

CE/ACE (T&S-CSS-PROJECT)

Annexure-3

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Table No 7.1 - -- CE/ACE(T&S-CSS-PROJECT)

HoD - ACE (T&S-CSS)

S. No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Monitoring of TW/CSS Works					
1.1	Ensure Monitoring of preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	yes	1%	60%	20%
1.2	Ensure Monitoring of call of tenders within three months of approval of DPR with completing required formalities such as preparation of specification/PQR and seeking necessary approval as per guidelines of the scheme	Yearly	yes	1%	60%	20%
1.3	Ensure Monitoring of award of Contracts after call of tenders within schedule time complying the approval/ guideline of scheme	Yearly	yes	1%	60%	20%
1.4	Ensure Monitoring of release of EMD/ Bid security of un-successful bidders within one month of eligibility as per SBD provisions	Quarterly	yes	1%	60%	5%
1.5	Ensure Monitoring of submission of Closure case in the competent committee within 6 months from the submission of closures documents by nodal officers. This includes finalization of recoveries and getting audited and arranging other necessary documents/ details.	Yearly	yes	1%	60%	10%
2	Monitoring of DSM/DF & Training Wing					
2.1	Monitoring/Supervision regarding Finalizing Input Energy in DF/MBC area for Invoice generation.	Monthly	7 days	1%	60%	5
2.2	Monitoring/Supervision regarding compliance of Audit report of DF/MBC	Quarterly	one month	1%	60%	10
2.3	Monitoring/Supervision regarding DSM activities.	Quarterly	Yes	1%	60%	5
2.4	Monitoring/Supervision regarding Training and Safety programmes	Quarterly	Yes	1%	60%	5

Table No.:- 7.2- XEN(DSM-Trg / DF)

HoD - ACE (T&S-CSS)

Key Performance Indicators						
S. No	Description of work	Evaluation (Monthly/Quarterly/ Half yearly/Yearly)	Unit of measurement	Target	Cut-Off Target	Weightage of 100 %
A.	DSM					
1	Resolving the difficulties arises in post implementation period of distribution of 7 watt LEDs under DELP Scheme.	Monthly	%	1%	60%	5%
2	PAT (Perform, Achieve and Trade) Scheme of Designated Consumer Ajmer Discom.	Yearly	%	1%	50%	5%
(a)	MEA (Mandatory Energy Audit) of Discom	Yearly	%	1%	50%	5%
3	Dealing Right to information (RTI).	Monthly	%	1%	60%	5%
B	Training					
4	Training/Refresher course for capacity Building	Half Yearly	%	1%	60%	5%
5	Training programme in coordination with national training programme or other agencies	Half Yearly	%	1%	60%	10%
6	Training for safety awareness	Half Yearly	%	1%	60%	5%
C.	DF					
7	Checking the Input Energy received jointly signed by XEN(M&P) and DF representative for respective month to raise the invoice	Monthly	%	1%	60%	5%
8	Dealing Right to Information (RTI) Correspondence	Weekly	%	1%	50%	5%
9	Checking the Standard of Performance(SOP) parameters received from M/s TPADL	Quarterly	%	1%	60%	5%
10	Techno commercial evaluation of Report prepared by M/s PWC	Quarterly	%	1%	60%	10%
11	Monitoring of PDC connection and Govt Outstanding in DF area	Monthly	%	1%	50%	5%
D.	MBC					
12	Checking the number of consumer billed by MBC agency in MBC Area	Monthly	%	1%	50%	5%
13	Dealing Right to Information (RTI) Correspondence	Weekly	%	1%	60%	5%

14	Checking the Performance parameters of MBC Agency as per SLA given in MBC Agreement from M/s SMSBPL	Quarterly	%	1%	60%	5%
15	Techno commercial evaluation of Report prepared by M/s PWC	Quarterly	%	1%	60%	10%
16	Keeping various files related to MBC Agency.	Monthly	%	1%	50%	5%

Table No.:- 7.3 - AEN(DSM-Trg / DF)

HOD: ACE (T&S-CSS)

Key Performance Indicators						
S. No	Description of work	Evaluation (Monthly/Quarterly/ Half yearly/Yearly)	Unit of measurement	Target	Cut-Off Target	Weightage of 100 %
A.	DSM					
1	Resolving the difficulties arises in post implementation period of distribution of 7 watt LEDs under DELP Scheme.	Monthly	%	1%	60%	5%
2	PAT (Perform, Achieve and Trade) Scheme of Designated Consumer Ajmer Discom.	Yearly	%	1%	50%	5%
(a)	MEA (Mandatory Energy Audit) of Discom	Yearly	%	1%	50%	5%
3	Dealing Right to information (RTI).	Monthly	%	1%	60%	5%
B	Training					
4	Training/Refresher course for capacity Building	Half Yearly	%	1%	60%	5%
5	Training programme in coordination with national training programme or other agencies	Half Yearly	%	1%	60%	10%
6	Training for safety awareness	Half Yearly	%	1%	60%	5%
C.	DF					
7	Checking the Input Energy received jointly signed by XEN(M&P) and DF representative for respective month to raise the invoice	Monthly	%	1%	60%	5%
8	Dealing Right to Information (RTI) Correspondence	Weekly	%	1%	50%	5%
9	Checking the Standard of Performance(SOP) parameters received from M/s TPADL	Quarterly	%	1%	60%	5%

10	Techno commercial evaluation of Report prepared by M/s PWC	Quarterly	%	1%	60%	10%
11	Monitoring of PDC connection and Govt Outstanding in DF area	Monthly	%	1%	50%	5%
D.	MBC					
12	Checking the number of consumer billed by MBC agency in MBC Area	Monthly	%	1%	50%	5%
13	Dealing Right to Information (RTI) Correspondence	Weekly	%	1%	60%	5%
14	Checking the Performance parameters of MBC Agency as per SLA given in MBC Agreement from M/s SMSBPL	Quarterly	%	1%	60%	5%
15	Techno commercial evaluation of Report prepared by M/s PWC	Quarterly	%	1%	60%	10%
16	Keeping various files related to MBC Agency.	Monthly	%	1%	50%	5%

Table No.:- 7.4 - JEN(DSM-Trg / DF)

HOD: ACE (T&S-CSS)

Key Performance Indicators						
S. No	Description of work	Evaluation (Monthly/Quarterly/ Half yearly/Yearly)	Unit of measurement	Target	Cut-Off Target	Weightage of 100 %
A.	DSM					
1	Resolving the difficulties arises in post implementation period of distribution of 7 watt LEDs under DELP Scheme.	Monthly	%	1%	60%	5%
2	PAT (Perform, Achieve and Trade) Scheme of Designated Consumer Ajmer Discom.	Yearly	%	1%	50%	5%
(a)	MEA (Mandatory Energy Audit) of Discom	Yearly	%	1%	50%	5%
3	Dealing Right to information (RTI).	Monthly	%	1%	60%	5%
B	Training					
4	Training/Refresher course for capacity Building	Half Yearly	%	1%	60%	5%
5	Training programme in coordination with national training programme or other	Half Yearly	%	1%	60%	10%

	agencies					
6	Training for safety awareness	Half Yearly	%	1%	60%	5%
C. DF						
7	Checking the Input Energy received jointly signed by XEN(M&P) and DF representative for respective month to raise the invoice	Monthly	%	1%	60%	5%
8	Dealing Right to Information (RTI) Correspondence	Weekly	%	1%	50%	5%
9	Checking the Standard of Performance(SOP) parameters received from M/s TPADL	Quarterly	%	1%	60%	5%
10	Techno commercial evaluation of Report prepared by M/s PWC	Quarterly	%	1%	60%	10%
11	Monitoring of PDC connection and Govt Outstanding in DF area	Monthly	%	1%	50%	5%
D. MBC						
12	Checking the number of consumer billed by MBC agency in MBC Area	Monthly	%	1%	50%	5%
13	Dealing Right to Information (RTI) Correspondence	Weekly	%	1%	60%	5%
14	Checking the Performance parameters of MBC Agency as per SLA given in MBC Agreement from M/s SMSBPL	Quarterly	%	1%	60%	5%
15	Techno commercial evaluation of Report prepared by M/s PWC	Quarterly	%	1%	60%	10%
16	Keeping various files related to MBC Agency.	Monthly	%	1%	50%	5%

Table No-7.5 AO (PROJECT) HOD: CE (T&S-CSS), AVVNL, Ajmer

Sr. No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Timely open of tender of SE (TW) & SE (DDUGJY) wing	Monthly	No	1%	90%	10%
2	Checking/ Vetting/Comments on case files received from SE (TW) / SE (DDUGJY)/ CE (T&S-CSS)	Monthly	No	1%	90%	10%

3	Checking/Vetting of CE level & CLPC level agendas for work orders cases of TW & DDUGJY wing along with checking of comparative statement of Techno-commercial and prices received under various TNs.	Monthly	No	1%	90%	25%
4	Checking/ Vetting of PV & other issues send by SE(DDUGJY) and SE (TW)	Monthly	No	1%	80%	15%
5	Checking / vetting of LOIs and WOs received from SE (TW), SE(DDUGJY) and CE(T&S-CSS).	Monthly	No	1%	95%	15%
6	Monitoring the BGs & contract agreement of various tenders submitted by the contractor and also the checking/ vetting of BG release case files received from SE (TW) and SE (DDUGJY).	Quarterly	No	1%	85%	15%
7	Checking/ Vetting of BOQ of various schemes and closure cases files received from SE(TW) & SE (DDUGJY)	Monthly	No	1%	80%	10%

Table No-7.6 AAO -I (PROJECT) HOD: CE (T&S-CSS), AVVNL, Ajmer

Sr. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Timely open of tender of SE (TW) & SE (DDUGJY) wing	Monthly	No	1%	90%	10%
2	Checking/ Vetting/Comments on case files received from SE (TW) / SE (DDUGJY)/ CE (T&S-CSS)	Monthly	No	1%	90%	10%
3	Checking/Vetting of CE level & CLPC level agendas for work orders cases of TW & DDUGJY wing along with checking of comparative statement of Techno-commercial and prices received under various TNs.	Monthly	No	1%	90%	25%
4	Checking/ Vetting of PV & other issues send by SE(DDUGJY) and SE (TW)	Monthly	No	1%	80%	15%
5	Checking / vetting of LOIs and WOs received from SE (TW), SE(DDUGJY) and CE(T&S-CSS).	Monthly	No	1%	95%	15%
6	Monitoring the BGs & contract agreement of various tenders submitted by the contractor and also the checking/ vetting of BG release	Quarterly	No	1%	85%	15%

	case files received from SE (TW) and SE (DDUGJY).					
7	Checking/ Vetting of BOQ of various schemes and closure cases files received from SE(TW) & SE (DDUGJY)	Monthly	No	1%	80%	10%

Table No. 7.7 AAO-II /Jr. Acctt. (PROJECT) HOD: CE (T&S-CSS),AVVNL, Ajmer

Sr. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Monitoring the BGs & contract agreement of various tenders submitted by the contractor and also the checking/ vetting of BG release case files received from SE (TW) and SE (DDUGJY).	Quarterly	No	1%	90%	20%
2	Checking & Vetting of PV and other statements received from SE (DDUGJY) and SE (TW).	Monthly	No	1%	80%	15%
3	Checking & Vetting of Various Agenda Notes, Techno-Commercial and price comparative statements, Fair Type Letter received from SE (DDUGJY) /SE (TW)	Monthly	No	1%	95%	25%
4	Checking/ Vetting/Comments on case files received from SE (TW)/SE (DDUGJY)/ CE (T&S-CSS)	Monthly	No	1%	90%	10%
5	Checking / vetting of LOIs and WOs received from SE (TW), SE(DDUGJY) and CE(T&S-CSS).	Monthly	No	1%	95%	15%
6	Checking/ Vetting of BOQ of various schemes and closure cases files received from SE (TW) & SE (DDUGJY).	Monthly	No	1%	80%	15%

Table No. 7.8- JEN (Project)**HOD: ACE (T&S-CSS), AVVNL Ajmer**

S. No.	Description of work	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	Unit of measurement	Target	Cut-Off Target	Weightage of 100 %
1	Collecting and Monitoring of review progress of works under DDUGJY/New DDUGJY/IPDS/RAPDRP etc. scheme under CSS	Monthly	%	1%	60%	20%
2	Coordinate with the contractor of AVVNL, carried work under CSS to give progress of work timely and fixed meeting at sight or in the office	Monthly	%	1%	60%	20%
3	Make correspondence from the contractor, AVVNL officer and PMA agency to complete the work in time	Monthly	%	1%	60%	20%
4	Any other work, assigned by the controlling officer	Monthly	%	1%	60%	10%
5	Expediting the case files received from SE (TW) and SE (DDUGJY)	Monthly	%	1%	60%	10%
6	Preparation of DPR related to CSS project	yearly	%	1%	60%	10%
7	Preparation of KPI for DF and MBC model	Quarterly	%	1%	60%	10%

Table No. 7.9- TA to ACE (T&S-CSS) HOD: ACE (T&S-CSS) AVVNL, Ajmer

S. No	Description of work	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	Unit of measurement	Target	Cut-Off Target	Weightage of 100 %
1	Collecting and Monitoring of review progress of works under DDUGJY/New DDUGJY/IPDS/RAPDRP etc. scheme under CSS	Monthly	%	1%	60%	10%
2	Coordinate with the contractor of AVVNL, carried work under CSS to give progress of work timely and fixed meeting at sight or in the office	Monthly	%	1%	60%	10%
3	To conduct C&D category employees training under NTP organized by CIRE, Hyderabad	Monthly	%	1%	60%	10%
4	Establishment work of office	Monthly	%	1%	60%	10%
5	Make correspondence from the contractor, AVVNL officer and PMA agency to complete the work in time	Monthly	%	1%	60%	10%
6	Any other work, assigned by the controlling officer	Monthly	%	1%	60%	10%
7	All the work related drawing and disbursing officer	Monthly	%	1%	60%	10%
8	Preparation of various information related to various meeting including review meeting/Minutes of meeting	Monthly	%	1%	60%	10%
9	Supervision/Monitoring of RTI matters of first appeal and office establish related work under CE (T&S-CSS)	Monthly	%	1%	60%	10%
10	Expediting the case files received from SE (TW) and SE (DDUGJY)	Monthly	%	1%	60%	10%