

Table No. 4: Vigilance(AJMER DISCOM)

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Table No. 4.1: Vigilance – ASP (Vig.)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Prepare plan for next month for vigilance activities and involvement of APTPS to curb electricity theft by 30 th of every month.	Monthly	%	100%	70%	10%
2	Ensure lodging FIRs in APTPS on receipt on for field officers in prescribed time period	Monthly	%	100%	70%	10%
3	Ensure investigation of FIRs lodge within 15 days	Monthly	%	100%	70%	10%
4	Ensure action for arresting culprits as per provisions of the Electricity Act for theft of energy and damaged of equipments	Monthly	%	100%	70%	10%
5	Ensure logical end of all VCR and DC/PDC/VCR more than 5 Lac outstanding primeses	Monthly	%	100%	70%	10%
6	Organize monthly meeting of Police officers/APTPSs to review their progress and motivate them for achieving prescribed targets.	Monthly	%	100%	100%	10%
7	Inspection of 3 Nos. APTPSs in a month to review the progress under various heads.	Monthly	%	100%	30%	20%
8	Disposal of enquires (FP/GE) received from corporate office & Individual complaints within 7 days.	Monthly	%	100%	50%	10%
9	Ensure compilation of monthly reports, MIS/ SoM and other information by 10 th of every month.	Monthly	%	100%	70%	10%

Table No. 4.2: SE (Vig.)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	10%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	20%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Organize meeting jointly with Addl. SP (Vig.) every month to review vigilance activities at all levels	Monthly	%	100%	100%	10%
5	Inspection of 3 No. of circle ATVS offices /Division Offices in a month.	Monthly	%	100%	30%	10%
6	Disposal of complaints received from corporate office/ Individual complaints from consumers within 7 days.	Monthly	%	100%	50%	10%
7	Ensure logical end of all VCR and DC/PDC/VCR more than 5 Lac outstanding primeses	Monthly	%	100%	70%	10%
8	Ensure compilation of monthly reports, MIS/ SoM and other information by 10 th of every month.	Monthly	%	100%	100%	10%

Table No. 4.3: Vigilance – Dy. SP (Vig.)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Prepare plan for next month for vigilance activities and involvement of APTPS to curb electricity theft by 30 th of every month.	Monthly	%	100%	70%	10%
2	Ensure lodging FIRs in APTPS on receipt on for field officers in prescribed time period	Monthly	%	100%	70%	10%
3	Ensure investigation of FIRs lodge within 15 days	Monthly	%	100%	70%	10%
4	Ensure action for arresting culprits as per provisions of the Electricity Act for theft of energy and damaged of equipments	Monthly	%	100%	70%	10%
5	Ensure logical end of all VCR and DC/PDC/VCR more than 5 Lac outstanding premises	Monthly	%	100%	70%	10%
6	Organize monthly meeting of Police officers/APTPSs to review their progress and motivate them for achieving prescribed targets.	Monthly	%	100%	100%	10%
7	Inspection of 3 Nos. APTPSs in a month to review the progress under various heads.	Monthly	%	100%	30%	20%
8	Disposal of enquires (FP/GE) received from corporate office & Individual complaints within 7 days.	Monthly	%	100%	50%	10%
9	Ensure compilation of monthly reports, MIS/ SoM and other information by 10 th of every month.	Monthly	%	100%	70%	10%

Table No. 4.4: Vigilance – SHO (Vig.)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Ensure FIRs lodged against the VCRs received in the APTPS with complete supporting evidences within 24Hrs	Monthly	%	100%	80%	20%
2	Efforts for 100% recovery of assessment prepared by the checking officer or amount re-decide by the committee on the VCRs/FIRs	Monthly	%	100%	30%	20%
3	No. of Arrests made in all cases where assessed amount not deposited by the consumer/ non consumer/second or more times theft detection cases	Monthly	%	100%	50%	20%
4	FIRs disposed-off (amount recovered/arrest made)	Monthly	%	100%	70%	10%
5	Conduct investigation of FIRs lodged in APTPS within 15 days	Monthly	%	100%	80%	10%
6	Chalan submitted before the hon'ble court in all due cases as per norms	Monthly	%	100%	80	10%
7	Providing assistance/ Police support to the O&M/ Vigilance officers as and when required on the day/next day	Monthly	%	100%	80	10%

Table No. 4.5: Vigilance - XEN (Nodal Officer Vig.)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	10%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	20%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Organize meeting jointly with Addl. SP (Vig.) every month to review vigilance activities at all levels	Monthly	%	100%	100%	10%
5	Inspection of 3 No. of circle ATVS offices /Division Offices in a month.	Monthly	%	100%	30%	10%
6	Disposal of complaints received from corporate office/ Individual complaints from consumers within 7 days.	Monthly	%	100%	50%	10%
7	Ensure logical end of all VCR and DC/PDC/VCR more than 5 Lac outstanding premises	Monthly	%	100%	70%	10%
8	Ensure compilation of monthly reports, MIS/ SoM and other information by 10 th of every month.	Monthly	%	100%	70%	10%

Table No. 4.6: Vigilance - XEN (ATVS)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	5%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	5%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Ensure 100% checking of high value consumer (total /12 in each month), priority to be given for suspected premises / areas	Monthly	%	100	80	10%
5	Ensure logical end of all VCRs as per prescribed time limit on regular basis	Monthly	%	100%	50%	10%
6	FIR(s) lodged (theft cases booked and not realized within 15 days)	Monthly	%	100%	80%	10%
7	Ensure disconnection on the spot on theft detection	Monthly	%	100%	100%	10%
8	Percentage of physical inspection of the DC connections having O/S more than 5 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
9	Percentage of physical inspection of the PDC connections having O/S more than 1 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
10	General enquiry conducted within 7 days	Monthly	%	100%	70%	10%

Table No. 4.7: Vigilance - AEN (Vig.)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Ensure 100% checking of high value consumer (total /12 in each month), priority to be given for suspected premises / areas	Monthly	%	100%	80%	20%
2	Ensure logical end of all VCRs as per prescribed time limit on regular basis	Monthly	%	100%	50%	10%
3	FIR(s) lodged (theft cases booked and not realized within 15 days)	Monthly	%	100%	80%	20%
4	Ensure disconnection on the spot on theft detection	Monthly	%	100%	100%	20%
5	Percentage of physical inspection of the DC connections having O/S more than 5 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
6	Percentage of physical inspection of the PDC connections having O/S more than 1 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
7	General enquiry conducted within 7 days	Monthly	%	100%	70%	10%

Table No. 4.8: Vigilance - AEN ATVS**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	5%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	5%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Ensure 100% checking of high value consumer (total /12 in each month), priority to be given for suspected premises / areas	Monthly	%	100	80	10%
5	Ensure logical end of all VCRs as per prescribed time limit on regular basis	Monthly	%	100%	50%	10%
6	FIR(s) lodged (theft cases booked and not realized within 15 days)	Monthly	%	100%	80%	10%
7	Ensure disconnection on the spot on theft detection	Monthly	%	100%	100%	10%
8	Percentage of physical inspection of the DC connections having O/S more than 5 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
9	Percentage of physical inspection of the PDC connections having O/S more than 1 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
10	General enquiry conducted within 7 days	Monthly	%	100%	70%	10%

Table No. 4.9: Vigilance - JEN (Nodal Officer Vig.)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal/forwarded of grievance received from corporate office or individual complaint directly to concerned office within 1 days.	Monthly	%	100%	70%	30%
2	After receiving reply from concerned enquiry officer again send to concerned higher office/corporation in 3 days	Monthly	%	100%	70%	30%
3	Other Misc. works related to progress of vigilance activities and devotion towards duties assigned as per day to days need basis and Mainly record of vigilance progress compiled for onward transmission within 5 days.	Monthly	%	100%	50%	40%

Table No. 4.10: Vigilance - JEN (Under XEN Vig)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Assist for disposal of grievance received from SE (Vig.) Office or individual complaint directly to concerned office within 1 days.	Monthly	%	100%	70%	20%
2	After receiving reply from concerned enquiry officer again send to concerned higher office/ corporate Office in 3 days	Monthly	%	100%	70%	20%
3	Accompany during vigilance/ checking of high value consumer (50% of target allotted to XEN)	Monthly	%	100%	80%	20%
4	Preparing MIS / SoM/ other information by 5 th of every month and urgent information within 01 day	Monthly	%	100%	50%	20%
5	Preparing of FIR in all respect during the month within 15 days of vigilance checking	Monthly	%	100%	80%	20%

Table No. 4.11: Vigilance - JEN (under AEN Vig.)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Assist for disposal of grievance received from SE (Vig.) office/ XEN (vig.) office or individual complaint directly to concerned office within 1 day.	Monthly	%	100%	70%	20%
2	After receiving reply from concerned enquiry officer again send to concerned higher office/corporate Office in 3 days	Monthly	%	100%	70%	20%
3	Accompany during vigilance/ checking of high value consumer (50% of target allotted to AEn)	Monthly	%	100%	80%	20%
4	Preparing MIS / SoM/ other information by 5 th of every month and urgent information within 01 day	Monthly	%	100%	50%	20%
5	Preparing of FIR in all respect during the month within 15 days of vigilance checking.	Monthly	%	100%	80%	20%

Table No. 4.12: Vigilance – AAO-II (Vig.)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Assist for disposal of grievance received from SE (Vig.) office/ XEN (vig.) office or individual complaint directly to concerned office within 1 day.	Monthly	%	100%	70%	20%
2	Ensure preparation of assessment of all VCRs within 03 days and notice served to consumers/non consumers	Monthly	%	100%	70%	20%
3	Ensure and monitor logical end of all VCRs within prescribed time period	Monthly	%	100%	70%	20%
4	Assist in monitoring for 100% revenue recovery against assessment of VCRs within time period and lodging of FIRs for the cases for logical end	Monthly	%	100%	70%	20%
5	Visit atleast 03 ATVS/Vigilance offices per month in rotation for sample checking of 20 nos. of total VCRs assessment made against VCRs	Monthly	%	100%	70%	20%

Table No. 4.13: Vigilance – Jr. Accountant (Under XEN Vig)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Supervision and checking of PCB, Salary & Estt. Claims.	Monthly	Days	01 Day	02 days	30%
2	Preparing of assessment and issuing notice of all vigilance checking in Circle.	Monthly	%	100%	75%	30%
3	Progress of Realization from Circle.	Monthly	%	100%	50%	20%
4	Ensure debit in CC & AR with CC & AR number.	Monthly	%	100%	80%	20%

Table No. 4.14: Vigilance – Jr. Accountant (under AEN Vig.)**HoD: SE (Vig.)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Supervision and checking of PCB, Salary & Estt. Claims.	Monthly	Days	01 Day	02 days	30%
2	Preparing of assessment and issuing notice of all vigilance checking in division.	Monthly	%	100%	75%	30%
3	Progress of Realization from division.	Monthly	%	100%	50%	20%
4	Ensure debit in CC & AR with CC & AR number.	Monthly	%	100%	80%	20%

Table No. 4.15: Vigilance - XEN (Special-Vig)**HoD: ASP (Vig.)/HOO- SE (Vig)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	10%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	20%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Organize meeting jointly with Addl. SP (Vig.) every month to review vigilance activities at all levels	Monthly	%	100%	100%	10%
5	Inspection of 3 No. of circle ATVS offices /Division Offices in a month.	Monthly	%	100%	30%	10%
6	Disposal of complaints received from corporate office/ Individual complaints from consumers within 7 days.	Monthly	%	100%	50%	10%
7	Ensure logical end of all VCR and DC/PDC/VCR more than 5 Lac outstanding premises	Monthly	%	100%	70%	10%
8	Ensure compilation of monthly reports, MIS/ SoM and other information by 10 th of every month.	Monthly	%	100%	70%	10%

Table No. 4.16: Vigilance- XEN (CV)**HoD: ASP (Vig.)/HOO- SE (Vig)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	5%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	5%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Ensure 100% checking of high value consumer (total /12 in each month), priority to be given for suspected premises / areas	Monthly	%	100	80	10%
5	Ensure logical end of all VCRs as per prescribed time limit on regular basis	Monthly	%	100%	50%	10%
6	FIR(s) lodged (theft cases booked and not realized within 15 days)	Monthly	%	100%	80%	10%
7	Ensure disconnection on the spot on theft detection	Monthly	%	100%	100%	10%
8	Percentage of physical inspection of the DC connections having O/S more than 5 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
9	Percentage of physical inspection of the PDC connections having O/S more than 1 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
10	General enquiry conducted within 7 days	Monthly	%	100%	70%	10%

Table No. 4.17: Vigilance - AEN (Vig)

HoD: ASP (Vig.)/HOO- SE (Vig)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Identification of theft prone areas in consultation with O&M wing and using online IT tools by 25 th of every month	Monthly	%	100%	70%	5%
2	Preparing plan for vigilance activities for next month at all levels in identified theft prone areas by 30 th of every month	Monthly	%	100%	70%	5%
3	Ensure vigilance checking in identified theft prone areas to curb electricity theft on daily basis	Monthly	%	100%	70%	20%
4	Ensure 100% checking of high value consumer (total /12 in each month), priority to be given for suspected premises / areas	Monthly	%	100	80	10%
5	Ensure logical end of all VCRs as per prescribed time limit on regular basis	Monthly	%	100%	50%	10%
6	FIR(s) lodged (theft cases booked and not realized within 15 days)	Monthly	%	100%	80%	10%
7	Ensure disconnection on the spot on theft detection	Monthly	%	100%	100%	10%
8	Percentage of physical inspection of the DC connections having O/S more than 5 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
9	Percentage of physical inspection of the PDC connections having O/S more than 1 lakh in the interval of 3 months (Total DC/3 per month)	Monthly	%	100%	70%	10%
10	General enquiry conducted within 7 days	Monthly	%	100%	70%	10%

Table No. 4.18: Vigilance - JEN (Nodal Officer Vig.) HoD: ASP (Vig.)/HOO- SE (Vig)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal/forwarded of grievance received from corporate office or individual complaint directly to concerned office within 1 days.	Monthly	%	100%	70%	30%
2	After receiving reply from concerned enquiry officer again send to concerned higher office/corporation in 3 days	Monthly	%	100%	70%	30%
3	Other Misc. works related to progress of vigilance activities and devotion towards duties assigned as per day to days need basis and Mainly record of vigilance progress compiled for onward transmission within 5 days.	Monthly	%	100%	50%	40%

Table No. 4.19: Vigilance - JEN (Under XEN CV/XEN Special-Vig) HoD: ASP (Vig.) /HOO- SE (Vig)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal/ Forward of grievance received from SE(Vig.)Office or individual complaint directly to concerned office within 1 days.	Monthly	%	100%	70%	20%
2	After receiving reply from concerned enquiry officer again send to concerned higher office/corporate Office in 3 days	Monthly	%	100%	70%	20%
3	Accompany during vigilance/checking of high value consumer(50% of target allotted to XEN)	Monthly	%	100%	80%	20%
4	Other Misc. works related to progress of vigilance activities and devotion towards duties assigned as per day to days need basis and Mainly record of vigilance progress compiled for onward transmission within 5 days.	Monthly	%	100%	50%	20%
5	Preparing of FIR in all respect during the month within 15 days of vigilance checking	Monthly	%	100%	80%	20%

Table No. 4.20: Vigilance – Jr. Accountant (Under XEN CV)**HoD: ASP (Vig.)
/HOO- SE (Vig)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Supervision and checking of PCB, Salary & Estt. Claims.	Monthly	Days	01 Day	02 days	30%
2	Preparing of assessment and issuing notice of all vigilance checking in Circle.	Monthly	%	100%	75%	30%
3	Progress of Realization from Circle.	Monthly	%	100%	50%	20%
4	Ensure debit in CC&AR with CC&AR number.	Monthly	%	100%	80%	20%