

## INDEX

## Table No. 09 SE (DDUGJY/ PROJECT-Wing)

<b>S. No</b>	<b>Table No.</b>	<b>Wing/Deptt.</b>	<b>Page No.</b>
1.	Table No. – 09.1	SE (DDUGJY/ PROJECT)	1
2.	Table No. – 09.2	XEN (DDUGJY/ PROJECT)	2
3.	Table No. – 09.3	AEN (DDUGJY/ PROJECT-I)	3
4.	Table No. – 09.4	AEN (DDUGJY/ PROJECT-II)	4
5.	Table No. – 09.5	JEN (DDUGJY/ PROJECT-I)	5
6.	Table No. – 09.6	JEN (DDUGJY/ PROJECT-II)	6
7.	Table No. – 09.7	XEN (DDUGJY/ PROJECT) Circle Office	7
8.	Table No. – 09.8	AEN (DDUGJY/ PROJECT) Circle Office	8
9.	Table No. – 09.9	JEN (DDUGJY/ PROJECT) Circle Office	9

**Table No 09.1 - SE (DDUGJY)**

**HoD: CE T&S-CSS)**

<b>S No</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weigh tage</b>
1	Preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	%	100	70	<b>10</b>
2	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	%	100	70	<b>10</b>
3	Award of Contracts after call of tenders within schedule time complying <b>the approval/ guideline of scheme</b>	Yearly	%	100	70	<b>10</b>
4	Necessary correspondences with contractor for completing the requisite formalities within schedule time after award of contract	Monthly	%	100	60	<b>10</b>
5	Release of <b>EMD/ Bid security</b> of unsuccessful bidders within <b>one month</b> of eligibility as per SBD provisions	Monthly	%	100	60	<b>10</b>
6	Compliance of decision of higher authorities within <b>10</b> working days from the issuance of directions in CLPC/CE level/ Review meeting or any <b>other</b> directions.	Monthly	%	100	60	<b>10</b>
7	Submission of admissible claim to nodal agencies within 15 days after claims become due as per guideline.	Monthly	%	100	60	<b>10</b>
8	Follow up and obtaining closure documents from concerned field officers within 60 days after submission of final BOQ/ final bills whichever is later.	Monthly	%	100	60	<b>10</b>
9	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	%	100	50	<b>10</b>
10	Intimation of Closure of project to nodal agencies within 45 <b>days</b> from the approval of of contract from competent authority.	Monthly	%	100	60	<b>10</b>

Table No 09.2 - XEN (DDUGJY)

HOD: CE (T&amp;S-CSS)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	%	100	70	<b>10</b>
2	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	%	100	70	<b>10</b>
3	Award of Contracts after call of tenders within schedule time complying <b>the approval/ guideline of scheme</b>	Yearly	%	100	70	<b>10</b>
4	Necessary correspondences with contractor for completing the requisite formalities within schedule time after award of contract	Monthly	%	100	60	<b>10</b>
5	Release of <b>EMD/ Bid security</b> of unsuccessful bidders within <b>one month</b> of eligibility as per SBD provisions	Monthly	%	100	60	<b>10</b>
6	Compliance of decision of higher authorities within <b>10</b> working days from the issuance of directions in CLPC/CE level/ Review meeting or any <b>other</b> directions.	Monthly	%	100	60	<b>10</b>
7	Submission of admissible claim to nodal agencies within 15 days after claims become due as per guideline.	Monthly	%	100	60	<b>10</b>
8	Follow up and obtaining closure documents from concerned field officers within 60 days after submission of final BOQ/ final bills whichever is later.	Monthly	%	100	60	<b>10</b>
9	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	%	100	50	<b>10</b>
10	Intimation of Closure of project to nodal agencies within 45 <b>days</b> from the approval of of contract from competent authority.	Monthly	%	100	60	<b>10</b>

Table No 09.3 - AEN (DDUGJY-I)

HOD:CE (T&amp;S-CSS)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	%	100	70	<b>10</b>
2	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	%	100	70	<b>10</b>
3	Award of Contracts after call of tenders within schedule time complying the SBD	Yearly	%	100	70	<b>10</b>
4	Necessary correspondences of completing the requisite formalities within schedule time after award of contract	Monthly	%	100	60	<b>10</b>
5	Dealing with inspection /DI within one working days	Monthly	%	100	60	<b>10</b>
6	Release of EMD of un-succesful bidders within 15 days of eligibility as per SBD provisions	Monthly	%	100	60	<b>10</b>
7	Timely submission of admissible claim to nodal agencies	Monthly	%	100	60	<b>10</b>
8	<b>Preparation</b> of Closure cases of project to nodal agencies within 60 days from the submission of closure documents by nodal officers	Monthly	%	100	50	<b>10</b>
9	<b>Preparation</b> of Closure cases in the competent committee within 6 months from the submission of closures documents by nodal officers.	Yearly	%	100	50	<b>10</b>
10	Finalization of 50% of closure cases of contract pending as on beginning of the financial year	Yearly	%	100	60	<b>10</b>

Table No 09.4 - AEN (DDUGJY-II)

HOD:CE (T&amp;S-CSS)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	%	100	70	<b>10</b>
2	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	%	100	70	<b>10</b>
3	Award of Contracts after call of tenders within schedule time complying the SBD	Yearly	%	100	70	<b>10</b>
4	Necessary correspondences of completing the requisite formalities within schedule time after award of contract	Monthly	%	100	60	<b>10</b>
5	Dealing with inspection /DI within one working days	Monthly	%	100	60	<b>10</b>
6	Release of EMD of un-succesful bidders within 15 days of eligibility as per SBD provisions	Monthly	%	100	60	<b>10</b>
7	Timely submission of admissible claim to nodal agencies	Monthly	%	100	60	<b>10</b>
8	<b>Preparation</b> of Closure cases of project to nodal agencies within 60 days from the submission of closure documents by nodal officers	Monthly	%	100	50	<b>10</b>
9	<b>Preparation</b> of Closure cases in the competent committee within 6 months from the submission of closures documents by nodal officers.	Yearly	%	100	50	<b>10</b>
10	Finalization of 50% of closure cases of contract pending as on beginning of the financial year	Yearly	%	100	60	<b>10</b>

**Table No 09.5 - JEN (DDUGJY-I)****HOD: CE (T&S-CSS)**

<b>S No</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Preparation of Daily progress in the prescribed format	Monthly	%	100	70	30
2	Preparation and updation of weekly progress in the prescribed format on every Monday	Monthly	%	100	70	30
3	Updating of progress on portal (REC/PFC/State Government etc.)	Monthly	%	100	70	30
4	Obtaining factual position from the concerned officer on compliant receipt, if any ? (within 7 Days)	Monthly	%	100	70	10

**Table No 09.6 - JEN (DDUGJY-II)****HOD: CE (T&S-CSS)**

<b>S No</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Preparation of Daily progress in the prescribed format	Monthly	%	100	70	30
2	Preparation and updation of weekly progress in the prescribed format on every Monday	Monthly	%	100	70	30
3	Updating of progress on portal (REC/PFC/State Government etc.)	Monthly	%	100	70	30
4	Obtaining factualposition from the concerned officer on compliant receipt, if any ? (within 7 Days)	Monthly	%	100	70	10

**Table No 09.7 - XEN (DDUGJY) Circle Office**

**HOD: CE (T&S-CSS)**

<b>S No</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weigh tage</b>
1	Preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	%	100	70	<b>10</b>
2	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	%	100	70	<b>10</b>
3	Award of Contracts after call of tenders within schedule time complying <b>the approval/ guideline of scheme</b>	Yearly	%	100	70	<b>10</b>
4	Necessary correspondences with contractor for completing the requisite formalities within schedule time after award of contract	Monthly	%	100	60	<b>10</b>
5	Release of <b>EMD/ Bid security</b> of unsuccessful bidders within <b>one month</b> of eligibility as per SBD provisions	Monthly	%	100	60	<b>10</b>
6	Compliance of decision of higher authorities within <b>10</b> working days from the issuance of directions in CLPC/CE level/ Review meeting or any <b>other</b> directions.	Monthly	%	100	60	<b>10</b>
7	Submission of admissible claim to nodal agencies within 15 days after claims become due as per guideline.	Monthly	%	100	60	<b>10</b>
8	Follow up and obtaining closure documents from concerned field officers within 60 days after submission of final BOQ/ final bills whichever is later.	Monthly	%	100	60	<b>10</b>
9	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	%	100	50	<b>10</b>
10	Intimation of Closure of project to nodal agencies within 45 <b>days</b> from the approval of of contract from competent authority.	Monthly	%	100	60	<b>10</b>



Table No 09.8 - AEN (DDUGJY) Circle Office

HOD:CE (T&amp;S-CSS)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Preparation of DPR after launching of scheme within schedule time period given by the nodal agency and timely attending discrepancy if any, thereof	Yearly	%	100	70	<b>10</b>
2	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	%	100	70	<b>10</b>
3	Award of Contracts after call of tenders within schedule time complying the SBD	Yearly	%	100	70	<b>10</b>
4	Necessary correspondences of completing the requisite formalities within schedule time after award of contract	Monthly	%	100	60	<b>10</b>
5	Dealing with inspection /DI within one working days	Monthly	%	100	60	<b>10</b>
6	Release of EMD of un-succesful bidders within 15 days of eligibility as per SBD provisions	Monthly	%	100	60	<b>10</b>
7	Timely submission of admissible claim to nodal agencies	Monthly	%	100	60	<b>10</b>
8	<b>Preparation</b> of Closure cases of project to nodal agencies within 60 days from the submission of closure documents by nodal officers	Monthly	%	100	50	<b>10</b>
9	<b>Preparation</b> of Closure cases in the competent committee within 6 months from the submission of closures documents by nodal officers.	Yearly	%	100	50	<b>10</b>
10	Finalization of 50% of closure cases of contract pending as on beginning of the financial year	Yearly	%	100	60	<b>10</b>

**Table No 09.9 - JEN (DDUGJY) Circle Office****HOD: CE (T&S-CSS)**

<b>S No</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Preparation of Daily progress in the prescribed format	Monthly	%	100	70	30
2	Preparation and updation of weekly progress in the prescribed format on every Monday	Monthly	%	100	70	30
3	Updating of progress on portal (REC/PFC/State Government etc.)	Monthly	%	100	70	30
4	Obtaining factual position from the concerned officer on compliant receipt, if any ? (within 7 Days)	Monthly	%	100	70	10