

TableNo-13:- IT

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Table No.13.1: - SE (IT)**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To supervise the IT projects/ works allotted to XENs/AENs/APs/JEN/AAO and other officials working under him As per distribution of work	Monthly	%	100%	60%	50
2	To dispose off all correspondences and compliance of directions issued by higher authorities maximum within 15 working days after receiving from the XEN/AAO as the case may be Within 15 days of receiving.	Monthly	%	100%	60%	35
3	To submit Bi-annual report on changes/improvement needed in Discoms IT systems Last day of every 6 month	Half Yearly	%	100%	60%	15

Table No.13.2: - XEN-I (IT)**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To supervise the IT projects/ works allotted to AEN IT's working under him As per directions	Monthly	%	100%	60%	50
2	To dispose off all correspondences and compliance of directions issued by higher authorities maximum within Seven working days Within 7 days.	Monthly	%	100%	60%	40
3	To ensure verification & payment of invoices submitted by Vendor within 7 working days.	Monthly	%	100%	60%	5
4	Redressal of grievances received via voice calls/sms/whatsapp on mobile phone, within 15 days	Monthly	%	100%	50%	5%

Table No.13.3: - XEN-II (IT)**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To supervise the IT projects/ works allotted to AEN IT's working under him	Monthly	%	100%	60%	50
2	To dispose off all correspondences and compliance of directions issued by higher authorities maximum within Seven working days.	Monthly	%	100%	60%	40
3	To ensure verification & payment of invoices submitted by Vendor within 7 working days.	Monthly	%	100%	60%	10

Table No.13.4: - AEN (IT)**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To dispose off all correspondences and compliance of directions issued by higher authorities maximum within three working days.	Monthly	%	100%	60%	20
2	To ensure verification & payment of invoices submitted by Vendor within 3 working days. *(Not applicable for Zonal AENs (IT)).	Monthly	%	100%	60%	20
3	To ensure integration of application with existing/forthcoming IT Projects.	Monthly	%	100%	60%	20
4	To ensure User/employees training on new/existing IT systems including at induction level.	Monthly	%	100%	60%	20
5.	To ensure monthly meetings with IA's of their respective circles. *(Applicable only for Zonal AENs (IT) submission of monthly meeting report.	Monthly	%	100%	60%	15
6.	Redressal of grievances received via voice calls/sms/whatsapp on mobile phone, within 15 days	Monthly	%	100%	50%	5

Table No.13.5: - JEN (IT)**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To assist the XEN (IT-II) in the Tenders/Projects/works allotted to him	Monthly	%	100%	50%	40
2	To assist the AEN IT's under XEN (IT-II) in all IT projects/works allotted to them.	Monthly	%	100%	50%	40
3	To dispose off all correspondences and compliance of directions issued by higher authorities maximum within three working days.	Monthly	%	100%	50%	20

Table No.13.6: - AAO-II**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To prepare the replies of RTIs received in office of SE (IT) within 3 working days	Monthly	%	100%	60%	10
2	To prepare the replies of Assembly questions pertains to the office of SE (IT) immediately after receiving assembly questions	Monthly	%	100%	60%	10
3	To resolve/process the grievances related to billing work as per SOP	Monthly	%	100%	60%	10
4	To ensure reply/ removal of draft para of AG audit within maximum three months.	Monthly	%	100%	60%	20
5	To ensure reply/ removal of draft para of Internal audit within maximum three months.	Monthly	%	100%	60%	20
6	To ensure the timely extensions of BG/PBG/SBG (If any)	Monthly	%	100%	60%	10
7	To ensure timely release of BG/PBG/SBG (If any)	Monthly	%	100%	60%	10
8	To dispose off all correspondences and compliance of directions issued by higher authorities maximum within three working days.	Monthly	%	100%	60%	10

Table No.13.7: - Assistant Programmer**HoD: Addl. CE (M&P-IT), AVVNL, Ajmer**

Sr. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To ensure uploading of all new IT tenders at e-procurement, SPPP and AVVNL official website Provide log sheet generated after successful uploading of documents.	Monthly	%	100%	40%	10
2	To ensure purchasing through GEM portal As per requirement of the office.	Monthly	%	100%	40%	5
3	To ensure compliance of decisions taken by various IT committees like PACT/IT Review meeting/ IT project implementation & monitoring committee and others By submitting relevant documents..	Monthly	%	100%	40%	10
4	To monitor all E-mail accounts of __.avvnl@rajasthan.gov.in domain are active and functioning properly This is measured as Total number of complaints received from AVVNL officers/officials.	Monthly	%	100%	40%	5
5	To ensure uploading of all documents / circulars/ orders/ tender documents etc on energy portal of AVVNL This is measured as per records mentioned in website uploading register.	Monthly	%	100%	40%	10
6	To ensure uninterrupted supply of BULK SMS for IT applications from M/s RISL Provide statement of Balance SMS.	Monthly	%	100%	40%	10
7	To monitor disposal of incidents registered under Cyber Security By submitting relevant documents.	Monthly	%	100%	40%	5
8	To assist for creating back-up data of all existing vendors on State Data Centre of DoIT&C Complete back-	Monthly	%	100%	40%	10

	up data of all existing vendors					
9	To ensure co-ordination / assistance with NIC & DOIT&C team Co-ordination / assistance with NIC & DOIT&C team..	Monthly	%	100%	40%	5
10	To assist in integration process of AVVNL IT Projects with DOIT&C applications As per scope of work..	Monthly	%	100%	40%	5
11	To assist in development of in house application / software As per requirement of the office.	Monthly	%	100%	50%	10
12	To ensure timely e-mail communications (inward & outward) of seitajm.avvnl@rajasthan.gov.in : Proper register will be maintained	Monthly	%	100%	50%	5
13	To ensure keeping updated status of Old/New IT Tenders As per requirement	Monthly	%	100%	50%	5
14	To dispose of all correspondences and compliance of directions issued by higher authorities maximum within three working days.	Monthly	%	100%	50%	5