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Table No 10.1 - SE (TW)

HoD: ACE (T&S-CSS)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
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%	10%
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%	10%
3	Award of Contracts after call of tenders within schedule time complying the approval/ guideline of scheme	Yearly	%	100%	70%	10%
4	Necessary correspondences with contractor for completing the requisite formalities within schedule time after award of contract	Monthly	%	100%	60%	10%
5	Release of EMD/ Bid security of unsuccessful bidders within one month of eligibility as per SBD provisions	Monthly	%	100%	60%	10%
6	Compliance of decision of higher authorities within 10 working days from the issuance of directions in CLPC/CE level/ Review meeting or any other directions.	Monthly	%	100%	60%	10%
7	Submission of admissible claim to nodal agencies within 15 days after claims become due as per guideline.	Monthly	%	100%	60%	10%
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%	10%
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%	10%
10	Intimation of Closure of project to nodal agencies within 45 days from the approval of contract from competent authority.	Monthly	%	100%	60%	10%

Table No 10.2 - XEN (TW)

HoD: ACE (T&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%	10%
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%	10%
3	Award of Contracts after call of tenders within schedule time complying the approval/ guideline of scheme	Yearly	%	100%	70%	10%
4	Necessary correspondences with contractor for completing the requisite formalities within schedule time after award of contract	Monthly	%	100%	60%	10%
5	Release of EMD/ Bid security of unsuccessful bidders within one month of eligibility as per SBD provisions	Monthly	%	100%	60%	10%
6	Compliance of decision of higher authorities within 10 working days from the issuance of directions in CLPC/CE level/ Review meeting or any other directions.	Monthly	%	100%	60%	10%
7	Submission of admissible claim to nodal agencies within 15 days after claims become due as per guideline.	Monthly	%	100%	60%	10%
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%	10%
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%	10%
10	Intimation of Closure of project to nodal agencies within 45 days from the approval of of contract from competent authority.	Monthly	%	100%	60%	10%

Table No 10.3 - AEN (TW)

HoD: ACE (T&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%	10%
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%	10%
3	Award of Contracts after call of tenders within schedule time complying the SBD	Yearly	%	100%	70%	10%
4	Necessary correspondences of completing the requisite formalities within schedule time after award of contract	Monthly	%	100%	60%	10%
5	Dealing with inspection /DI within one working days	Monthly	%	100%	60%	10%
6	Release of EMD of un-successful bidders within 15 days of eligibility as per SBD provisions	Monthly	%	100%	60%	10%
7	Timely submission of admissible claim to nodal agencies	Monthly	%	100%	60%	10%
8	Preparation of Closure cases of project to nodal agencies within 60 days from the submission of closure documents by nodal officers	Monthly	%	100%	50%	10%
9	Preparation of Closure cases in the competent committee within 6 months from the submission of closures documents by nodal officers.	Yearly	%	100%	50%	5%
10	Finalization of 50% of closure cases of contract pending as on beginning of the financial year	Yearly	%	100%	60%	5%
11	Preparation and updation of daily & weekly progress in the prescribed format on every Monday	Monthly	%	100%	70%	5%
12	Obtaining factual position from the concerned officer on compliant receipt and updating of progress on portal (REC/PFC/State Government etc.), if any ? (within 7 Days)	Monthly	%	100%	70%	5%

Table No 10.4 - JEN (TW)**HoD: ACE (T&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%	10%
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%	10%
3	Award of Contracts after call of tenders within schedule time complying the SBD	Yearly	%	100%	70%	10%
4	Necessary correspondences of completing the requisite formalities within schedule time after award of contract	Monthly	%	100%	60%	10%
5	Dealing with inspection /DI within one working days	Monthly	%	100%	60%	5%
6	Release of EMD of un-successful bidders within 15 days of eligibility as per SBD provisions	Monthly	%	100%	60%	5%
7	Timely submission of admissible claim to nodal agencies	Monthly	%	100%	60%	10%
8	Preparation of Closure cases of project to nodal agencies within 60 days from the submission of closure documents by nodal officers	Monthly	%	100%	60%	10%
9	Preparation of Closure cases in the competent committee within 6 months from the submission of closures documents by nodal officers.	Yearly	%	100%	50%	10%
10	Finalization of 50% of closure cases of contract pending as on beginning of the financial year	Yearly	%	100%	60%	10%
11	Preparation and updation of daily & weekly progress in the prescribed format on every Monday	Monthly	%	100%	70%	5%
12	Obtaining factual position from the concerned officer on compliant receipt and updating of progress on portal (REC/PFC/State Government etc.), if any ? (within 7 Days)	Monthly	%	100%	70%	5%