person resumes duty.</p> <p>As per Circular No. NOC:83:E-II:1344 dtd. 12.12.1983, Shall not be EOL without pay for a period exceeding 3 months.</p>
5	Maternity Leave	The quantum of maternity leave in respect of female employees is 180 days.

		<p>Maternity Leave not more than 45 days during the entire service in the case of miscarriage or abortion.</p> <p>Female employees having one child or no child shall be granted Maternity Leave not more than seven working days in case of medical termination of pregnancy.</p> <p>In case of Child adoption, maternity leave shall also be granted after valid adoption on the lines of Maternity Leave.</p>
6	Paternity Leave	<p>A male employee/Officers (including all category of Vidyut Sahayak) with less than two surviving children may be granted Paternity Leave for a period of 15 days before or upto 6 months from the date of delivery of the child.</p> <p>(EC- 615 dtd 18.07.1998, Letter No. GUVNL/HR/Paternity Leave/1387 dtd. 27/10/2016.).</p>
7	Special Sick Leave while on duty:	<p>A workman who meets with non-fatal accident while on duty can avail his option. The benefits of leave with full pay as against Board's Half Pay Leave.</p> <p>Not more than 10 Days Special CL sanction for the person who desires to participate in mountaineering and tracking once in entire service.</p> <p>Special Leave with pay on account of Dog Bite : Leave limited to 21 days (Establishment Manual Pg no. 210) while on duty only.</p>
2. Public Holidays		
	Public Holidays	<ul style="list-style-type: none"> GUVNL publishes list of Public Holidays every year, based on Circular of Holidays of State Government. <p>The list of public holidays for the year 2024 is available on GUVNL Intranet in Circular option type "Holiday" http://10.0.0.14/</p>
3. Optional Holidays		
	Optional Holidays	<p>Employees can avail optional holiday maximum Up to 2 occasions in a year.</p>



		<p>The admissible dates of public holidays are declared by GUVNL in Circular of public holidays Every year. Available on GUVNL Intranet</p>
4. Extra Ordinary Leaves		
		<ul style="list-style-type: none">• EOL may be granted for those employee who have been given “No Objection Certificate” for going abroad on tourist visa.• Neither Earned Leave nor Half Pay Leave should be sanctioned but only Extra Ordinary Leave (Without pay and allowance) may be sanctioned.• Earned Leave and Half Pay Leave will remain in abeyance till the person resume duties with the Board.



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Medical reimbursement scheme-2022 (GSO-6)

1. Applicability:

This Medical Reimbursement Scheme is applicable to all regular employees of GUVNL and its subsidiary companies irrespective of class of cities.

2. Definition of Family:

The benefit of the Scheme will be applicable to the dependent family members of the employees like Dependent Spouse, Dependent and unemployed – unmarried son or daughter (including legally adopted / step son or daughter) not above the age of 25 years, Dependent Parents of the employee (also includes dependent parents of married female employee, Dependent Minor brothers and sisters up to the age of 18 years, Dependent Widow or Divorcee sister / daughter (only till remarriage) including her dependent minor children (up to 18 years), Physically infirm & mentally retarded children / brother / sister dependent on the employee (without any age limit).

3. Income Criteria For Dependent:

Any of the dependent family member whose monthly income up to Rs. 24999/- P.M. (Rs. Twenty Four Thousand Nine Hundred Ninety Nine Only) or below i.e. less than Rs. 25000/- from any source, shall only be eligible for benefits under this scheme.

4. Minimum Qualification of the Treating Doctors:

The treating Doctors must possess minimum qualification as given below:

Sr. No.	Nature of Treatment	Minimum Qualification
1.	Allopathic	MBBS
2.	Homeopathy	D.H.M.S./ B.H.M.S.
3.	Ayurvedic	B.S.A.M. / B.A.M.S.

The list of empanelled hospitals with GUVNL for cashless medical treatment as of 2023 is as follows:

<u>Empanelled Hospitals with GUVNL for Cashless Medical Treatment</u> <u>YEAR-2023</u>	
Sr.No.	Name of Hospital
<u>Hospitals of Vadodara and near by areas</u>	
1	AashrayOrthopedic&Multispecialty Hospital, Vadodara
2	Bankers Heart Institute, OP Rd., Vadodara
3	SavitaSuperspecialty Hospital, Vadodara
4	Gujarat Kidney &Superspeciality Hospital, Vadodara
5	HCG Cancer Centre, Vadodara
6	Pranayam Lung & Heart Institute, Vadodara
7	Satyam Hospital, Vadodara
8	Baroda Heart Institute & Research Centre, Vadodara
9	Shreeji Hospital & Trauma care Centre, Vadodara
10	Tricolour Hospital, Vadodara
11	Samanvay Hospitals, Vadodara
12	BAPS ShastrijiMaharaj Hospital, Vadodara
13	Sterling Addlife India Pvt. Ltd., Vadodara
14	Sterling Cancer Hospital, Bhayli, Vadodara
15	Sunshine Global Hospital, Vadodara
16	Zydus Hospitals & Healthcare Research Pvt Ltd - Vadodara
17	VIROC Hospital (A Division of "Nirman Orthopedics Pvt.Ltd),Vadodara
18	Bhailal Amin General Hospital - Vadodara
19	SarvMultispeciality Hospital Pvt. Ltd. - Vadodara
20	Venus Superspeciality Hospital (A Unit Of Venus MedisurgePvt Ltd.) –Vadodara
21	WelcareMultispeciality Hospitals Private Limited - Vadodara
22	Sankalp Hospital - Vadodara
23	Siddhi ICU &Multispeciality Hospital - Vadodara
24	Sanjivani Hospital & Laparoscopy Centre – Vadodara
25	ShubhechhaMultispeciality Hospital - Vadodara
26	Sanjay Hospital (A Unit of Ward Wizard Medicare Private Limited) – Nadiad
27	Shree Krishna Hospital, Karamsad
28	Zydus Hospitals & Healthcare Research Pvt.Ltd.,Anand

Hospitals of Surat and near by areas

29	Maitreya Medicare Limited, Surat
30	Apple Maitreya Hospital, Surat
31	Unicare Heart institute & Research Centre, Surat
32	DWTI- Prabhu General Hospital & Bankers Heart Institute, Surat
33	Kiran Multi-Super Speciality Hospital & Research Center – Surat
34	Nirmal Hospital Pvt. Ltd-Surat
35	Shalby Multi-Speciality Hospital - Surat
36	UNITY Trauma Centre & ICU-Surat
37	Yashfeen Cardiac Hospital, Navasari
38	Nirali Cancer Hospital, Navsari
39	Smt. JayabenModyMultispeciality Hospital - Ankleshwar
40	SargamMultispecialty Hospital Pvt. Ltd. – Ankleshwar
41	ShrimadRajchandra Hospital and Research Centre – DharampurDist.Valsad
42	Adarsh Hospital Private Ltd.- Valsad
43	Pardi Hospital – Valsad
44	Haria L.G. Rotary Hospital – Vapi
45	Apex Multispecialty and Trauma Centre – Bharuch

Hospitals of Ahmedabad and near by areas

46	Narayana Multi-Speciality Hospital, Ahmedabad
47	Sterling Addlife India Private Limited, Ahmedabad
48	Trisha Multi-Speciality Hospital, Ahmedabad
49	Jaydeep Hospital (Pediatric), Ahmedabad
50	SAL Hospital and Medical Institute, Ahmedabad
51	BAPS YogijiMaharaj Hospital- Ahmedabad
52	Shalby Hospital (Naroda Facility), Ahmedabad
53	CIMS Hospitals Pvt.Ltd., Ahmedabad
54	K D (KusumDhirajlal) Hospital - Ahmedabad
55	GCS Medical College, Hospital & Research Centre - Ahmedabad
56	Aartham Multi Super Speciality Hospital - Ahmedabad
57	Kanba Orthopedic & Spine Hospital (A Unit of Lakhani Hospitals Pvt. Ltd.) – Ahmedabad
58	Sterling Speciality Clinics And Cancer Center - Ahmedabad
59	ZydusSitapur Hospital, Sitapur
60	Apollo Hospitals International Ltd., Gandhinagar
61	Aashka Hospital, Gandhinagar
62	Medistar Hospital Pvt Ltd, Himatnagar
63	J K Orthopedic Hospital, Himatnagar

64	Safal Heart Hospital - Himatnagar
<u>Hospitals of Rajkot and near by areas</u>	
65	Sterling Hospital, Rajkot
66	Gokul Hospital (Vidhyanagar&KuvadvaRd.Branch),Rajkot
67	Shree Giriraj Multi-Speciality Hospital, Rajkot
68	Shiv Hospital (150 Feet Ring Road), Rajkot
69	Star Synergy Hospital, Rajkot
70	N M Virani Wockhardt Hospital, Rajkot
71	Shree BajrangdasbapaArogyadham Hospital, Bhavnagar
72	BIMS (Bhavnagar Institute Of Medical Sciences), Bhavnagar
73	K J Multispecialty Hospital, Junagadh
74	Sterling Ram Krishna Speciality Hospital, Gandhidham
75	AmbujanagarMultispecialty Hospital, Kodinar, Dist.Gir-Somnath
76	Olympus Hospital-Rajkot
77	HCG Hospital – Rajkot
78	HCG Hospital – Bhavnagar
79	K. K. Patel Super Speciality Hospital – Bhuj, Kachchh



The details pertaining rates of reimbursement, stay charges, operation charges, surgery charges, medicines, investigation charges, conveyance charges, Delegation of Power for Medical advance and reimbursement of medical charges, classification of surgeries, list of procedure (General), surgery related procedure, Cardiac Packages, Inadmissible Items/Medicines with ceiling price, material charge, consumable list are available in GS0-6 on Intranet path <http://10.0.0.14/>, go to circular option and paste “New Medical GSO No.6” in Circular option.

The updated list of empanelled hospitals is displayed on front page of E-Urja.

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Recruitment & Promotion (Fast Track Promotion)



GUVNL & Subsidiary Companies meet their manpower requirements in many ways like recruitment, promotion, transfer on deputation etc.

DETAILS OF RECRUITMENT RULES

The GSO-3 dtd 19.01.2015 covers various aspects as under:

1. Process of Recruitment.
2. Promotional Criteria for;
 - Channel for Promotion in engineering cadre.
 - Channel for Promotion in Finance and Accounts Discipline.
 - Channel for Promotion in HR and Admin.
 - Channel for Promotion in Clerical Cadre i.e. Jr. Assistant/ Sr. Assistant
3. Post of Direct Recruitment on VidyutSahayak (Jr. Assistant, Jr. Engineer, PA GR-1, Electrical Assistant) Account Side, Legal Side, HR Side, IT Side, Health Safety and Environment.
4. The recruitment/ Departmental recruitment/ promotion rules of Class- III and IV Technical cadres are covered in GSO-315.
5. GSO-332, GSO-333 Covers VidyutSahayak Scheme i.e. Entry Level Cadres for recruitment.

DETAILS OF PROMOTION RULES

Promotional Criteria/ Departmental Selection in GUVNL and subsidiary companies are done based on following criteria.

- Promotion from feeder cadre on Seniority cum merit basis.
- Selection through Merit Cum Seniority basis.
- Fast Track Promotion.
- Departmental Selection.

To know about Recruitment and Promotion rules of GUVNL and subsidiary companies please follow GSO-3 and its amendments uploaded on GUVNL Intranet (10.0.0.14).

FAST TRACK PROMOTION RULES

GUVNL vide GSO – 8 dtd: 15.02.2024 has laid down the criteria of recruitment through departmental selecting under fast track policy for tech and Non Tech cadres.



The policy is available on GUVNL intranet 10.0.0.14.

The policy covers quota for selection, Weightage For Selection, Education Qualification, Required Experience, Modality of Written Test, Personal Interview of

- I. Technical cadres like Deputy Engineer, Executive Engineer and Supdt. Engineer.
- II. Non – Technical Cadres on Account side like Account Officer, Deputy CAO. Cadres On HR Side like Assistant Secretary, Personal Officer.

References: Establishment Circular/GSO/Circulars/etc.

- > The criteria for recruitment and promotion are laid down in GSO-3 dtd: 19.01.20215 and amendments issued from time to time, GSO-7 , GSO-315, GSO-332, GSO-33
- > GSO – 8 dtd: 15.02.2024

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Incentive Rules, Charge Allowance

1. Incentive

- The performance based incentive scheme has been introduced with effect from 01.04.2009 covering 50% amount of the General Facility Allowance and shall be paid in the form of Performance incentive at the end of the financial year.
- Every year performance parameter & targets are set by GUVNL for all companies, in consultation with the respective Companies and based on the achievement of these targets and as per weightage allotted to the parameters, incentive eligibility is arrived at for each companies.

2. Charge Allowance

- An employee holding additional charge of an equivalent or higher post for 10 days or more will be admissible for charge allowance as the rate of 5% for the same post and rate of 10% for higher post.

References: [Establishment Circular/GSO/Circulars/etc.](#)

> Circular dtd. 2164&dtd. 28.12.2012

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Deputation

1. Inter Company Deputation for GUVNL and its Subsidiary Companies.

- The definition of “Government Company” as per Section 2(45) of Companies Act, 2013, is “any company in which not less than fifty-one percent of the paid up share capital is held by Central Government, or by any state Government or Governments, or partly by the Central Government and partly by one or more State Governments, and includes a company which is a subsidiary company of such a Government company.”

Applicability:

Regular and VidyutSahayak employees who have completed at least 1 year as VidyutSahayak in their parent company,

On what grounds deputation is considered?

- **On spouse Ground** wherein both i.e. husband and wife are working in different companies i.e. GUVNL and its subsidiaries.
This policy include the spouse of the employees working in any Board/Corporation/ Company of GOG* over and above offices of GOG and GUVNL and subsidiary companies.
The employee whose spouses are working in Offices of Central Government in the state shall also be considered for the intercompany deputation.
- **In Medical Ground** where an employee or a family member is suffering from a serious disease/ ailment requiring specialized and prolonged medical treatment, which is not available anywhere in his / her parent company.
- **Physically Challenged employees** who have permanent physical disability of 40% above and who have been appointed in PH(now known as PWD) quota, subject to their fulfillment of other terms and conditions on deputation basis. Employee who met with “On Duty Accident” shall also be considered for the purpose.

2. Terms & Conditions of Inter Company Deputation (for Spouse, Medical Ground, PWD ground) :

- The deputation shall be allowed only on the grounds of spouse, medical, PWD ground and no exception would be considered.
- It is subject to the availability of requisite post and administrative convenience of the parent and borrowing company.
- On medical ground shall be considered on the basis of medical reimbursement claims for last six months, opinion of the Chief Medical Officer of GUVNL / Companies and if required the opinion of the Medical Board shall also be obtained.
- The initial period of deputation in case of spouse and physically challenged ground is 5 years or till the reasons asking for deputation cease to exist whichever is earlier, extension in special cases only if the reasons for asking deputation still exist and provided both parent and the borrowing companies give consent for such extension after due verification of the facts.
- It does not confer any right to the employee to continue till the completion of the initial deputation period, in case the parent company requires the service of deputed employee back or in case the administrative exigency of the parent or borrowing company so required, the deputation period could be brought to an end prior to the stipulated period.
- The lien & seniority shall remain with parent company if employee get promotion during deputation period, the person shall have to go back to the parent company.
- If the borrowing company agrees to continue the employee on deputation; on the promotional post provided, it does not affect the promotional avenues of employees of the borrowing company.

3. Deputation to any Department of Government of Gujarat and its PSU/Board/Corporations:

- An employee may be deputed to respective department of the Government of Gujarat for a period mutually agreed upon by GOG concerned company. Seniority will be maintained in the parent company.

References: Establishment Circular/GSO/Circulars/etc.

- > Circulars No. GUVNL/HR/Deputation/(497)/233 dt.08.02.2012.
- > Circulars No. GUVNL/RR/Inter Comp. Dep./(497)/360 dt. 08.04.2013
- > Circulars No. GUVNL/HR/Request Transfer/ 1646 dt. 19.07.2010.
- > Circulars No. GUVNL/HR/497/2022/Amend/753 dt. 13.05.2022.
- > Circulars No. GUVNL/HR/2023/497-II/303 dt.22.02.2023

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Contributory Provident Fund & Voluntary Provident Fund Scheme

Eligibility:

An employee becomes eligible for CPF membership from date of joining. The Contributory Provident Fund (CPF) is deducted from employee's emolument.

Details of Contribution

1) Members Contribution :

- i. **Statutory** : 12% @ PF Salary
- ii. **Voluntary** : Maximum upto 33.33% @ PF Salary

2) Employer Contribution :

- i. **Statutory** : 12% @ PF Salary

3) Round Off :

0.50 paisa or more to be rounded off to the next higher rupee and less than 0.50 paisa to be ignored.

4) EPS Contribution :

If Employee is the member of EPS'95 scheme, Participating Company shall deduct 8.33% of PF Salary subject to ceiling of Rs. 15000 from employer contribution.

5) Interest:

- The account of subscriber shall be credited with interest at such rate as the Board of trustees may from time to time prescribe, having due regard to the income earned on the securities and other assets of the fund.
- Every Employee shall contribute monthly to the fund when on duty or on leave.

- Amount of participating company's contribution, 12% of (Basic + DA) should be remitted to the respective RPFC on or before 15th of the succeeding month.
- Amount of Employer's contribution is payable under the Employee Pension scheme, 1995 (EPS-95) at the rate of 8.33% subject to the maximum salary of Rs. 15000/- will be deducted from the aforesaid amount.
- Employee's Contribution from the salary i.e. (Basic + DA) * 12%.

Example as below:

Salary (Basic + DA)	30000
Employee Contribution (12%)	3600
Board Contribution	2350
Employee Pension Scheme	1250

- Every Year, the Interest Rate is decided as per Employee Provident Fund Organization (EPFO) guideline.
- Interest shall be credited with effect from the 1st April every year.
- CPF account would be treated as "Inoperative" after a period of 36 months from the date it becomes payable to the subscriber on account of retirement / resignation / expiry. 'Interest shall not be credited to such CPF Accounts of members from the date on which the said accounts become Inoperative'.
- An employee can withdraw upto 90% CPF advance within One Year before his/her actual retirement or superannuation.
- This withdrawal shall be permitted for one time within one year before his actual retirement or superannuation.
- An employee can avail Advances from CPF i.e. Refundable Advance and Non Refundable Advance.

PF Refundable Advance:

- Maximum Limit: (Basic + DA) * 7 Or Employees Share of Balance whichever is less (subject to minimum balance of Rs. 1000/-)
- Maximum Tenure: 12/24/36/48 Months as the Loan repayment period, subject to date of retirement.
- Repayment: In equal monthly installments.
- Eligibility: After 1 year of Regular Service (Excluding VidyutSahayak period)

Sr. No	Purposes	No. of Times withdrawal is permitted for each purpose
1	Purchase / Construction /Addition or Alteration of House	For 2 Houses
2	Education of child (After Matriculation)	For 2 children
3	Marriage of Self/ Child/ Dependent Brother/ Sister	-
4	Naming Ceremony of New born Baby	For 2 Children
5	NavjoteCeremony	
6	Sunnat	
7	Baptism	
8	Thread Ceremony	-
9	Medical Treatment for self or Dependents	
10	Funeral	For Dependent Family Members
11	First death Anniversary of Employee's Parents	For 2 times
12	Solar Roof Top System	Only Once

PF Non-Refundable Advance:

1	Purchase of 1st House/flat, construction of House including acquisition of site.
Purpose of the withdrawal	1st time Purchase of house/flat/construction of house including acquisition of site
Eligibility	Member/Spouse/Jointly with Spouse
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	Value as per Banakhat less other loans (if any) less Advance payment (if any) OR Employer share with interest Whichever is least(Keeping Rs.1000/-in his own account)
No. of withdrawals Allowed	Once
Purpose of the withdrawal	Completion of house
Eligibility	Member/Spouse/Jointly with Spouse
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	6 month's basic + DA OR Employee's share whichever is less (Subject to keeping a minimum balance of Rs.1000/-in Employee's Account)
No. of withdrawals Allowed	Once
Purpose of the withdrawal	1st House addition/alteration/improvement in house owned by member/spouse/jointly with spouse
Eligibility	Member/Spouse/Jointly with Spouse
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	6 month's basic + DA OR Employee's share whichever is less (Subject to keeping a minimum balance of Rs.1000/-in Employee's Account)
No. of withdrawals Allowed	Once
2	Purchase of 2nd House/flat, construction of House including acquisition of site.
Purpose of the withdrawal	2nd time Purchase of house/flat/construction of house including acquisition of site
Eligibility	Member/Spouse/Jointly with Spouse & Age of member should not >55 Years
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	Shortfall Between Loan sanction amount (If Any) & purchase price OR 50% of Employee's share on the date of application OR 7.5 lakh Whichever is least
No. of withdrawals Allowed	Once

Purpose of the withdrawal	Completion of 2nd house
Eligibility	Member/Spouse/Jointly with Spouse
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	Shortfall Between Loan sanction amount (If Any) & purchase price OR 50% of Employee's share on the date of application OR 7.5 lakh Whichever is least
No. of withdrawals Allowed	Once

Purpose of the withdrawal	For 2nd House addition/alteration/improvement/repair in house owned by member/spouse/jointly with spouse
Eligibility	Member/Spouse/Jointly with Spouse
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	6 month's basic + DA OR 50% Employee's share as on date of application OR 7.5 Lakh whichever is least
No. of withdrawals Allowed	Once

3	Post Matriculation Education of Child
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Purpose of the withdrawal	Post Matriculation Education of Child
Eligibility	Son/Daughter
Membership	7 years of Regular Service (Excluding V.S.)
Amount Admissible	50% of Employee's share with interest
No. of withdrawals Allowed	Upto 2 children

4	Marriage of Self/ Child/Brother/Sister
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Purpose of the withdrawal	Marriage of Self/ Child/Brother/Sister
Eligibility	Member/Child/ Brother/Sister
Membership	7 years of Regular Service (Excluding V.S.)
Amount Admissible	50% of Employee's share with interest
No. of withdrawals Allowed	Upto 2 children

5	Medical Treatment for Self and Dependent
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Purpose of the withdrawal	Medical Treatment for Self and Dependent
Eligibility	Member/Spouse/Family
Membership	3 years of Regular Service (Excluding V.S.)
Amount Admissible	3 month's basic + DA OR Employee Share with interest OR Estimate from Hospital Whichever is least *Minimum one month hospitalized
No. of withdrawals Allowed	NA

6	For purchasing equipment for minimizing hardship on account of Handicapped person
----------	--

Purpose of the withdrawal	For purchasing equipment for minimizing hardship on account of handicap
Eligibility	Member
Membership	NA
Amount Admissible	6 month's basic + DA OR Employee Share with interest OR Cost of equipment Whichever is least
No. of withdrawals Allowed	No Second advance before 3 years from first

References: [Establishment Circular/GSO/Circulars/etc.](#)

- > GEB's Contributory Provident Fund regulation 2006, Circulars and Amendments
- > Circular No. GUVNL/Accounts/CPF/988-A dtd. 30.11.2021 & Annexure A.
- > Circular No. HO/Accounts/CPF/Inv./973 dtd. 20.09.2023.



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EDLI

(Employees'
Deposit linked
insurance)

Benefits



As specified in the Employees' provident Fund and Miscellaneous provisions act, 1952 and Employees' Deposit linked insurance (EDLI) Scheme, a Group insurance Policy in lieu of EDLI Scheme is obtained every year by GUVNL for and on behalf of its Six Subsidiary Companies. The policy covers all employees including VidyutSahayaks as well as Contractor's employees whose PLA sheets are maintained by our Companies.

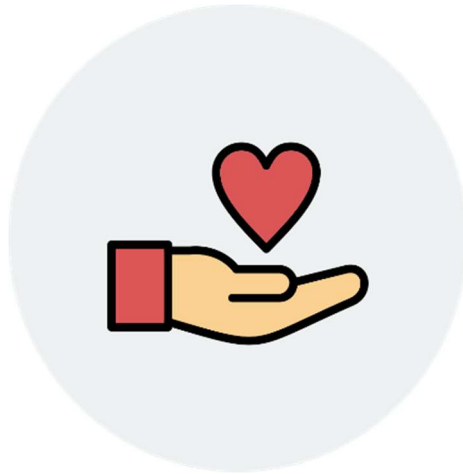
Under this EDLI scheme as per Employees Deposit Link Insurance Scheme, 1976, an insurance compensation of Rs.6,02,000/- was paid earlier to the Nominee / Beneficiary (legal heir) of the employee who expires during the service tenure. This compensation amount has been now revised to Rs.7,02,000/-w.e.f 28.04.2021 in accordance with the Notification issued by the Ministry of Labor & Employment.

The Compensation amount is payable to the nominated Legal Heir in case of death of employee i.e. Natural Death, Accidental Death, On duty Death.

References: Establishment Circular/GSO/Circulars/etc.

> As per circular no:- ACCTTS / GM(F8A) / EDLI / 448 DD:- 1/7/21

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Compassionate appointment Scheme (GSO-295)

As PER GSO 295 dtd:19.12.1981 clause No. 9, In case employee dies during service in the board, one dependent (child or spouse) would be employed by the Company on any vacant post for which the dependent possesses requisite qualification.

The benefit shall not be available in cases where one or more members of the family of the deceased employee is/are already employee within or outside the board.

The benefits under Compassionate Appointment Scheme:

1. Compassionate Appointment is granted subject to following conditions:

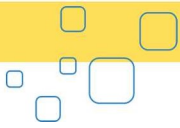
- Maximum age limit/ upper age limit for dependent of deceased is 45 years.
- Maximum income limit for family is Rs. 5000/- per month exclusive of interest earned on terminal benefits paid by the Board to family of the deceased employee.

2. Compassionate Payment : Cash Compensation of Rs. 2000/- per month to dependent family till pending appointment except in following cases;

- Dependents crosses maximum age limit of 45 years.
- Job offered is not accepted by dependent.
- A member of family of deceased employee is employed.
- Date of retirement of deceased employee is crossed.

References: Establishment Circular/GSO/Circulars/etc.

> GSO -295 dtd. 19.12.1981





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Performance Assessment





Performance Assessment/Evaluation of Employees/Officers in GUVNL & Subsidiary Companies is done through Confidential Reports. Forms are designed to cover adequately the general aspects of work and conduct of a person.

FORMS FOR THE REPORT ARE AS UNDER:

Annual confidential reports in respect of officers and employees of the board should be written and maintained in the prescribed form.

The forms for following categories are available in e-urja.

- Driver Gr. I & 2
- Class IV Employees.
- Class I & II with questionnaires.
- Class III with questionnaires.
- Template for PA & Stenographer.
- Drivers
- Stenographers

Class IV employees only a note of work and conduct to be kept in personal file*.



As and when such a need is felt, the officer concerned may cover special points of consideration, in general remarks column at the end of the report of the person concerned.

CR Forms contain the column of remarks which should be utilized to portray the Officer/Employee concerned after taking into consideration various aspect of work, conduct of a person and such other points not covered by the other columns. This should be considered quite enough to judge an Officer/employee for his continues or otherwise in his present post for promotion & for such other purpose as the case may be. EC 585 dtd 03.12.1993.

The training needs of an employee should be clearly indicated in CRs since it is the duty of an officer to develop his subordinates.

1. PERIOD AND FREQUENCY OF REPORT:

The confidential report should be written annually for financial year i.e for the period from 1st April to 31st March, of the year. When



an officer/employee is transferred from one officer to another, the first reporting officer should write a confidential report of the period which he has worked under him provided the period exceeds four months from the date of last report and submit it to the reviewing officer.

2. AUTHORITY TO WRITE REVIEW AND COUNTERSIGN THE REPORTS

Please go through following EC and amendments for more details:

- As mentioned EC No. 454, dtd:23.8.85,
- Resol. No. 8735 dt:19.7.1991,
- EC No. 560, dt: 19.08.1991.
- ADD - EC 585 dtd. 03.12.1993, AMENDMENT OF 585 dtd. 03.04.2001, AMENDMENT OF 585 dtd. 04.03.2003

3. REPORTING REVIEWING AND COUNTERSIGNING:

Reporting Officer should submit the confidential reports written by him to the reviewing officer who should review the reports and makes his own remarks therein .The Countersigning Officer should state clearly his own agreement or disagreement on the remarks and the assessment made by the reporting officer and reviewing officer.

4. COMMUNICATION OF ADVERSE REMARKS:

If any officer/employee is given an adverse remarks he should be informed by the reviewing authority through his immediate superior of what has been found deficient in him within reasonable time. It is very essential that the Officer/employee concerned should know what his defects are & how he can remove them. The copies of all such communications should be kept in the Confidential report file of the person concerned.

5. APPEAL PROCEDURE:

Appellate Authority: Appellate Authority in case of appeal against adverse remarks in CR shall be an Officer/immediate supervisor to the reviewing Officer or the countersigning officer wherever the CR are countersigned where reviewing/countersigning officer is the chairman, he shall also be the Appellate Authority. It is possible that in some cases the appellate authority themselves may right adverse remarks against which the concern employee may file an appeal and may forward to the next higher authority above him (appellate authority)who should decide the appeal.

1. An Employee who is aggrieved by the adverse remarks may appeal to the appropriate appellate authority.
2. Every appeal shall be submitted through his immediate superior officer or Reporting Officer.
3. On receipt of the appeal, the competent appellate authority shall examine the case papers and all C.R. and shall decide the appeal. His decision shall be final and conclusive.
4. The appeal shall be filed within 45 days from the date of communication of the adverse remarks. If it is filed after said period, it may be rejected.
5. There shall not be any second appeal against the decision of the appellate authority and no correspondence thereon will be entertained.

6. TIME LIMIT FOR THE COMPLETION OF REPORT:

The writing of annual confidential reports by the Reporting officer should be completed immediately after the 31st March and forwarded to the reviewing officer within reasonable time for review and onward transmission to the countersigning officer.

- The C.R of the Stenographers shall be written by the officers to whom they are attached (Ref. Confidential Letter No. EG/III,CR/8430 dated 3.12.1982).

References: Establishment Circular/GSO/Circulars/etc.

- > Establishment Circular No. 454, dtd: 23.8.85,
- > Resol. No. 8735 dtd: 19.7.1991,
- > Establishment Circular No. 560, dtd: 19.08.1991.
- > ADD - Establishment Circular 585 dtd. 03.12.1993,
- > AMENDMENT OF 585 dtd. 03.04.2001,
- > AMENDMENT OF 585 dtd. 04.03.2003
- > Ref. Confidential Letter No. EG/III,CR/8430 dated 3.12.1982.
- > Establishment CircularNo. 280, dtd: 16.01.1978
- > Establishment CircularNo. 198, dtd: 07.02.1972
- > Establishment CircularNo. 08, dtd: 11.10.1965
- > Establishment CircularNo. 331, dtd: 28.01.1981.
- > Establishment CircularNo. 208, dtd: 18.10.1972

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Computation Of Gratuity Act, 1972

Applicability:

The gratuity scheme will apply to the employees to whom Payment of Gratuity Act, 1972 applies.

Qualifying period:

Minimum period of Service shall be 5 years of continuous service.

VidyutSahayak who have completed 5 years including VidyutSahayak period, the payment of gratuity should be made considering the VidyutSahayak period also.

The gratuity is to be calculated for every Completed year of Continuous service as per Payment of Gratuity Act, 1972.

As per “payment of Gratuity Act-1972” no recovery on account can be made from the amount payable towards gratuity, but employees who have been dismissed or expired and recoveries likes Festival Advance , Food Advance, Vehicle Advance, House Rent of Board’s quarters, Co-Operative Society’s dues , any other dues may be adjusted against the amount of last Pay and allowances etc.

ENTITLEMENT: A

- The minimum qualifying period of service would be 5 years of continuous service as per the payment of Gratuity Act 1972.
- Employees would be entitled to gratuity in the event of:
 - On his/her superannuation or
 - On his/her retirement or resignation or
 - On his/her death or disablement due to accident or disease.
 - Voluntary retirement with the consent of the employer prior to the age of superannuation.

In pursuance of the judgment of High court dated 19.4.1976 the amount of gratuity payable to the employees of the board not covered under the payment of Gratuity Act i.e.19.4.1976 shall be computed as under:

$$\begin{array}{l} \text{Amount of monthly} \\ \text{pay} \\ \text{(Basic pay + DA)} \end{array} \times \text{Completed year of service} \times (15 / 26)$$

- The maximum ceiling of gratuity is Rs. 20, 00,000/- w.e.f. 29/03/2018. As per the latest amendment in the Payment Of Gratuity Act 1972.

References: Establishment Circular/GSO/Circulars/etc.

- > The Payment of Gratuity Act, 1972.
- > Establishment CircularNo. 346 dtd. 15.09.1981
- > Letter No. GUVNL/HR/IR/872 dtd 28.05.2013.
- > GUVNL/HR/Gratuity/740 dtd. 13.04.2018.

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Leave Encashment

Applicability:

The benefit of 300 days Earned Leave Encashment is applicable in respect of following categories:

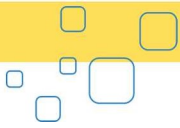
- a. Retirement on attaining the age of superannuation.
- b. Case where the service of an employee has been extended, in the interest of work beyond the date of retirement on superannuation.
- c. Voluntary Retirement.
- d. Premature Retirement.
- e. Where the service of an employee are terminated by notice or by payment of pay and allowance in lieu of notice, or otherwise in accordance with the term and conditions of his appointment.
- f. In case of death of an employee while in service to the family of the family of deceased.
- g. In case of leave preparatory to retirement,
- h. An employee who resigns or quits shall be entitled to cash equivalent in respect of EL at credit on the date of cessation of service to the extent of half of such leave at his credit subject to a maximum of 150 days.

Ceiling:

- The existing ceiling for availing of benefit of encashment of unutilized earned leave at the credit of employee shall be 300 days.
- Both Earned Leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days.
- To make up the shortfall in Earned Leave, no commutation of Half Pay Leave shall be permissible.

References: Establishment Circular/GSO/Circulars/etc.

- > Circular No. GUVNL/HR/EL-Encase/544 dtd. 04.03.2010.
- > GSO 278 dtd. 26.05.1978
- > Service Regulation -133.
- > Document Dated. 18.07.1998.



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Merit Awards



GUVNL believes in Fostering a Culture of Appreciation..!

In order to encourage diverse talents and accomplishments of our incredible team members and their children. Whether it's excelling on the sports field, achieving academic brilliance, making cultural contributions, or showcasing creative prowess, we believe every achievement deserves to be celebrated.

GUVNL also understands the importance of recognizing and appreciating the efforts and achievements of employees beyond the confines of the workplace.

To honor and celebrate the exceptional achievements of our employees and their children in various fields of endeavor, GUVNL vide above quoted circular has introduced merit awards by rewarding the nominees with cash & non cash amount.

The details of Entitlement are available overleaf.

ક્રમાંક	હેતુ	મેરિટ એવોર્ડ
૧	કોઈપણ કર્મચારી અથવા તેના પુત્ર/પુત્રી અનુસ્નાતક/સ્નાતક અથવા ડીપ્લોમાં કોર્સની અંતિમ પરિક્ષામાં ગોલ્ડ મેડલ પ્રાપ્ત કરવા બદલ.	રૂ. ૨૫૦૦/-
૨	કોઈપણ કર્મચારી અથવા તેના પુત્ર/પુત્રી અનુસ્નાતક/સ્નાતક અથવા ડીપ્લોમાં કોર્સની અંતિમ વર્ષની પરિક્ષામાં યુની. કક્ષાએ પ્રથમ ત્રણ નંબરમાં સ્થાન પ્રાપ્ત કરવા બદલ.	રૂ. ૧૦૦૦/-
૩	કોઈપણ કર્મચારી અથવા તેના પુત્ર/પુત્રી ઈન્સ્ટીટ્યુટ ઓફ ટેકનોલોજીમાં અથવા ઈન્ડિયન ઈન્સ્ટીટ્યુટ ઓફ મેનેજમેન્ટમાં પ્રવેશ પાપ્ત કરવા બદલ.	રૂ. ૫૦૦૦/-
૪	કોઈપણ કર્મચારી અથવા તેના પુત્ર/પુત્રી સિવિલ સર્વિસની ગ્રૂપ [એ] ની પરિક્ષાઓ જેવી કે આઈએએસ/આઈપીએસ/આઈએફએસ તેમજ ગુજરાત જલદર સેવા આયોગની જી.એ.એસ. અને જી.પી.એસ. ની પરિક્ષા પાસ કરવાની સિદ્ધિ પ્રાપ્ત કરવા બદલ.	રૂ. ૫૦૦૦/-
૫	કોઈપણ કર્મચારી અથવા તેના પુત્ર/પુત્રી નેશનલ ડિક્શન એકેડમીમાં પ્રવેશ પામવાની સિદ્ધિ પ્રાપ્ત કરવા બદલ.	રૂ. ૫૦૦૦/-
૬	કોઈ પણ કર્મચારી અથવા તેમના પુત્ર/પુત્રી સીએ/આઈસીડબલ્યુએ/સીએસ નિ પરિક્ષા પાસ કરવાની સિદ્ધિ પ્રાપ્ત કરવા બદલ.	રૂ. ૧૦૦૦/-
૭	કોઈપણ કર્મચારી અથવા તેમના પુત્ર/પુત્રી રાજ્ય કક્ષાનીરાષ્ટ્રીય કક્ષાની અથવા આંતરરાષ્ટ્રીય કક્ષાની રમત/હરીફાઈ/લલિત કલાની હરીફાઈ અથવા સંગીત હરીફાઈમાં પ્રથમ સ્થાન મેળવવા બદલ.(કરાટે સિવાય)	રૂ. ૧૦૦૦/-
૮	કોઈપણ કર્મચારી અથવા તેમના પુત્ર/પુત્રી રાજ્ય કક્ષાનીરાષ્ટ્રીય કક્ષાની અથવા આંતરરાષ્ટ્રીય કક્ષાની રમત/હરીફાઈ/લલિત કલાની હરીફાઈ અથવા સંગીત હરીફાઈમાં દ્વિતીય સ્થાન મેળવવા બદલ.(કરાટે સિવાય)	રૂ. ૭૫૦/-
૯	કોઈપણ કર્મચારી અથવા તેમના પુત્ર/પુત્રી રાજ્ય કક્ષાનીરાષ્ટ્રીય કક્ષાની અથવા આંતરરાષ્ટ્રીય કક્ષાની રમત/હરીફાઈ/લલિત કલાની હરીફાઈ અથવા સંગીત હરીફાઈમાં તૃતીય સ્થાન મેળવવા બદલ.(કરાટે સિવાય)	રૂ. ૫૦૦/-
૧૦	કોઈપણ કર્મચારીના પુત્ર/પુત્રી ૧૦ માં ધોરણમાં ૮૫% અથવા વધારે ગુણાંક પ્રાપ્ત કરવા બદલ.	રૂ. ૨૫૦/- કેશ
૧૧	કોઈપણ કર્મચારીના પુત્ર/પુત્રી ૧૨ માં ધોરણ (કોઈ પણ પ્રવાહ)માં ૮૫% અથવા વધારે ગુણાંક પ્રાપ્ત કરવા બદલ.	રૂ. ૫૦૦/- કેશ

References: Establishment Circular/GSO/Circulars/etc.

- > Circular No. GUVNL/HR/SW/2189 dtd. 31.12.2022

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Service Awards

- It is important to recognize the contribution of employee to create performance driven culture in the organization. GUVNL has taken an initiative to recognize employee's contribution towards the growth and development of the organization.
- GUVNL framed detailed policy for Employees reward system called as PAHEL and the same is attached here with for kind perusal. It is kindly requested to direct concerned officer to ensure that the policy is widely circulated among all the employees and it is implemented in true spirit.
- The major aim of '**PAHEL**' is to build up an organizational culture where good work done by employees is valued and their tremendous efforts are recognized.
- The policy is applicable to all the employees of the employee of the company including VidyutSahayak.
- Reward: Cash or Noncash award given for outstanding performance by the Employee/Team/Company.

Reward and recognition: Reward program developed and communicated by HR department.

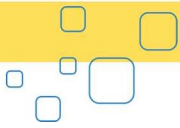
CATEGORY : INDIVIDUAL		
NAME OF THE AWARD	FREQUENCY	NATURE OF THE AWARD
Star (Employee) of the month/Dynamic performer	Once in every month	Cash prize of Rs. 1000/-
Safety star (For class III& IV)	Once in every three month	Cash prize of Rs. 1000/-
CATEGORY: WOMEN POWER		
Naari Shakti	Once in every three month	Cash prize of Rs. 1000/-
CATEGORY:COMPANY		
Best Company	Annual award	Cash prize of Rs. 1000/-

- Individuals can be nominated by HoDs of the respective department in case of corporate office/Circle office.
- Selection Timeline-by 5th day of every month
Evaluating Nominee's performance-by 10th day of every month.
Declaration of award – by 15th day of every month

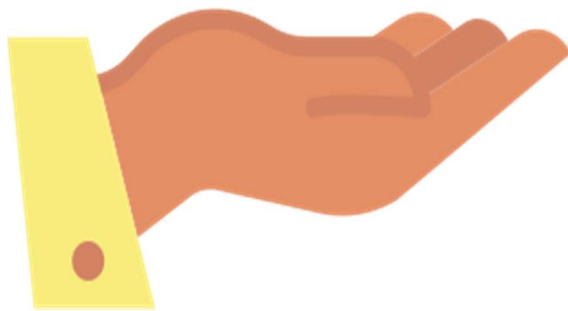
AWARDS	CORPORATE OFFICE/ CIRCLE OFFICE	FIELD OFFICE/PLANT/S UB-STATIONS	FELICITATION	
Star (Employee) of the month/Dynamic performer	One employee from each department	One employee from office	Respective department	Office level
Safety star (For class III&IV)	One employee from technical department	One employee from technical department	Respective Company	Office level
Naari Shakti	One female from the office	One female from the office	Respective Company	Office level
Best Company		Out of 7 companies	On Company Day	

References: Establishment Circular/GSO/Circulars/etc.

- > Circular No. GUVNL/HR/Pahel/1983 dtd. 24.11.2022.



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Advances



House Building Advance and other Allied Advances.

Pursuant to the provisions of Clause No 18 of GSO 1 dtd. 01/07/2009 Clause 8 of settlement dtd: 4.02.2021 and approval of the Board of GUVNL vide B.R. No. 114.21/1812 dtd. 13.05.2022, it has been decided to revise the existing limits of House Building Advance, Vehicle Advance other Advances as under:-

1) House Building Advance

(i) HBA (1st Loan)

1.	Class I and II	100 basic pay with a ceiling of Rs. 30 lakhs, whichever is less
2.	Class III and IV	100 basic pay with a ceiling of Rs. 25 lakhs, whichever is less

(ii) HBA (2nd Loan)

1.	Class I and II	100 basic pay with a ceiling of Rs.25 lakhs, whichever is less
2.	Class III and IV	100 basic pay with a ceiling of Rs.20 lakhs, whichever is less

(iii) Renovation

1.	Class I and II	50 basic pay with a ceiling of Rs.12 lakhs, whichever is less
2.	Class III and IV	50 basic pay with a ceiling of Rs. 10 lakhs, whichever is less

(iv) Rate of Interest:

The rate of interest for HBA in case of purposes mentioned in I, ii and shall be 11% Per annum.

(v) Eligibility:

- ✓ An employee with at least three years of continuous service as regular employees shall be eligible for HBA.
- ✓ VidyutSahayaks shall be considered eligible for HBA on completion of their VS Period of 5 years on absorption on regular establishment of GUVNL and its subsidiary Companies.
- ✓ The eligibility under clause No. I, ii and iii shall be subject to the condition of 30% net take home pay. If net pay considering total deductions Including the proposed loan works out to less than 30% of Gross salary, loan amount will be restricted in such a way that

after considering all the deductions including the deduction on account of proposed loan that employee will get at least 30% of gross salary as net take home pay for maintenance of his family.

- ✓ The employee shall be eligible for second HBA only after completion of 120 months from the sanction of previous loan provided on principal or interest amount is outstanding.

(vi) Pre-payment:

The full prepayment of the loan of HBA shall be allowed without restrictions. In on Case, part payment shall be allowed.

(vii) Application Under Consideration:

In case of pending HBA applications which are under approval and where on sanction is accorded so far, such applications may be considered for revised HBA limit. All other existing and conditions and procedures laid down for House Building Advance as per GSO-327 dtd : 03.04.1999 and its amendment shall remain unchanged.

2) Vehicle Advance

Sr. No.	Particulars	Quantum of Advances
1.	Scooter Advance	Up to Rs.90,000/- or 'On Road' price including all expenses or 6 months basic pay whichever is less.
2.	Car advance	30 Basic Pay with a ceiling of Rs. 10 Lakhs for Class I & II employees and Rs. 6 lakhs for Class III & IV employees.
3.	E- Vehicle	The employee can avail the loan on remaining amount after deduction of subsidy for purchase of E-Vehicle as declared by GoG.
4.	Second hand Vehicle	No loan shall be sanctioned on second hand vehicle having BS 4 engine as per Government norms.

(i) **Rate of Interest**

The prevailing rate of interest to this to this advance shall continue i.e. 15% for 4-wheeler and 12.5% for 2 wheeler vehicles.

(ii) **Eligibility :**

- ✓ All the regular employees are eligible for advance of Two Wheeler.
- ✓ All regular employee drawing revised basic pay of Rs. 51400/- and employees who are drawing pre-revised basic pay of Rs. 20,000/- and above shall be eligible to get Car advance.

3) Other Advances:

Sr. No.	Particulars	Quantum of Advances
1.	Food Grain Advance	Rs. 20,000/-
2.	Festival Advance	Rs. 10,000/-

(i) **Eligibility:**

Only those employees will be eligible whose revised Basic pay does not exceed Rs.51400/- per month and the employees whose pre revised basic does not Exceed Rs. 20,000/.

(ii) **Recovery:**

The Food Grain Advance and Festival Advance shall be recovered in 10(Ten) equal instalments from the salary of the concerned regular employee. The amendment comes in to effect from the date of issue of this circular.

Employees who have been dismissed or expired and recoveries likes Festival Advance, Food Advance, Vehicle Advance, House Rent of Board's quarters, Co-Operative Society's dues, any other dues may be adjusted against the amount of last Pay and allowances etc.

References: Establishment Circular/GSO/Circulars/etc.

> As Per Amendment No. 3 Dated 01/06/2022 To GSO 327

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Retirement Process

An employee from class II/III/IV is liable to compulsory retirement at the age of 60 years unless specially re-employed by the board for a specific period.

An employee from class I is liable to compulsory retirement at the age of 58 years unless specially re-employed by the board for a specific period.

Employee whose Birth falls on 1st or any day of the month, the date of retirement shall be the last date of the month in which an employee is born.

The Retirement benefits includes as under:

1. EL Encashment:

- The existing ceiling of 300 days encasement of unutilized earned leave balance is credited to employee's account. Order is issued for EL Encashment as per his/her EL balance in their respective accounts.
- Both Earned Leave and Half Pay Leave shall be considered for encashment to make up the shortfall in EL but limit is 300 days (10 Months)

Cash Payment in lieu of half pay leave component

Cash payment in lieu of half pay leave component	=	Half pay leave salary admissible on the date of retirement plus Dearness allowance admissible on that date	*	Number of days of half pay leave at credit subject to the total of EL and HPL at credit not exceeding 300 days.
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2. Gratuity: As per Gratuity Chapter IX above.

Amount of monthly pay [(Basic pay + DA) x 15 x completed year of service

26

- The maximum ceiling of gratuity is Rs. 20, 00,000/- w.e.f 29/03/2018. As per the latest amendment in the Payment Of Gratuity Act 1972.

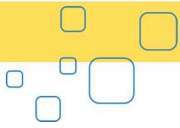
3. SVRCDBF (Staff voluntary Retirement cum Death Benevolent Fund Scheme)

The available balance at credit of the Employee is paid + 7% on opening balance of the initial month of retirement year (proportionately).

4. Final CPF Settlement as per rules. As per the CPF Chapter 8 Above.

References: Establishment Circular/GSO/Circulars/etc.

- > GSO 320 dtd. 10.01.1994.
- > Amendment No. 3 to GSO 218 dtd. 18.10.1995.
- > GSO- 278 dtd. 26.05.1978.
- > Circular No. GUVNL/HR/ELencase/544 dtd. 04.03.2010.




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E-Urja





E – Urja is a Oracle Based ERP Which integrates operations of HR, Finance and more.

Employee can apply for their leaves, claim advances, loans, make application for Quarter etc.

Employee can view their Personal Information, Salary Slip, CPF Balance, Loan Details, Appraisal Detail, Employee Master View, Basic Fixation, etc.

The employee information displayed includes;

- **Personal Information:**Employee Personal Information Like Name, Employee Number, Address, Date Of Birth, Email Id, Mobile Number will be displayed.
- **My Information:**Employee can view their current Assignment, Job, Grade, Department, Location etc.
- **Contact Information:**Employee's Spouse and Contact Person detail will be displayed.

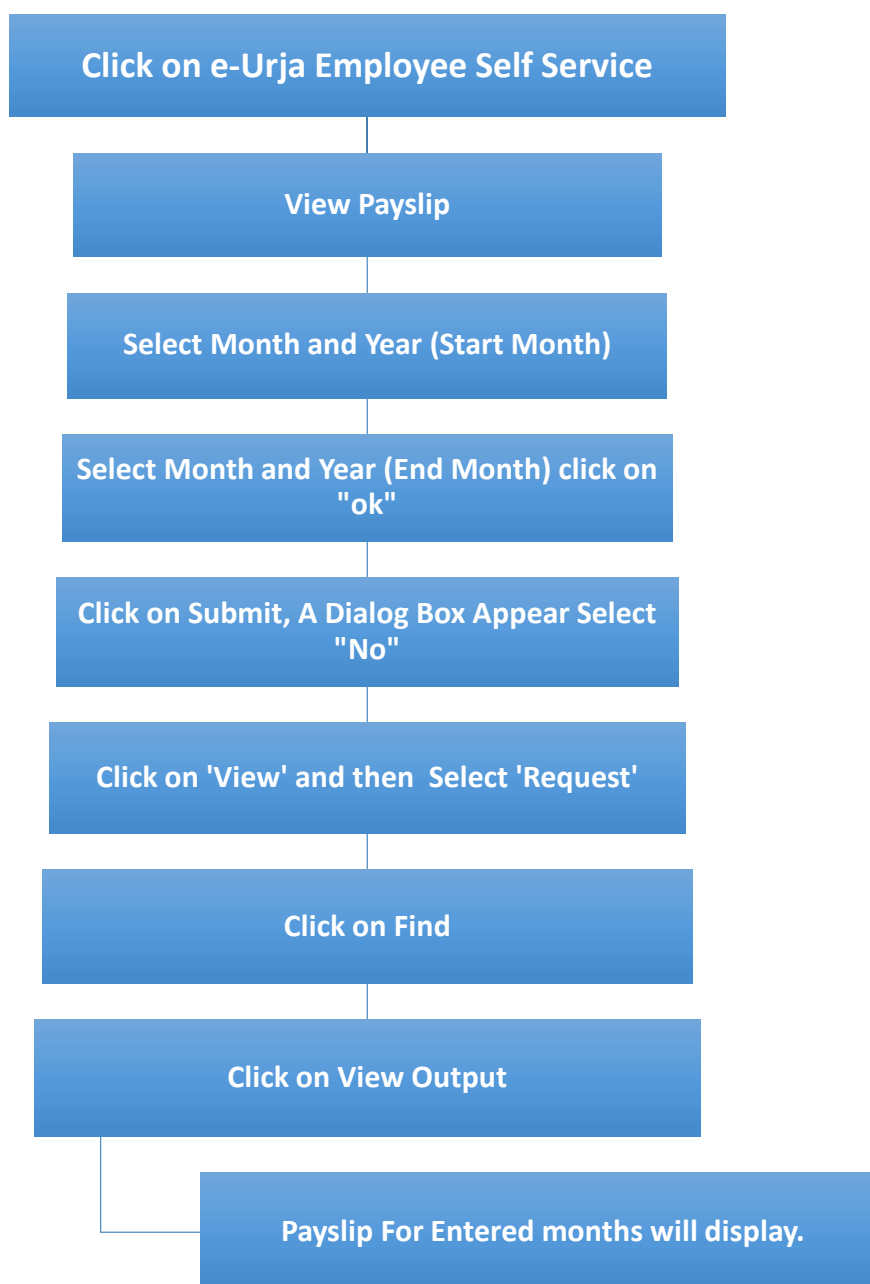
Appeals: Employees can view Appraisal summary under this link.

You can see the Advance Number, Date and Status which you applied earlier.

References: Establishment Circular/GSO/Circulars/etc.

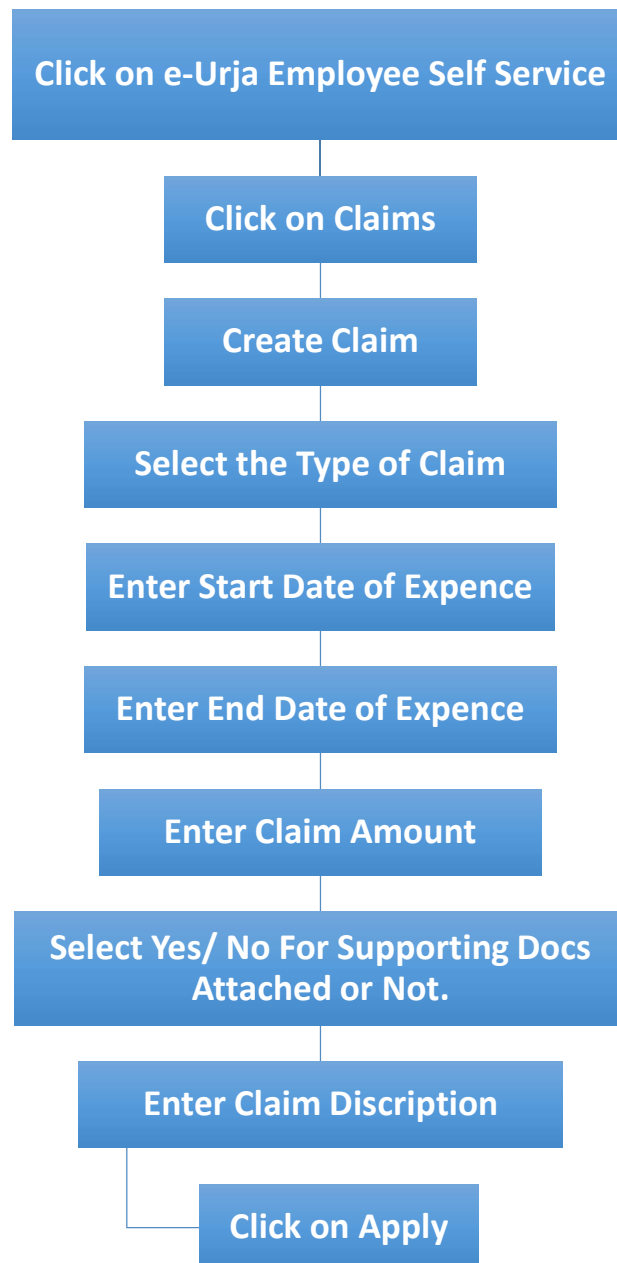
> E-urja SOP available on GUVNL Intranet <http://10.0.0.14/>

Process Flow to View Pay Slip :



The same way you can also view CPF Opening balance, Pay Card, Loan details, Income Tax Projection, Basic Fixation, Medical Claim Report etc.

Process Flow to claim LTC, Medical claim, Miscellaneous Claims, Travel expense claim.



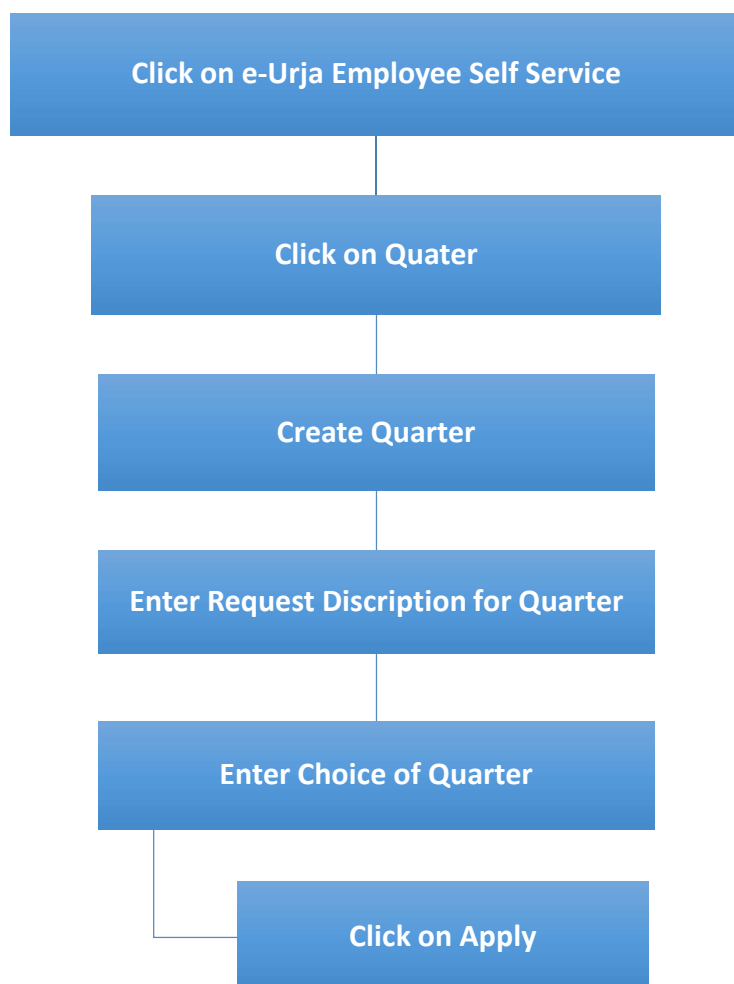
Process Flow to claim Grievance: If employee has any grievance about Appraisal, Promotions, Transfer, Quarter, Leave, Loans, Disciplinary Actions, etc. can applied for their.



Process Flow to claim Leaves: We can apply leaves like Casual Leave, Sick Leave, Earned Leave, Maternity Leave, Optional Holiday etc. Employee can also view to balance of leave after click on create leave.



Process Flow to claim Quarter:Employee can applied for quarter accommodation and select the reason for requirement of quarter.



Professional Details:Employee's Education qualification details can view by clicking the Professional Details link in e-Urja Employee Self Service.

Process Flow to save Statement of Movable / Immovable Property:

Employee can save their Movable / Immovable Property Form year wise as below:



Employee Medical Claim & Cashless Medical Expense Detail:

Employee can view their claimed medical bill details like Claim amount, Sanctioned amount, Disallowed Amount and status, one can also find medical claim with claim number also.

For more detail about e-Urja employee can go through SOP of e-urja uploaded at Intranet of GUVNL.

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Education Policy

Policy 1: Higher Education & Specialized courses in India.

Eligibility:

All employees on regular establishment who have rendered at least 3 years of service with the company and should have 5 years PF service left with the company.

Other terms:

- Maximum 5 employees can be nominated in each financial year.
- Employee can avail the benefit of pursuing short term/long term education courses ranging up to **2 years** through Distance mode or residential mode up to three occasions during entire service duration.
- Financial Assistance for education in India up to the maximum limit of **Rs. 5 Lac** & reimbursement of cost of books up to Rs. 10,000/- as per the category of courses mentioned in Annexure – II.
- Study leave shall not be granted more than thrice during the service period of the employee in the Company. In exceptional cases it may be granted more than thrice.
- Maximum study leave during the entire service will ordinarily be 12 months which shall not exceed 24 months in all, except for special reasons. Total Absence not more than 28 months(including vacation period)
- An employee have to execute a bond of 5 years before the commencement of the study leave or its extension as the case may be. The other terms and conditions shall remain same as given in Appendix A/A1 as the case may be, of Amendment 2 of GSO-312 dtd. 06.10.1989.
- If an employee resigns or retires from the service of the Company without returning to duty from the study leave, or within the period of 5 years after such return of duty, he shall be required to refund double the amount of leave salary drawn by him/her for the period of study leave together with interest @ 18% per annum or as may be modified from time to time.
- Premature withdrawal from approved courses shall lead to recovery @18 % P.A. of amount towards fees and financial assistances.
- During study leave, an employee shall draw full salary equal to his/her last drawn pay.

- Period of Study leave will count as service for promotion, seniority and increments. It will however, not count for earned leave.

Policy 2 : Higher Education support for foreign study/training.

Company will support study in Tech/Finance/HR domains in foreign countries/trainings in foreign countries at top 50 universities under the times higher education would university ranking.

- Employee should have rendered 9 years of Service.
- Age of employee should not be more than 45 years.
- Employee shall be allowed to avail this benefit only once in entire service.
- Employee to be considered on duty for 12 months study programme.
- For foreign study/training company shall provide financial assistance as per actual course fee + to & fro travel abroad by economy class + living expense/per diem charges.
- Semester wise under taking requires to be submitted. (whether taken any Financial Assistance /Scholarship from other agencies/Government etc.)
- Bond of 5 years needs to be executed.
- Requires GUVNL Board Approval.

References: Establishment Circular/GSO/Circulars/etc.

- > Circular No. GUVNL/HR/Edu/23/1702 dtd. 19.10.2023

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Higher
Grade

Meaning of Higher Grade:

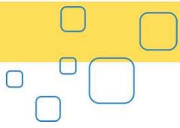
An employee who has completed 9 years service in the same cadre of posting particular pay scale(pre-revised or revised) and who has not got promotion for no fault of his own or want of clear vacancy or for want of channel of promotion or who may complete nine years service in the same cadre/position a particular pay scale shall be entitled to the benefit to next higher payscale and his/her pay shall be fixed in that grade in accordingly.

Erstwhile GEB had implemented different schemes for higher Grade as under:

- I. One time Higher Grade Scheme (after completion of 9 years in the cadre the benefit can be availed anytime during the entire service & this benefit can be availed only once in entire service).
- II. Three Tier Higher Grade Scheme (Upon completion on 9 years, 19 years and 30 years of service)
- III. Alternate Higher Grade Scheme (after completion of 4 years of service & subsequently after 3 years of service)

References: Establishment Circular/GSO/Circulars/etc.

- > GSO – 43 dtd . 02.11.1961
- > GSO - 247 dtd. 22.10.1973
- > GSO - 253 dtd. 26.12.1973
- > GSO -334 dtd. 29.07.2004.
- > Establishment Circular- 638 dtd. 07.04.2021.



Three Tier Higher Grade Scheme



Three Tier Higher Grade Scheme

GSO 334 dtd. 29.07.2004

CADRES COVERED

• Assistant Law Officer, • P O-I/Sr Technician, • AO-1 given in GSO-334 IN PO-1 scale, • Senior/ Junior draughtsman, • Technician GR-1, • Senior electrician/Technician, • Inst. Mech./I.M. Gr. II/Sr. I.M, • Meter Inspector, • Relay Technician Gr-I/II, • Line Inspector Gr-I/II, • Technician GR-3, • Electrician GR-I/II, • Driver cum Operator, • Instrument Mechanic Gr-3, • Tracer, • Leading Fireman, • ALM, • Lineman/Wireman, • Technician telecom, • Tele. Operator, • Tele. Attendant, • Instrument Mechanic GR-IV, • Lab Technician, • Data Entry Operator, • SBO-Gr-I/II, • E.A., • Inst. Mech. Attendant/helper/Asst., • Pump Attendant, • Dresser, • Senior/ Junior IN/OUT • put Asst., • Civil supervisor, • Civil Mistry, • Plumber, • Deputy superintendent (Estt)/(Accounts), • Fire supervisor, • Peon, • Assistant Chemist, • Senior assistant, • Assistant security Inspector, • Senior Assistant (typist), • Junior Assistant (typist), • Steno(typist), • Leading Fireman, • Watchman, • Kamdar/Sweeper/Gardner, Male/Female/G.H/Hospital Attendance, • JR.ASSTT/ ATK/TRO/TO/ASK

TERMS OF ELIGIBILITY

Fulfills all criteria for promotion

- The First higher grade scale on completion of 9 years of service in the relevant scale
- Employees has not received more than two promotions earlier.
- If, there is no promotion scale, the first higher grade shall be immediate higher grade scale corresponding to his existing scale.
- Second HG –
- The Second higher grade Scale shall be granted on completion of 19 years' service in the relevant scale provided that the employee has not received more than two promotions / Higher grade scale earlier. If any employee after getting higher scale grade is promoted to his regular promotional post, this will be considered as having received one higher grade scale/promotion only.
- Third HG:
- The Third Higher Grade on completion of 30 years' service in the relevant scale provided that the employee has not received more than two promotions/Higher Grade scales earlier.

GENERAL CONDITIONS FOR HIGHER GRADE

1. Applicable to all posts upto the pay scales of Rs 5000- 10525 and the maximum scale admissible shall be the scale of Rs 6500- 11750.
2. The appointing authority for the post carrying higher scale shall be competent to grant the eligible employees the higher grade.
3. The Circle Selection Committee shall be competent to grant higher grade for the posts upto the scale of RS 5000-10525 whereas the Central selection Head Office shall be competent to grant higher grade for the scale posts above 5000-10525.
4. Employees should be is fit for promotion on the basis of overall performance, qualifications and passing of prescribed examinations/test wherever prescribed.
5. Some of the categories like watchman, gardener, guest house attendant, and dispensary & hospital attendant shall be granted next higher scale in the following manner.

If Not Passed SSC

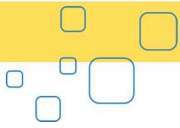
Service Period	HIGHER SCALE
On completion of 9 years	3050-5985
On completion of 19 years	3200-6905
On completion of 30 years	3400-8300

If Passed SSC

Service Period	HIGHER SCALE
On completion of 9 years	3050-5985
On completion of 19 years	3400-8300
On completion of 30 years	4000-10025

6. Last 9 years, 10 and 11 years Confidential reports/working report as the case may be Considered out of which last 3 years Confidential reports should not contain adverse remarks.

7. If during the period of 9, 10 and 11 years the employee has been inflicted with punishments, such employee shall not be eligible for higher grade, until the period of punishment is over.
8. An employee preferring for reversion at his own request shall not be eligible for first higher grade unless he/she completes 9 years on the reverted post.
9. An employee on change of designation in the equivalent pay scales would be eligible for the higher grade keeping in view the original date of joining in the post preceding redesignation.
10. For 1st HG no need to pass any departmental exam. An employee for drawl of IIInd HG does not pass the said exam, he shall be eligible for IIInd higher grade only after completion of 30 years in the service.
11. Fixation under this scheme shall be as per SR 102(b).
 In case of regular promotion/ absorption after getting HG, employee shall not be eligible for SR 102(b).
 After having the fixed pay under this scheme, the next increment would be due after 12 months after date of such fixation. This is however subjects to condition of this GSO.
12. Period / services which are reckoned for the purpose of increment shall be considered/ Therefore period of suspension (only if not regularized), period of extra ordinary leave, leave during probation shall not be considered and the higher grade shall defer to the extent.
13. Employees receiving benefit under this scheme shall not be entitled to benefit under GSO.253 and 247.
14. Supernumerary employees of Board are also eligible for 3 tier HG.
15. The higher grade on infliction of punishment shall be deferred in the following manner :
 - (A) For one chargesheet culminating into warning for misconduct not grave the higher grade shall be deferred for 3 months.
 - (B) For one chargesheet culminating into warning for misconducts which are grave, the higher grade shall be deferred for period of six months.
 - (C) During the pendency of punishment, the higher grade order shall not be issued.
 - (D) In case of stoppage of increment with cumulative effect, the grant of higher grade shall be deferred corresponding to the number of years the increment has been stopped.
 - (E) In case of stoppage of increment with cumulative effect as also, in case of fine/recovery of loss, the same will be dealt as per para-(A) and (B) here in above.
 - (F) An employee who has been reverted to his original post by way of punishment shall normally be eligible for next higher grade after completion of reversion period. In case reversion period is not mentioned then such period be construed as two years.
 - (G) The reversion period being punishment period, shall not be counted for the purpose of calculating 9 years.
 - (H) employee being absorbed on the next scale if prefers for reversion on his original post shall not be eligible for next higher grade unless he/she completes 9, 10 or 11 years of service as applicable on the reverted post for drawing IstIInd&IIIrd HG as the case may be provided that such employee should not avail more than 3 higher grades in his entire career.
16. The employees who is promoted/ appointed to a post other than as per channel of promotion, then the higher grade already granted shall not be withdrawn.
 if from common seniority there are two channels of promotion and the employee refuses promotion to any such promotional post, the higher grade shall be withdrawn.
17. Higher Grade to GSO 43 cases: Those of the cadres to which GSO43 applies shall be eligible for higher grade under this scheme. The period of 9, 19 30 years shall be counted from the date of joining the lowest of the scale in that cadre. All such cases shall be reviewed accordingly.
18. The Pay Fixation will be made as per this new 3 tier Hg scheme. In case of reduction of pay due to fixation, the present pay shall be protected and difference shall be adjusted in forthcoming annual increment shall be released. Due to fixation, whatever recovery requires to be made shall be made in maximum 10 installments.
19. If there shall be any dispute of differences in implementation of this new 3 tier Hg scheme the same shall be placed for resolution before the committee consisting of Board's M (A), secretary and GM (HRD) or the committee of equal rank officers of the successor Companies.



One Time Higher Grade Scheme



ONE TIME HIGHER GRADE SCHEME GSO 247

CADRES COVERED

- PO/IRO, Senior HP / HP Welder, Senior Foreman, Technicians GR-1(Given in PO-1 in GSO-247,GSO-334)
- Senior Electrician/Electrician GR-I, Senior radio Mechanic(GSO-247(SR. Mechanic), Mobile Crane Driver/Operator
- Heavy duty Vehicle Driver, Junior Draughtman, Electrical Motor Winder GR_1, Plant Cleaning Supervisor
- Relay Technician GR-I/II, Line Inspector Gr-I/II, Technician GR-3
- Surveyor, Plant Attendant GR-II, Motor Mechanic
- Tracer, Plant Attendant GR-III, Sarang, Telephone Operator
- SBO GR-I/II, Electrical Assistant, Blue Printer, Mason
- Civil Mistry, Superintendent(Est)/(Store)/ Executive, Superintendent(Accounts)
- Private Secretary, Senior Stenographer, Fire Supervisor, Driver/Driver Gr-II, Security Inspector,
- G.H Manager/Superintendent, Radiologist cum pathologist, Technician, Cleaner, Cook, Draftery , Watchman, Kamdar/Gardner/Sweeper

TERMS OF ELIGIBILITY

- This benefit shall be available to an employee once in his career in the board.
- Applies to employees upto the level of divisional accountants, Superintendents and corresponding technical and non-technical grades.
- Employee should have completed 9 years' service in the same cadre/post in a particular pay scale.
- Pay fixation under S.R. 102(b), from the date following the date on 9 years completion.
- Employee is fit for promotion on the basis of overall performance.
- Employee is continued in the same category of post not as a measure of any disciplinary action against him.
- Employee reverted to a lower post as a measure of disciplinary action their cases should be considered after completion of 2 years from the date of reversion.
- Should not have refused promotion to higher post granted or he may not refuse the same hereafter.
- Employee have liberty to select the date for availing benefit under 9 year rule settlement.
- In such an event, he will rank junior to all those employees who have availed of the benefit under year rule.
- Undertaking in writing, on absorption against a regular post employee will join the post at the place of his posting.
- On refusal the benefit of his rule and he shall stand reverted in the original lower grade.
- Employee reverted because he/she does not agree to join the place of posting, there should be no recovery of the amounts already paid.
- In case of redesignation the total service in the same pay scale may be counted for computing 9 years' service under the settlement.
- No interview will be held for granting benefit under this scheme.
- Employees who are transferred at their own request and who have foregone their seniority agreeing to be last in the seniority list will not be entitled to promotion under this rule till the person next above him is given promotion.
- If employee absorbed in regular post within 6 months, shall be on a probation, for a period of six months which can be further extended by for more 6 months. However, if reverted he will continue to get the benefit of Nine (9) year rule.
- Employee who are eligible for higher grade according to G.S.O 43 and who have completed 9 year's service in that category, will be entitled to the benefit under this settlement for the next higher grade.
- List of employees who are given the benefit of 9 year rule should be maintained category wise and names should be arranged on the basis of date from which the benefit is given. In case, the date from which the benefit availed by the employees is the same, then their interse seniority in the lowest category/grade should be maintained. As and when regular post in the scale drawn by the employees are available, postings may be done from this list.

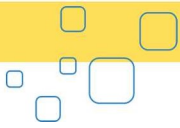
GENERAL STANDING ORDER NO. 253

CADRES COVERED

- Deputy Engineer, • Junior Engineer, • Superintending Engineer(IT), • Junior Programmer(IT), • Network Eng./system Eng., • Superintending Engineer (Civil), • Executive Engineer (Civil), • Deputy Engineer (Civil), • Junior Engineer (Civil)

TERMS OF ELIGIBILITY

- This benefit shall be available to an employee once in his career in the board.
- Option form to be filled 1 month prior to the completion of 9 years.
- Employee may select the date to avail of the benefit.
- Should have completed 9 years' service in the same cadre/post in a particular pay scale.
- Not got promotion shall be entitled to the promotion to next higher pay scale from 1-8-1972 or from the date following the date on which he completes nine years' service in the same cadres/post as the case may be.
- Pay fixation under S.R. 102 (b).
- Necessary examinations prescribed should have been passed.
- Continued in same category of post for 9 years but not as a measure of DA
- Reversion due to DA cases shall be considered after completion of 2 years from the date of reversion.
- Should not have refused promotion to higher post & may not refuse the same hereafter.
- Employees shall give undertaking in writing that on his absorption against a regular post shall join the place of his posting. On his refusal shall be reverted in the original lower grade.
- Employee reverted to a lower post on refusal to join the place of posting, no recovery of the amounts already paid shall be made.
- Normal increment shall be allowed before fixing their pay in the higher grade as per S.R. 102(b).
- Employees shall be given increment in the existing scale in addition to the notional increment under S.R.102(b).
- Employee if Absorbed within 6 months of this benefit shall be on probation for a period of 6 months .
- An employee on his being entitled to promotion in the higher scale on the conditions prescribed in the settlement, shall be accommodated in the existing post if regular post in the higher grade is not available and his existing post shall be treated as having been upgraded temporarily only for the purpose of the grant of pay in the higher pay scale without change of designation or position which will be personal to the employee concerned. He will continue to perform the same functions and duties and carry the same designation till his is absorbed against a regular vacancy and he shall be entitled to the benefit of pay fixation under services Regulations 102(b) and the attendant benefits of higher post/scale to which is promoted under this settlement and on his absorption in the available vacancies in regular post the upgraded post shall stand automatically down graded. On his absorption in that regular post the employee concerned shall not be entitled to get the benefit of S.R. No. 102(b) again. He will move in the regular post on the pay and grade drawn by him.
- List of employees who are given the benefit of 9 year rule should be maintained category wise and names should be arranged on the basis of the date from which benefit is given. In case, the date from which the benefit availed of by the employees is the same, then their interse seniority in the lowest category/grade should be maintained. As and when regular posts in the scale drawn by the employees are available, posting may be done from the list. In case a person is absorbed in the regular higher grade/post within months of getting the benefit under 9 year rule, he should be kept on probation for a period of 6 months.



Alternate Higher Grade Scheme



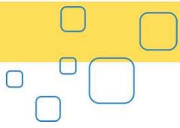
ALTERNATIVE HIGHER GRADE SCHEME**GSO-43****CADRES COVERED**

•Assistant operator (Alternative Higher Grade as per GSO-43(SBO-1 to AO- 3 promoted, • AO-3 to AO-2, •AO-2 to AO-1), •AO-1 given in GSO-334 IN PO-1 Scale), •Cable Jointer- GETCO, •Relay Technician Gr.-I/II, •Line Inspector GR-II, Electrician / Elect. Gr-II, SBO Gr-I / SBO Gr-II

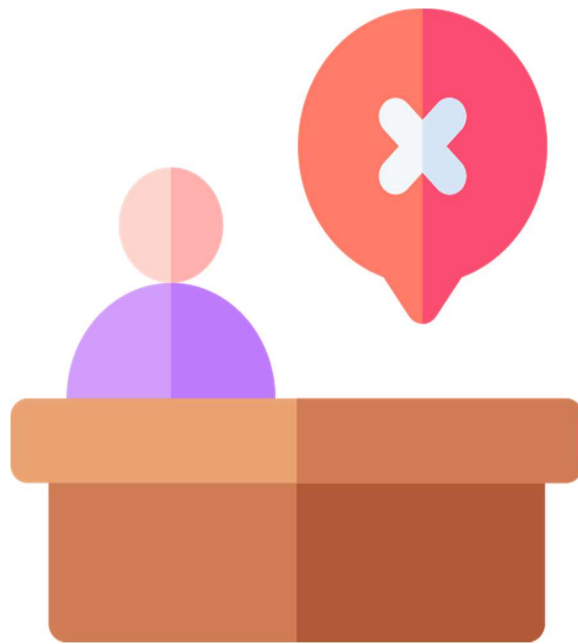
TERMS OF ELIGIBILITY

- Employees working in the grade of Rs 60-6-120 prescribed for Asst. Operators/Sub Engineers/Line Inspectors, Mechanics etc. are eligible for the higher grade of Rs 80-8-120 in case they have completed four years of service in the present grade in the organization and acquired good reports during the preceding three years irrespective of the fact whether they have passed matriculation ssc examinations or not.
- Similarly, those who are working in the grade of Rs 80-8-160 may be considered eligible for the grant of higher grade of Rs 100-10-200 prescribed, provided they have completed 3 years in the existing grade of Rs 80-8-160 and acquired good confidential reports during the preceding 3 years irrespective of their being Matriculate/S.S.C., or not.

Reference Post/ Scale for benefit	Required Exam to be passed/ qualification to be acquired
Rs 60-6-120	Non Recognized diploma in Elect./Mech. Engineering/ Non recognized diploma acquired by undergoing a satisfactory course of study not less than 2 years duration after passing or S.S.C . Examination with three or more years of satisfactory service in the scale of 60-6-120
Rs 80-8-160	First class Supervisor competency certificate of P.W.D Bombay/ 5 years' experience after passing second class wireman's certificate examination of P.W.DBombay
Rs 100-10-200	Diploma acquired through a course of 3 years after Matriculation or S.S.C with suitable experience.



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Absence Rules

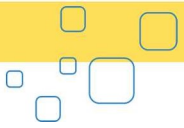


- If an employee remains away from his duty without permission and applying for leave for long duration. Such absenteeism is an act of indiscipline on the part of the concerned also creates administrative inconvenience.
- The employees who remain absent without taking approval from higher authority, to take actions against them competent authority has decided to fix up the responsibility of field officers as under :

Category	Officers To Take Action
Class I officers	<ul style="list-style-type: none"> • At Head office, Departmental Head • At Zonal Office, Zonal Head • At Circle , Circle Head • At Power Station, Power Station Head
Class II, III and IV employees	<ul style="list-style-type: none"> • At Head Office, Departmental Head • At Zonal Office , Zonal Head • At Circle Level, Circle Head for employees working at circle office • At Circle Level, Divisional Head for the employees working under his division. • At Power Station, Power Station Head

References: Establishment Circular/GSO/Circulars/etc.

> Service Regulation No. 113.




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Disciplinary Action






The erstwhile Gujarat Electricity Board (GEB) has prescribed Conduct, Discipline and Appeal procedure in Chapter – 8 of Establishment Manual. After unbundling of GEB into GUVNL and Subsidiary companies, these rules have been adopted for initiating disciplinary actions against defaulting employee for various minor and major lapses and delinquencies working in GUVNL and subsidiary companies.

The Service Regulation regarding disciplinary actions and punishment are defined in S.R. Nos. 221 to 250. Glimpse of these regulations are as under:

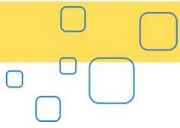
- In case of minor lapses and delinquencies, employees can be issued a warning memo and reprimand; or even a fine can be imposed depending upon the nature of lapse/misconduct.
- The various stages involved in cases of misconduct involves is based on the principles of natural justice. i.e issuance of Charge Sheet, obtaining reply to the Charge Sheet, departmental Inquiry, proposing & imposing appropriate punishment and appeal.
- The cases which involve serious acts of misconducts invites suspension with immediate effect by appropriate disciplinary authority. During suspension, subsistence allowance is paid as per applicable rules.
- Punishment is imposed based on the nature and quantum of misconduct. Few examples of punishments, postponement of increment, stoppage of Promotion, termination of services etc.
- Employees can appeal against the punishment order to the appropriate authority as per prevailing rules within 15 days from the receipt of punishment order.
- Schedule A and B of disciplinary actions of Chapter 8 have defined indicative of what could be deemed as misconduct or minor lapse or delinquency. The list is not complete not exhaustive.
- Whenever an ACB case is reported against the employee for demanding / accepting bribe, then in such case considering the report of ACB, the delinquent employee is immediately placed under suspension after taking approval from concerned disciplinary authority. Further, Subsistence allowance to the delinquent employee is paid as per applicable rules. The suspension cases are reviewed looking to the gravity and on receipt of the approval from competent disciplinary authority.



The rules of disciplinary actions are defined in chapter 8. The summary mentioned here is for reference only and should not be construed as exhaustive rules. In case the disciplinary actions are initiated against the employees, the procedure will be conducted as per chapter 8.

References: Establishment Circular/GSO/Circulars/etc.

- > Establishment Manual Chapter VIII.
- > Service Regulations from No. 221 to 250




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Travelling Allowance & Daily Allowance





The rates of Travelling/ Daily Allowance Entitlements for employees for Journey on Tour and Transfer are issued in available on GUVNL Intranet <http://10.0.0.14>.

1) Travelling Allowance:

Employees proceeding on official tour/journeys will be paid travel allowance as per the admissibility rates mentioned in below quoted Circulars.

2) Daily Allowance:

When an employee is required to visit on tour on duty beyond 8 kms distance from municipal limit from head quarter by the shortest available road or rail route then daily allowance on tour and for the period from 8 to 12 hours would be admissible as provided in the rules. The details pertaining to admissibility of rates is available in below quoted circulars.

Those employees who have performed their duties during the normal working hours only, are not eligible for this benefit.

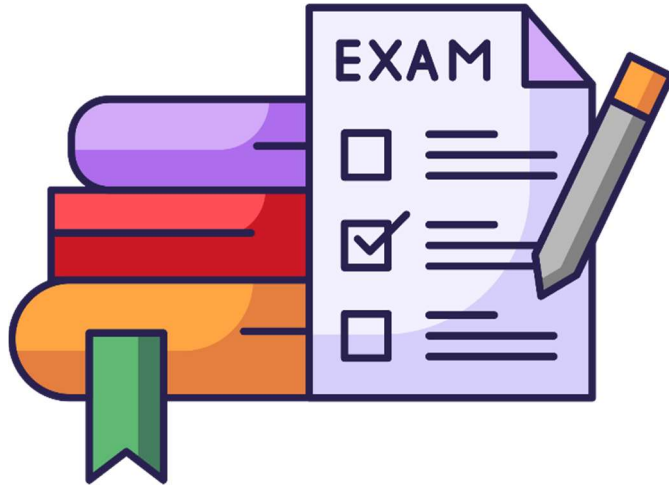
The guidelines includes rates & eligibility for;

1. Journey By Air.
2. Journey By Rail on Tour and Transfer.
3. Journey By Road.
4. Rate of Road Mileage.
5. Daily Allowance on Official Tour.
6. Ceiling Rate for Reimbursement for Lodging & Boarding & Conveyance.

References: [Establishment Circular/GSO/Circulars/etc.](#)

> Circular No. GUVNL/HR/TA-DA/410 dtd 29.02.2020

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1. Departmental Exams :
2. Professional Exams
3. Hindi Exams :
4. Regional Language Exams :

DEPARTMENTAL EXAMINATION ON ACCOUNTS SIDE:

The Examination will be held in accordance with the provisions of GSO No. 285, GUVNL Circulars 1052/ 21-06-2012, 254 /23-02-1981, 11395/ 29-10-2016.

Applicability	Jr.Asstt. (VS) / Jr. Asstt. / Jr. Asst. (IT)/ Sr. Asstt. / Store keeper / Assistant Cashier / Steno-Typist etc having completed minimum 3 years of service.
Types of Exam	Paper – 1 : Accountancy Theory & Practice Paper – 2 : Accounting Procedure
Qualifying Marks	50% and more in each paper.
Exemptions in Accountancy Paper-1	<p>Employees who have passed B.Com with other than Accountancy Subject will require to fulfill the requirements of 50% marks in Intermediate of Commerce i.e. F.Y. B.Com in order to secure the exemption.</p> <p>Employees who are C.A./ Cost Accountants/ Company Secretary / C.A.- Immediate Pass/ Cost Accountancy Immediate Pass / Company Secretary Immediate pass/ Full time B.Com(with accountancy as major subject) / M.Com (Exemption cannot be granted who have passed B.Com/M.Com with 'Distance Learning Course / Correspondence Course')</p> <p>The employees possessing any one of the under mentioned diplomas and secured at least 50% marks in subject of "Accountancy" are exempted in part – 1 of the departmental exam in accounts.</p> <ol style="list-style-type: none">1. Intermediate of Commerce of any recognized University2. Government Diploma in Commerce (GDC)3. Diploma of Indian Chamber of Commerce (D.Com, IMC)4. Diploma of London Chamber of Commerce (L.C.C.)\5. Government Diploma in Co-operation & Accounting (G.D. C.A)6. Diploma in Accountancy by Sydenham College (Dip. A. Sydenham college) <p>If employees passed any accountancy examination other than above, they can apply for such exemption in front of secretary with consultation of member of Accounts.</p>

**DEPARTMENTAL EXAMINATION – LOWER STD. & HIGHER STANDARD FOR NON-TECHNICAL
NON-ACCOUNTS STAFF. (ESTT.EXAM.)**

The Examination will be held in accordance with the provisions of Circular No. 7386/
01.06.1967, 134/ 15.07.1968 and 375/ 25.11.1982.

Cadres	Non Tech & Non Accounts new recruits for class – III.
Types of Exam	Esta And General Matters – Lower Side Exam (2 Exam Papers) Esta And General Matters – Higher Side Exam (3 Exam Papers)
Passing Marks	In Higher Standard Exam minimum 45% marks in each of 3 Papers and not less than 50% in aggregate. In Lower Standard exam minimum 40% marks in each of 2 Papers but not less than 45% marks in aggregate. If a candidate secure 50% marks in any of the paper but on the whole does not secure the required percentage of marks in the aggregate shall be declare fail. However he/she may be exempted from appearing in that particular paper.
Condition for Promotion/Higher Grade	Passing of this exam shall not be pre condition for conformation in the post of Sr. Asst. but shall be a condition for promotion as Deputy superintendent (Esta) for grant of HG. Only those Senior Assistance who have passed Non Tech & Non Accounts exam either of lower or higher grade will be considered for promotion of Deputy superintendent (Esta).
Higher Side Exam -Esta And General Matters	Establishment Assistant, Head clerk (Dy. Supdt.-Esta), Office Superintendent and such other staff in equivalent cadres on non-tech side are required to pass higher standard exam. Senior Clerk (Sr. Assistant) and such other staff and equivalent cadre in Non tech side should be encourage to pass this exam.
Lower Side Exam -Esta And General Matters –	Senior Clerk and such other staff in equivalent cadre on non-tech side shall require to pass this exam. Junior Clerk and such other staff in equivalent cadre who have rendered more than 2 Years of service and acquired experience in any of the board office should be encourage to appear in this exam.
TA / DA for exam	The employee who are required to undertake journey shall be eligible for TA from the place of work to the exam center. One single class railway fair for to & fro as per the class of accommodation, if stations are not connected by railways then actual expense incurred as admissible for the first two attempts only. They will not be provided D.A.
On Duty	Absence for this purpose from their original headquarters should be treated as on duty.

Hindi Examination:

It is compulsory for both Technical and Non-Technical side in respect of new entrants and consequent. The candidates who are required to pass the Regional Language Examination as per Esta Manual Chapter – XII, GSO-184, 225,230, 252,275 ,524 and Esta Circular No. 77,103, 135, 150.

Cadres	Technical And Non – Technical employees are required to pass exam within 4 years of joining in company.
Types of Hindi Exam	<ul style="list-style-type: none">• Higher Standard Exam• Lower Standard Exam• Oral Exam
Exemptions	<p>Employee who have pass SSC or equivalent exam of statutory board or any higher exam with hindi as one of the subject should be exempted for passing hindi higher standard exam.</p> <p>Employees who have attained age of 45 years on date of promotion to higher post or re designation in other post will be exempted to passing the exam prescribe to higher post to which they are promoted/redesigned subject to following.</p> <ol style="list-style-type: none">1. Employee should have passed prescribe hindi exam of lower post for which he was promoted or redesigned.2. If exam of lower post is not passed, his/her pay should be fixed as per normal rules i.e. pay drawn before promotion or resignation.3. If employee passes prescribe exam after promotion which he/she should have pass in lower post then increment so withheld shall become payable w.e.f. the date of passing exam.
Recognized Institutes for Hindi Exam	<ul style="list-style-type: none">• Maharashtra sabha Pune• Gujarat VidhyaPeeth• Hindustan Pracharsabha, wardha& Mumbai• Dakshin Bharat Hindi PracharSabha, Karnataka Hindi PracharSabha• Gujarat Ad-hoc Board• RastraPrachar Bharti Sabha, wardha• RastraBhashaPracharSamiti, wardha
General Condition	<p>Employees should pass exam within 4 years from date of joining.</p> <p>Increment should not be released till the examination is actually passed and increment should be payable (so withheld) w.e.f. date on which he/she is declared to passed the exam.</p>

REGIONAL LANGUAGE EXAMINATION:

The candidates who are required to pass the Regional Language Examination as per GSO130 dtd. 30.11.1964 read with GSO-248 dtd. 22.10.1973, GSO225 dtd. 21.11.1972.

Cadres	It is compulsory for the non-Guajarati employees for both Technical and Non-Technical side in respect of new entrants and consequent (for those employees whose mother tongue is not Gujarati).
Types of Hindi Exam	<ul style="list-style-type: none">• Higher Standard Exam• Lower Standard Exam
Exemptions	<p>Employee who have pass SSC or equivalent exam of statutory board or any higher exam with hindi as one of the subject should be exempted for passing hindi higher standard exam.</p> <p>Employees who have attained age of 45 years on date of promotion to higher post or re designation in other post will be exempted to passing the exam prescribe to higher post to which they are promoted/redesigned subject to following.</p> <ol style="list-style-type: none">4. Employee should have passed prescribe hindi exam of lower post for which he was promoted or redesigned.5. If exam of lower post is not passed, his/her pay should be fixed as per normal rules i.e. pay drawn before promotion or resignation.6. If employee passes prescribe exam after promotion which he/she should have pass in lower post then increment so withheld shall become payable w.e.f. the date of passing exam.
General Condition	<ol style="list-style-type: none">1. Increment should not be released till the examination is actually passed and increment should be payable (so withheld) w.e.f. date on which he/she is declared to passed the exam.2. The categories of staff require to pass regional exam is available in Annexure-C of GSO-225 on Intranet.

PROFESSIONAL EXAMINATION FOR TECHNICAL STAFF:

The syllabus & guidelines for Professional Exams were revised in 2017.
Clarification with reference to passing of old/new exams is as under:

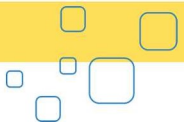
Junior Engineers	
Earlier Criteria & status of passing exam	Requirement
Who have not passed paper of JE of old syllabus.	He/She has to pass paper-1 of JE of new syllabus.
Who have passed paper of JE of old syllabus.	He/She need not to pass paper-1 of JE of new syllabus.

Deputy Engineers	
Earlier Criteria & status of passing exam	Requirement
Who has not passed Paper of JE of old Syllabus and Paper 1 & 2 of old syllabus.	He /She has to pass paper-1 of JE of new syllabus and paper – 2 of DE of new syllabus.
Who has passed Paper of JE of old Syllabus but has not passed Paper 1 & 2 of old syllabus.	He /She has to pass paper-2 of DE new syllabus.
Who have passed Paper of JE of old Syllabus and Paper 1 & 2 of DE of old syllabus.	He /She has to pass paper – 2 of DE of new syllabus.
Who has passed Paper of JE of old Syllabus and Paper 1 & 2 of DE of old syllabus.	He /She need not to pass paper-1 of JE of new syllabus and paper-2 of DE of new syllabus.

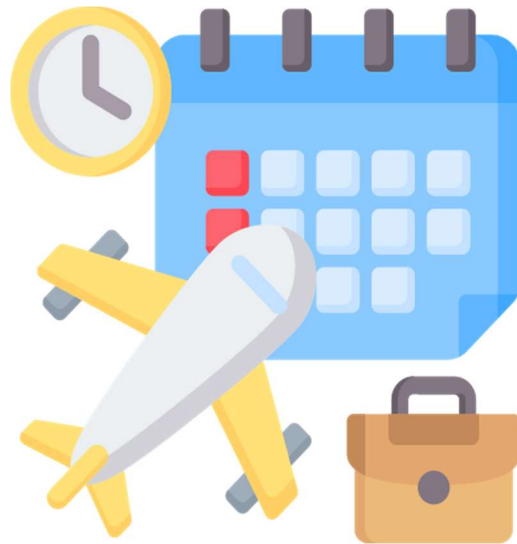
OTHER CRITERIAS FOR PROFESSIONAL EXAMS OF TECHNICAL STAFF.

PROFESSIONAL EXAMINATION FOR TECHNICAL STAFF: It has been decided to conduct professional examination for Technical Officers (Electrical/Civil) as per G.S.O 195/ 10.12.1968 and revised Circulars for Professional Examination Dtd.07.03.2017, 08.08.2018, 06.05.2019, 434/07.03.2017 and its amendments/clarifications.	
Cadre	All new technical recruits JE/DE, JE/ DE Promoted.
Types of Papers	Junior Engineer & Deputy Engineer (Civil/ E&M) and other staff equivalent category
Condition	Exam is required to pass within 3 years of or extended period from the date of commencement service, failing which service are liable to terminated. VidyutSahayak cannot appear in this exam.
Passing Marks	40% marks in each paper and subject to aggregate of 100 in both papers. If candidate secured 40% marks or more in any of the papers but not secured required percentage of marks in aggregate is declared as fail, he may be exempted from appearing again in that particular paper. For past exams: Any officer who did not secure minimum 50 marks in a paper in past (prior to issuance of above quoted circular) shall have to reappear in the exam.
TA / DA for exam	The employee who are required to undertake journey shall be eligible for TA from the place of work to the exam center. One single class railway fair for to & fro as per the class of accommodation, if stations are not connected by railways then actual expense incurred as admissible for the first two attempts only. They will not be provided D.A.
On Duty	Absence for this purpose from their original headquarters should be treated as on duty.

Cadre	JE Civil/ Environment/ IT & DE Environment/ IT promoted or appointed prior to 07.03.2017.
Conditions for Professional Exam	<ul style="list-style-type: none"> • Above engineers will have to pass the exam with in 3 years in case of Junior Engineer • in case of Deputy Engineer prior to promotion/ Higher Grade. • Unless JE passes exam with in stipulated period of 3 years, increments will be withheld. • If they pass their exam after 3 years, increment will be released but not amount of arrears shall be paid for period which increment were withheld. • Deputy Engineer who pass the professional exam will be eligible for further promotion or Higher Grade. • Deputy Engineer who have passed any two papers of old syllabus of professional exam will be exempted to passing these papers. However Deputy Engineer who have passed only one paper of Junior Engineer will have to pass paper-2. • Those engineers who have passed 1 paper of Junior Engineer and 1 Paper of Deputy Engineer for such cases those Deputy Engineer have not passed any paper-1 or paper-2 of old syllabus in respect of Deputy Engineer will have to pass Paper-2 of New Syllabus.
Types of paper	<ul style="list-style-type: none"> • JE Electrical – Paper 1 • JE Civil – Paper 1 • DE Civil – Paper 2 • For Discom's DE(E&M) – Paper 2 • JE all discipline for GSECL – Paper 1 • DE (E&M)/ Environment/ Chemical for GSECL – Paper 2 • JE – Paper 1.
Passing Marks	<p>40% marks in each paper and subject to aggregate of 100 in both papers.</p> <p>If candidate secured 40% marks or more in any of the papers but not secured required percentage of marks in aggregate is declared as fail, he may be exempted from appearing again in that particular paper.</p> <p>For past exams:</p> <p>Any officer who did not secure minimum 50 marks in a paper in past (prior to issuance of above quoted circular) shall have to reappear in the exam.</p>





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Leave Travel Concession & Home Town Concession





The leave travel concession to any place in India shall be admissible within the total limit of 6000 k.m including 3000 km for to & fro the place of visit from the headquarters of the employee once in a block of four calendar years.

1. Eligibility:

Any employee with one year of continuous service on the date of journey performed by him/his is eligible.

Family means:-

- i) Wife, husband, parents, unmarried children (two) of the Employee fully dependent on the employee residing with him/her.
- ii) Minor brothers (below 18 years), sisters residing with and wholly dependent on the employee.
- iii) Dependents under the guardians & wards act, step children, handicapped brother/sister.

The benefit of LTC will be permitted for actual number of members of the family, subject to a maximum of 5 members.

The Income ceiling in respect of dependent family members for deciding eligibility of LTC/HTC is Rs. 10,000/- per month.

Notes:

- a) Dependent condition does not apply to the employee's spouse.
- b) Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.
- c) Family can travel in one or more groups.
- d) Concession for one block can be carried forward to the first year of the next block.

2. Journey

(A) Eligibility criteria in case of travelling by Air /Train shall be as follows:

Sr. No	Recommended Pay Scale as per 7 th PC	Eligibility
1.	110100/- and above (S.E. and above)	Air Journey (Economy Class) or Railway A.C. First Class
2.	55600/- and above and less than 110100/- (D.E. and above up to S.E.)	Railway A.C. First Class
3.	35700/- and above and less than 55600/- (Dy.Sa and above up to D.E.)	Second A.C two tier slipper
4.	29100/- and above and less than 35700/- (Sr.Asst. and above up to Dy.Sa.)	Railway First class/A.C. three tier slipper/ A.C. chair card
5.	Less than 29100/- (below Sr.Asst cadre)	Railway Second slipper



(B) Travel by Rajdhani Express:

Sr. No.	Recommended Pay Scale as per 7th PC	Eligibility
1	Rs.1,10,100/- and above	AC First Class
2	Rs.55600/- and above but below Rs.1,10,100/-	Second AC Two Tier Sleeper
3	Rs.29100/- and above but below Rs. 55,600/-	AC Chair Car

(C) Travel by Shatabdi Express:

Sr. No.	Recommended Pay Scale as per 7th PC	Eligibility
1	Rs.1,10,100/- and above	Executive Class
2	Rs.29100/- and above but below Rs. 110100/-	AC Chair Car

All employees are entitled to travel by Rail by entitled class by the shortest route to the Destination. Employees can also avail benefit of travel through sea or river route, by road. The details of entitlement are available in Circular dtd. 31.05.2016.

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- a) The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the employee and his hometown, once in a block of two calendar years.

Provided that in the case of Employees to whom leave travel concession to hometown is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to hometown available to him at the time of commencement of the journey; from which circular.

3. Admissibility

During Leave only: The concession can be availed during / Earned leave / casual leave / Half Pay leave, converted leave, extra ordinary leave/ Maternity leave. LTC during Leave Preparatory to Retirement (LPR) is permissible if the journey is completed before retirement. (So, leave is mandatory for availing the LTC).

4. Declaration of place of visit under Leave Travel Concession to any place in India.-

When the concession to visit any place in India is proposed to be availed of by an Employee or any member of the family of such Government servant, the intended place of visit shall be declared by the Employees in advance to his controlling officer.

5. Encashment of Earned Leave along with LTC

Employees are allowed to encash maximum 10 days earned leave at the time of availing of LTC.

6. Reimbursement

Reimbursement under the leave travel concession scheme shall cover for expenses of journey on a through ticket over the shortest direct route.

7. Advance:

Up to 90% of the fare can be taken.

8. Visit to the declared place essential:

Visit to the declared Home town or the declared place of visit for any place in India is an essential condition. LTC claim will not be allowed if place declared is not visited.

9. Claim:

A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within one month after the completion of the return journey, if no advance had been drawn.

10. Revised Delegation of Powers (HR)

As per GUVNL Letter No. GUVNL/HR/AGM/1737A dt. 16/10/2014.

Sr. No.	Nature of Power	LTC/HTC Approving authority
1.	Class IV of Corporate	HOD & HR Head
2.	Class III of Corporate	
3.	Class II of Corporate	
4.	Rank of DE/AO/Sr. SO & Equivalent	
5.	Rank of EE & equivalent	Director (Admin)
6.	Rank of SE & equivalent	
7.	Rank of ACE & above	

11. Rate of Road Mileage for Class I & II Officers (own/hired or borrowed):

Sr. No.	Particulars	Revised Rate of fuel in Rs. Per KM as per circular no. GUVNL/HR/Road Mileage/667 dtd 21.04.2022
Motor Car, Jeep etc.		
1	Petrol Driven	11.00
2	Diesel Driven	10.00
3	CNG Driven	06.00
2 wheeler		
1	Motor cycle/scooter	2.5
Other type of vehicle		
1	CNG	2.5

12. Rate of Road Mileage for Class III & IV Officers (own/hired or borrowed):

Sr. No.	Particulars	Revised Rate of fuel in Rs. Per KM as per circular no. GUVNL/HR/Road Mileage/667 dtd 21.04.2022
Two Wheeler		
1	Scooter/Motor Cycle	2.5
2	Other type	2.5

References: Establishment Circular/GSO/Circulars/etc.

- > GUVNL/HR/LTC-HTC/410 dtd 31.05.2016
- > GUVNL Letter No.GUVNL/HR/AGM/1737A dt. 16/10/2014
- > GUVNL/HR/ Road mileage/667 dtd 21.04.2022
- > GUVNL/HR/LTC-HTC/3217 dtd 14.03.2016
- > GUVNL/HR/LTC/412 dtd 11.02.2011
- > GUVNL/HR/LTC/2452 dtd 16.11.2010
- > Establishment CircularNo. 262 dtd 06.04.1977
- > GUVNL/HR/LTC-HTC/3218 dt.14.03.2016.
- > GUVNL/HR/income ceiling/1735 dtd. 27.12.2016



Disclaimer!

The purpose of this employee handbook is to bring together into convenient place a summary of some of the policies/rules/regulations that affect employees.

Furthermore, this handbook is intended to provide general guidance and information only and should not be construed as creating any contractual rights or obligations between the Company and its employees. Specific terms and conditions of employment are governed by applicable laws, regulations, employment contracts, agreements etc. where applicable.

The contents of this Employee Handbook serve as a guide for employees of Gujarat Urja Vikas Nigam Ltd (GUVNL) and its subsidiaries. While every effort has been made to ensure accuracy and clarity, it is important to note that this handbook may not cover every possible scenario or situation. The rules, regulations, policies, and procedures outlined in this handbook are subject to change/amendment/alteration. Employees should refer to latest circulars, general standing orders, guidelines, and directives issued by GUVNL from time to time for the most up-to-date information.

Further, In instances where there is uncertainty or confusion regarding the interpretation of any rule or regulation of this handbook, the guidance provided in the latest circulars, general standing orders, letters of GUVNL shall take precedence and be considered final and binding.

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THANK YOU



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