

Table No. 15: CCOA

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Table No. 15.1: Sr. AO (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Supervision work of Examination & passing of bills related to Transformers, Poles, Steel Items etc.	Daily	Yes/No	100	100%	20%
2.	Supervision work of Examination & passing of bills related to allotted projects	Daily	Yes/No	100	100%	20%
3.	ATDs/ATCs/ICTs sent to concerned circles within 7 days after making payment.	Monthly	Yes	100%	70%	10%
4.	Payment intimation sent to MM wing in order to ensure recovery within 3 days after making payment.	Monthly	Yes	100%	70%	10%
5.	Defacing of REC claim would be done Within 3 days as and when the claim amount reached to Rs. 20 Cr.	Monthly	Yes	100%	70%	10%
6.	Timely submission of monthly Trial Balance with Inventories of Amount deducted from Supply Bills by the end of the subsequent month.	Monthly	Yes	100%	50%	20%
7.	Timely deposition of Statutory deduction & timely filing of Statutory Returns on very due date.	Monthly	Yes	100%	70%	10%

Table No. 15.2: AAO- I (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Supervision work of Examination & passing of bills related to Cable, Conductor, VCB, Repair of Transformers, O & M of GSS& Other Misc. Items etc.	Daily	Yes/No	100	100%	20%
2.	Supervision work of Examination & passing of bills related to allotted projects	Daily	Yes/No	100	100%	20%
3.	ATDs/ATCs/ICTs sent to concerned circles within 7 days after making	Monthly	Yes	100%	70%	10%

	payment.					
4.	Payment intimation sent to MM wing in order to ensure recovery within 3 days after making payment.	Monthly	Yes	100%	70%	10%
5.	Defacing of REC claim would be done Within 3 days as and when the claim amount reached to Rs. 20 Cr.	Monthly	Yes	100%	70%	10%
6.	Timely submission of monthly Trial Balance with Inventories of Amount deducted from Supply Bills by the end of the subsequent month.	Monthly	Yes	100%	50%	20%
7.	Timely deposition of Statutory deduction & timely filing of Statutory Returns on very due date.	Monthly	Yes	100%	100%	10%

Table No. 15.3: AAO- II (1) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing work of bills related to Transformers (25 KVA & More).	Daily	Yes/No	100	70%	40%
2.	Examination & passing work of bills related to allotted project works.	Daily	Yes/No	100	70%	20%
3.	Supervision work of Examination & passing of bills related to transformers (below 25 KVA)	Daily	Yes/No	100	70%	20%
4.	Watching recoveries against supply of material (Transformers) & Projects.	Seven Days	Yes/No	100	70%	20%

Table No. 15.4: AAO- II (2) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing work of bills related to Transformers (less than 25 KVA).	Daily	Yes/No	100	70%	30%
2.	Examination & passing work of bills related to allotted project	Daily	Yes/No	100	70%	20%

	works, CLRC, TW works & Third party inspection.					
3.	Supervision of work of Examination & passing of bills related to Remaining transformers, GSS bills related to O&M.	Daily	Yes/No	100	70%	20%
4.	Supervision work related to cash & Bank.	Daily	Yes/No	100	70%	10%
5.	Supervision work related to PFC / REC Claims & Project Claims.	Monthly	Yes/No	100	70%	10%
6.	Supervision work related to RTI, GPF/CPF, ATD & ATC.	Monthly	Yes/No	100	70%	10%

Table No. 15.5: AAO- II (3) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing work of bills related to GSS bills related to O&M.	Daily	Yes/No	100	70%	30%
2.	Supervision work of Examination & passing of bills related to Misc. Items.	Daily	Yes/No	100	70%	30%
3.	Supervision work of Examination & passing of bills related to Projects.	Daily	Yes/No	100	70%	20%
4.	Supervision of work related to General Accounts.	Daily	Yes/No	100	70%	20%

Table No. 15.6: AAO- II (4) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Supervision of work of Examination & passing of bills related to Pole & Repair of Transformers.	Daily	Yes/No	100	70%	40%
2.	Supervision work of Examination & passing of bills related to Cable & Conductor, Steel items.	Daily	Yes/No	100	70%	30%
3.	Supervision of work of Examination & passing of bills related to Projects.	Daily	Yes/No	100	70%	20%
4.	Work relating to reply of audit	Daily	Yes/No	100	70%	10%

	paras& Assembly question.					
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Table No. 15.7: Jr. Accountant (1) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing of bills related to Repair of Transformers.	Daily	Yes/No	100	70%	40%
2.	Examination & passing of bills related to allotted projects.	Daily	Yes/No	100	70%	40%
3.	Watching recoveries against supply of material (repair of transformers).	Daily	Yes/No	100	70%	20%

Table No. 15.8: Jr. Accountant (2) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing of bills related to Cable & Conductor & Steel items.	Daily	Yes/No	100	70%	40%
2.	Examination & passing of bills related to allotted projects.	Daily	Yes/No	100	70%	40%
3.	Watching recoveries against supply of material (cable, conductor & steel items).	Daily	Yes/No	100	70%	20%

Table No. 15.9: Jr. Accountant (3) (CPC)

HoD: CCOA

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing of bills related to CTPT, VCB, Stay sets & Other Misc. Items.	Daily	Yes/No	100	70%	40%
2.	Examination & passing of bills related to allotted projects.	Daily	Yes/No	100	70%	40%
3.	Watching recoveries against supply of material (Misc. items).	Daily	Yes/No	100	70%	20%

Table No. 15.10: Jr. Accountant (4) (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Preparation of Monthly Accounts, reconciliation of various heads & Reconciliation of ATD & ATC.	Daily	Yes/No	100	70%	40%
2.	All Taxation works.	Daily	Yes/No	100	70%	30%
3.	Examination & passing of bills related to allotted projects.	Daily	Yes/No	100	70%	20%
4.	Preparation of Project accounts as per requirement and audit thereof.	Daily	Yes/No	100	70%	10%

Table No. 15.11: Jr. Accountant (5) (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Preparation of daily fund requirement, preparation of Cheques / RTGS, Preparation of cash book.	Daily	Yes/No	100	70%	40%
2.	Examination & passing of bills related to Oil.	Daily	Yes/No	100	70%	40%
3.	Watching recoveries against supply of material (Oil).	Daily	Yes/No	100	70%	20%

Table No. 15.12: Jr. Accountant (6) (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing of bills related to Poles.	Daily	Yes/No	100	70%	40%
2.	Examination & passing of bills related to allotted projects.	Daily	Yes/No	100	70%	40%
3.	Watching recoveries against supply of material (Poles).	Daily	Yes/No	100	70%	20%

Table No. 15.13: Jr. Accountant (7) (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Examination & passing of bills related to Meters.	Daily	Yes/No	100	70%	20%
2.	Examination & passing of bills related to allotted projects.	Daily	Yes/No	100	70%	20%
3.	Preparation of all REC/PFC Claims and Other New schemes	Fort nightly	Yes/No	100	70%	30%
4.	Preparation and sending of ATD/ATC/ICT to various circle	Monthly	Yes/No	100	70%	20%
5.	Preparation information related to GPF / CPF	Monthly	Yes/No	100	70%	10%

Table No. 15.14: Commercial Assistant I (CPC)**HoD: CCOA**

S. NO.	KPI - Definitions	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	RR and Dispatch	Daily	Yes/No	100	70%	40%
2.	Works related timely up keeping records.	Daily	Yes/No	100	70%	40%
3.	Maintain Attendance / leave records of staff	Monthly	Not Measurable	100	70%	20%

Table No. 15.15: AO (W&M)**HoD: CCOA**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Applying for working capital loans within the ceiling based upon the requirement of resources from Sr. AO (CPC) and after getting sanction of working capital loan as well as counterpart funding of capex projects, to perform all the ancillary activities like preparation of agenda note for decision of borrowing committee, correspondence with GoR for obtaining the concurrence and required Govt.Guarantee, Loan Agreement,Charge Creation with ROC etc. (within 10-15 days)	Monthly	Yes/No	100%	80%	20%

2	Correspondence and pursuance with GoR for release of Tariff Subsidy, Equity and other grants and subsidies	Fortnightly/monthly	Yes/No	100%	70%	10%
3	Activities relating to UDAY Scheme World Bank Loan and Credit Rating Agency	Monthly	Yes/No	100%	50%	5%
4	Debt Servicing Activities like payment of Principal/interest on loans, Guarantee Commission, interest of bonds etc.	Monthly/quarterly/ Halfyearly/Yearly	Yes/No	100%	70%	10%
5	Preparation of monthly trial balance of the section up to the end of next month	Monthly	Yes/No	100%	80%	5%
6	Activities regarding issuance of proposed bonds-Rating of Bonds, Correspondence with Consultant Debenture Trustee, Legal Counsel, RTA and other work (within 10 days)	Monthly	Yes/No	100%	50%	10%
7	Timely preparation and submission of all information like assembly questions, A.G. Paras, RTI, 15 th Finance commission, Expenditure Reform Committee, State Renewal Fund etc. and information sought by GoR within 7 days	Monthly	Yes/No	100%	80%	10%
8	Supervision Work related to concurrence & Guarantee cases and reply and information to AG office	Regularly	Yes/No	100%	70%	10%
9	Checking of Salary Bills, FVC Bills, Leave record and service book and personal file of officials and all other works of establishment.	Monthly	Yes/No	100%	80%	5%
10	Monitoring of fund transfer to circles and CPC and Power Purchase payments.	Daily	Yes/No	100%	80%	10%
11	Monitoring of receipt of funds/loans through RTGS from banks/FI's and transfer of funds from collection account to pd account & CC account.	Daily	Yes/No	100%	80%	5%

Table No. 15.16: AAO (W&M)

HoD: CCOA

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Applying for working capital loans within the ceiling based upon the requirement of resources from Sr. AO (CPC) and after getting sanction of working capital loan as well as counterpart funding of capex projects, to perform all the ancillary activities like preparation of agenda note for decision of borrowing committee, correspondence with GoR for obtaining the concurrence and	Monthly	Yes/No	100%	80%	20%

	required Govt.Guarantee, Loan Agreement,Charge Creation with ROC etc. (within 10-15 days)					
2	Correspondence and pursuance with GoR for release of Tariff Subsidy, Equity and other grants and subsidies	Fortnightly/monthly	Yes/No	100%	70%	10%
3	Activities relating to UDAY Scheme,World Bank Loan and Credit Rating Agency	Monthly	Yes/No	100%	50%	5%
4	Debt Servicing Activities like payment of Principal/interest on loans,Guarantee Commission, interest of bonds etc.	Monthly/quarterly/ Halfyearly/Yearly	Yes/No	100%	70%	10%
5	Preparation of monthly trial balance of the section up to the end of next month	Monthly	Yes/No	100%	80%	5%
6	Activities regarding issuance of proposed bonds-Rating of Bonds, Correspondence with Consultant,DebentureTrustee,LegalCounsel,R TA and other work (within 10 days)	Monthly	Yes/No	100%	50%	10%
7	Timely preparation and submission of all information like assembly questions,A.G. Paras, RTI,15 th Finance commission, Expenditure Reform Committee, State Renewal Fund etc. and information sought by GoR within 7 days	Monthly	Yes/No	100%	80%	10%
8	Supervision Work related to concurrence & Guarantee cases and reply and information to AG office	Regularly	Yes/No	100%	70%	10%
9	Checking of Salary Bills, FVC Bills, Leave record and service book and personal file of officials and all other works of establishment.	Monthly	Yes/No	100%	80%	5%
10	Monitoring of fund transfer to circles and CPC and Power Purchase payments.	Daily	Yes/No	100%	80%	10%
11	Monitoring of receipt of funds/loans through RTGS from banks/FI's and transfer of funds from collection account to pd account & CC account.	Daily	Yes/No	100%	80%	5%

Table No. 15.17: AAO-II-1 (W&M)

HoD: CCOA

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Compilation of Monthly Progress under UDAY Scheme within 3 days	Monthly	Yes/No	100%	50%	10%
2	Information to GoI, GoR regarding UDAY within 7 days	Monthly	Yes/No	100%	50%	5%

3	UDAY format (concerned with this section) for uploading the Data on UDAY Portal within 7 days	Monthly	Yes/No	100%	50%	5%
4	Information and correspondence regarding UDAY Scheme within 3 days	Monthly	Yes/No	100%	80%	5%
5	Preparation and compilation of the information on various parameters under UDAY in UDAY Agenda note which to be placed before Coordination Committee within 5 days	Monthly	Yes/No	100%	80%	10%
6	Status of funding (2nd Tranche) to Discom under DPL by World Bank – of within 7 days	Monthly	Yes/No	100%	80%	5%
7	Information and correspondence regarding WBL within 7 days	Monthly	Yes/No	100%	70%	5%
8	Outstanding Loans of AVVNL as on month with ROI	Monthly	Yes/No	100%	50%	5%
9	Proposed Bonds – Activities, Correspondence regarding Rating of Bonds, Correspondence with Consultant, Correspondence with Debenture Trustee, Correspondence with Legal Council, Correspondence with RTA, Other works within 10 days	Monthly	Yes/No	100%	70%	10%
10	Old Bonds – Benpos Records, TDS Certificates, General information	Monthly	Yes/No	100%	65%	5%
11	Correspondence and providing information to the Rating agency's	Monthly	Yes/No	100%	65%	5%
12	Preparation of information and correspondence with Government, information and correspondence of Assembly Question/AG para/15th Finance Commission, Expenditure Reform Committee, State Renewal Fund etc. within 7 days	Monthly	Yes/No	100%	50%	10%
13	Preparation of Daily Activity Chart, Projected and Actual Cash Flow on monthly and yearly basis.	Daily/Monthly/ Yearly	Yes/No	100%	80%	15%
14	Reply of matters related to Hon'ble RERC	Regularly	Yes/No	100%	50%	5%

Table No. 15.18: AAO-II-2(W&M)

HoD: CCOA

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UO M	Target	Cut-off Target	Weig htag e
1	Preparation of counterpart funding loan application and proposals of Central Projects and submission to Regular follow up with REC / PFC Ltd. for timely	Weekly/monthly/yearly	Yes/ No	100%	70%	10%

	sanction.					
2	Preparation of agenda note for Borrowing Committee of BOD for approval of term loans from REC/PFC Ltd. and follow up from obtaining resolution of Board from CS, Avvnl.	Weekly/monthly/yearly	Yes/ No	100%	70%	5%
3	Preparation of all relevant papers related to Loan agreement, Default Escrow Cover of term loans in respect of REC Ltd. and follow up to make Loan agreement from all REC	Weekly/monthly/yearly	Yes/ No	100%	70%	15%
4	Preparation of all relevant papers for Counter Guarantee, concurrence and Govt. guarantee	Weekly/monthly/yearly	Yes/ No	100%	50%	15%
5	To follow-up for timely release of concurrence and Govt. guarantee from Energy Department. and FinanceDepartment., Secretariat, Govt. of Rajasthan for All loans (STL/TL) from all Banks/FI's	Weekly/monthly/yearly	Yes/ No	100%	50%	15%
6	Obtaining scheme-wise details of claims prepared and lodged with REC from XEN (RE) on weekly basis and follow-up for timely release of funds from REC.	Daily/Monthly	Yes/ No	100%	80%	10%
7	Maintenance of scheme-wise complete ledgers with timely updating in respect of P:SI(Bulk), GPPVY, IE(Dis.), RGGVY, DDUGJY, IPDS, SAUBHAGYA loan/grant	Monthly	Yes/ No	100%	70%	10%
8	Action regarding rebate under NEF scheme.	Yearly	Yes/ No	100%	70%	5%
9	Preparation of HR, intimation letter & RTGS form of REC of TL payments & maintenance of relevant payment register. To ensure timely repayment of term loans and interest thereon on due date.	Daily	Yes/ No	100%	70%	10%
10	Reconciliation of outstanding term loan including R-APDRP, RGGVY, DDUGY, and watch escrow coverage given to REC for further enhancement in time with completion of due formalities.	Quarterly	Yes/ No	100%	80%	5%

Table No. 15.19: AAO-II-3 (W&M)

HoD: CCOA

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
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1	Preparation of WCTL loan proposals as per ceiling under UDAY and submission to Banks/FI's, Regular follow up with banks/FIs for timely sanction.	Weekly/Monthly/Yearly	Yes/No	100%	70%	10%
2	Preparation of agenda note for Borrowing Committee of BOD for approval of all WCTL loans from Banks/FI's and follow up for obtaining resolution of Board from CS, Avvnl.	Weekly/Monthly/Yearly	Yes/No	100%	70%	5%
3	Preparation of all relevant papers related to Loan agreement, creation of Hypothecation & charge satisfaction of all WCTL loans in respect of all Banks/FI's and follow up to make Loan agreement from all Banks/FI's	Weekly /Monthly/Yearly	Yes/No	100%	70%	15%
4	Preparation of all relevant papers for Counter Guarantee, concurrence and Govt. guarantee	Weekly /Monthly/Yearly	Yes/No	100%	50%	15%
5	Maintenance of scheme-wise complete ledgers with timely updating in respect of WCTL/grant.	Monthly	Yes/No	100%	80%	10%
6	Preparation of HR, intimation letter & RTGS form of all Bank/FI's of WCTL payments & maintenance of relevant payment register. To ensure timely repayment of all loans and interest thereon on due date.	Daily	Yes/No	100%	70%	10%
7	Maintenance of complete record of bonds issued by Discom and Loans take over by State Govt. and timely debt servicing of Bonds issued by Nigam and other related works.	Half yearly	Yes/No	100%	70%	10%
8	Work related to rating of credit facilities. Issuance of No Default Statement to the rating agency on 1st day of each month	Monthly	Yes/No	100%	90%	10%
9	Preparation of statement of monthly capital expenditure and resource mobilization in respect of annual plan	Monthly	Yes/No	100%	90%	5%
10	Sending letter to State Govt. for issuing equity capital based on IEBR & incurred expenditure.	Monthly	Yes/No	100%	70%	5%
11	Issuance of No Default Statement to the rating agency on 1st day of each month	Monthly	Yes/No	100%	70%	5%

Table No. 15.20: Jr.Acctt-I (W&M)**HoD: CCOA**

S.No.	KPI – Definition	Evaluation (Daily/Weekly/Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Preparation of consolidated statement of fund required by All Circles of 4 th day, 14 th day, 24 th day of month	Weekly	Yes/No	100%	70%	15%
2	Intimation of fund transfer to circles and CPC	Daily	Yes/No	100%	70%	10%
3	Preparation of HR, RTGS of payment related to Circles, CPC and power purchase.	Daily	Yes/No	100%	70%	10%
4	Preparation of details of GST and timely submission of information to AAO Taxation and	Quarterly	Yes/No	100%	70%	10%
5	Preparation of details of Guarantee commission quarterly and Preparation of 15 and 19 column information of Government Guarantee timely and submission of information to the FD	Quarterly/Half Yearly	Yes/No	100%	70%	10%
6	Preparation of all type of FVC bills regarding building rent, water and electricity charges, hiring charges of vehicle, computers, ex-serviceman and other contingency charges for timely payment.	Monthly	Yes/No	100%	70%	10%
7	Taking SDA & timely submission of SDA Account for adjustment.	Monthly	Yes/No	100%	70%	10%
8	Work related to store and maintenance of stock register.	Monthly	Yes/No	100%	70%	5%
9	Work related to receipt and dispatch, preparation of DAK Pad and delivery of DAK to employees on daily basis.	Daily	Yes/No	100%	90%	5%
10	Hindi Typing Work	Monthly	Yes/No	100%	70%	5%
11	Maintenance of Log Book	Monthly	Yes/No	100%	70%	5%
12	Confidential Section Work	Monthly	Yes/No	100%	70%	5%

Table No. 15.21: Jr.Acctt-2 (W&M)**HoD: CCOA**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To get transfer of revenue on daily basis, transfer of funds as per sanction of State Govt.	Daily	Yes/No	100%	80%	30%
2	To arrange online transfer of funds through bank to CPC/Circles, monitoring timely clearance of cheques, payment through RTGS in favour of REC, PFC, LIC etc.,payment of WB/APDP loan and interest, stamp duty through challans and maintaining relevant records.	Daily	Yes/No	100%	80%	30%
3	Monitoring of receipt of funds/loans through RTGS from banks/FI's, to arrange default escrow cover from SBI in favour of banks/FI's and any other related works.	Daily	Yes/No	100%	100%	10%
4	Timely collection of bank statement for central collection a/c, CC a/c and other designated accounts with SBI for each month, reconciliation of Govt. PD a/c 1 & 2 on daily/monthly basis,	Monthly/ Quarterly/ Half Yearly	Yes/No	100%	100%	10%
5	Maintenance complete record of challan of Govt. Sanction and revenue remittance etc.	Monthly	Yes/No	100%	50%	10%
6	Pursuance with Banks and Treasury for fund transfer related matters.	Daily/Monthly	Yes/No	100%	50%	10%

Table No. 15.22: Jr. Acctt-3 (W&M)**HoD: CCOA**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation and submission of monthly Trial Balance to corporate office of this section and Power purchase details up to the end of next month. Preparation of provisional monthly/ quarterly/ half yearly and yearly accounts and schedules of this section as desired by Head office.	Monthly	Yes/No	100%	70%	20%

2	Preparation of JV/ATD/ATC & ICT (Within one Month)	Monthly	Yes/No	100%	80%	15%
3	Reply of accounts related Audi Para by Statutory Auditor and Supplementary audit by AG within 3 days	Yearly	Yes/No	100%	70%	10%
4	Collection & Compilation of monthly ICT & ATD received from all circles and sister companies.	Monthly	Yes/No	100%	100%	5%
5	Reply of various letters received from GoR/ regarding Govt. Support etc Reply of various letters received from A.G.	Monthly/Halfyearly/ Yearly	Yes/No	100%	70%	15%
6	Pursuance for timely release of Govt. support for equity, tariff subsidy and other grants and subsidies etc. as per drawl schedule and other Govt. related matters	Yearly	Yes/No	100%	50%	15%
7	Timely reconciliation with AG in respect of Govt. head of accounts and preparation of JV voucher. Wherever required and to obtain certificate to this effect at the end of financial year and necessary correspondence in this regard	Monthly	Yes/No	100%	70%	5%
8	Timely initiate case for enhancement of Authorized Share capital limit for BOD approval	Yearly	Yes/No	100%	100%	5%
9	All Establishment matters of this office and Upkeeping of related records.	Monthly	Yes/No	100%	70%	5%
10	Timely initiate the case of extension for hiring of vehicle/building/ex-serviceman etc.	Yearly	Yes/No	100%	70%	5%

Table No. 15.23: Jr.Acctt-4(W&M)

HoD: CCOA

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Work related to preparation of salary for officials of Ajmer Discom working in the various offices situated at Jaipur including the officials of AVVNL deputed in Rajasthan RajyaUrjaVikas Nigam Ltd, Jaipur.	Monthly	Yes/No	100%	80%	10%
2	AGI, ACP sanction of employees working in Jaipur. Sanction of Medical Leave, Privilege Leave, Child Care Leave of all officials.	Yearly	Yes/No	100%	80%	10%
3	Maintenance of Leave records & to keep the records of all officials i.e. Service Books and Personal Files etc. for all officials.	Daily/Monthly	Yes/No	100%	50%	10%

4	Maintenance of C-1,C-2 register.	Monthly	Yes/No	100%	100%	10%
5	Payment of power purchase/UI charges through RUVN/SLDC etc as per their requisition & debt servicing and other all type of payments including payment through Escrow mechanism after deduction of TDS if any and timely deposition of TDS & GST. Timely transfer of funds to CPC/Circles.	Regularly	Yes/No	100%	70%	10%
6	Preparation of daily basis cash flow, pending liabilities on daily basis after collecting information from all officials and its submission to CMD/MD/Dir. (Fin) on daily basis through FAX/E-mail.	Regularly	Yes/No	100%	50%	10%
7	Preparation of Cash Book.	Regularly/Monthly	Yes/No	100%	80%	10%
8	Reconciliation of power purchases on monthly basis with RUVN & RVPN online power purchase, UI charges etc and necessary correspondence with RUVN, RVPN & SLDC etc.	Regularly	Yes/No	100%	50%	10%
9	Submission of monthly stock inventory to SBI	Monthly	Yes/No	100%	50%	10%
10	Maintenance of all type of accounts including cash credit accounts, current accounts, LC accounts etc. with SBI	Daily	Yes/No	100%	70%	10%