



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
[Corporate Identity Number (CIN) : U40109RJ2000SGC016485]
Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur -302005
(AN ISO 9001:2015 CERTIFIED COMPANY)



RVPN-F&R No.: **1368**

No.: RVPN/AAO/F&R/DA/F. 86(Pt.-II)/D. **134** JAIPUR, Dated: **19/10/2020**

ORDER

Sub: Regarding incentive to the employees of RVPN for the Financial Year 2019-20.

Pursuant to the implementation of the Incentive scheme for the employees of RVPN for the financial year 2017-18 onwards vide order No. RVPN/AAO/F&R/F.86/D. 32 dated 02.05.2018 and evaluation made by the Committee for detailed calculation & analysis based upon KPIs applicable for FY 2019-20 for RVPN as a company & various T&C Circles as per the approved Incentive Scheme, the Chairman and Managing Director, RVPN is pleased to approve the distribution of applicable incentive amount to all employees of RVPN for the financial year 2019-20.

For claiming of incentive amount, an Incentive Claim form [attached alongwith detailed guidelines and approved Multiplying Factor (MF) sheet] is to be filled by each of the employee. In case of gazetted officers, duly filled incentive claim form shall be sent to Sr. Accounts Officer (EA-Cash), RVPN, i.e. salary preparing/ payment authority through controlling officer for payment of incentive. In all other cases, duly filled incentive claim form is to be submitted by the employee to his controlling officer. The controlling officer will forward the same to salary preparing authority, who, after verifying the incentive claim form will send form to concerned Accounts Officer i.e. salary payment authority for payment of incentive.

The orders for payment of incentive shall be issued separately.

This is subject to ratification by the Board of Directors of the Nigam.

Encl: As above

By Order,


(Sourabh Bhatt)

Chief Accounts Officer (P&F)

Copy to the following for information and circulation in various offices under their jurisdiction and control:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The Chief Controller of Accounts, RVPN, Jaipur.
3. The Chief Engineer (PP&D/IT/Procurement/MPT&S/NPP&RA/LD/Contracts/Civil), RVPN, Jaipur.
4. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Additional Chief Engineer (Civil), RVPN, Jaipur/Ajmer/Jodhpur.
6. The, Chief Personnel Officer RVPN, Jaipur.
7. The Joint Director Corporate Affairs (cum Company Secretary), RVPN, Jaipur.
8. The Controller of Internal Audit, RVPN, Jaipur.
9. The Chief Accounts Officer (A/Cs & W&M/P&C/PP&D/P&F-Cont./EA-Cash), RVPN, Jaipur.
10. The RAO, RVPN, Jaipur/Ajmer/Jodhpur Zone, RVPN, Jaipur/Ajmer/Jodhpur.
11. The Joint Legal Remembrancer, RVPN, Jaipur.
12. The Joint Director Personnel, RVPN, Jaipur.
13. The Superintending Engineer (), RVPN, Jaipur.
14. The Incharge, Data Centre, RVPN, Chambal GSS, Hawa Sarak, Jaipur.
15. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
16. The Sr. Accounts Officer (), RVPN, Jaipur.
17. The Accounts Officer (), RVPN, Jaipur.
18. The PRO, RVPN, Jaipur.
19. PS to CMD, RVPN, Jaipur.
20. PS to Director (Finance/Technical/Operations), RVPN, Jaipur.
21. Office Order/Master File.


Assistant Accounts Officer (F&R)

Note: Orders are also available on the Nigam's website www.rvpn.co.in

GUIDELINES OF INCENTIVE CALCULATION FOR FY 2019-20

1. The Scheme shall be applicable for all the full time employees excluding probationer trainees of RVPN but including employees of the State/Centre Govt./PSU working/appointed in RVPN and drawing their salary from RVPN.
 2. The Scheme shall not be applicable for all the RVPN employees who are deputed in other Govt. departments and drawing their salary from that particular Govt. office/ department.
 3. The scheme shall not be applicable to people working on Contract, Consultants, Security Guards (working on contracts), Voluntary retired personnel and persons who have resigned during the concerned financial year from the RVPN services and part time officials.
 4. The Scheme for a financial year shall not be applicable for those employees who have been punished during the Financial Year 2019-20 in any disciplinary action taken against them by RVPN.
 5. The maximum amount of incentive payable to an employee shall be calculated as per his/her half month's basic pay (Pay in the pay level) of the month of March of that particular financial year (for example March,2020 for calculation of Incentive of FY 2019-20). (As per 7th pay commission).
 6. For employee who get retired in the FY 2019-20, then their last month pay shall be considered for evaluation of incentive on pro rata service period in the FY 2019-20. (As per 7th pay commission).
 7. Employees whose fixation has not been done as per 7th Pay Commission, then in such cases their Basic Pay is to be considered accordingly to 7th Pay Commission **only for the purpose of calculation of Incentive amount payable to them.**
 8. Period of long term training/deputation/absence/ leaves of all kinds except casual leave totalling more than one month shall not be counted for calculation of incentive.
 9. The incentive for all categories shall be applicable on achievement of KPI marks equal to or more than 80%. The category wise amount of incentive calculated on the basis of KPI's shall be as per following :
- | Category | Name of wing/office | Method of calculation of incentive Amount |
|----------|--|--|
| A. | T&C wing [All employees posted in T&C wing]. | 100% (70% on the basis of achieved KPI of RVPN as company plus 30% on the basis of achieved KPI of concerned T&C circle). The KPIs for all ZCE(T&C) offices shall be calculated on the basis of average KPIs of SE(T&C)s in their respective zone. |
| B. | MPT&S, Communication, LD and Civil wings [All employees posted in these wings]. | 90% on the basis of achieved KPI of RVPN as company. |
| C. | All remaining wings not covered in above A & B category. | 80% on the basis of achieved KPI of RVPN as company. |
10. As per the above Sr. No.9, the **Multiplied Factor (MF)** for all the above Categories (i.e. A,B, & C) as per achieved KPIs & further approved by the Committee are as per **Annexure-B**.
 11. The method of calculation of incentive amount for each employee in a FY 2019-20 shall be calculated proportionately as per his/her working tenure in above three categories. If, an employee of RVPN is deputed in other office of RVPN then his/her incentive shall be calculated as per the basis of achieved KPI of their deputed working office, irrespective of their salary drawn office.
 12. In case of transfer of employees, if an employee is relieved/ charge is relinquished from one office to join duty in other office, then Multiplied Factor (MF) of new office to be joined by him/her shall be considered for calculation of incentive. Further, in this, the joining period extension is to be considered only after approval of competent authority.

**MULTIPLYING FACTOR (MF) FOR INCENTIVE CALCULATION FOR VARIOUS OFFICES/CIRCLES/WINGS OF
RVPN FOR FY 2019-20**

Sr. No.	Name of office	MF for Incentive Calculation
1. Category A :		
1	SE(T&C)Jpr Rural	0.9967
2	SE(T&C)Jpr City	0.9943
3	SE(T&C) Sawai Madhopur	0.9833
4	SE(T&C) Bharatpur	0.9666
5	SE(T&C) Kota	0.9933
6	SE(T&C)Alwar	0.9870
7	SE(T&C) Hindaun	0.9683
8	ZCE Jaipur Zone	0.9842
9	SE(T&C) Barmer	0.9616
10	SE(T&C) Bhadla	0.9726
11	SE(T&C) Bikaner	0.9783
12	SE(T&C) Hanumangarh	0.9666
13	SE(T&C) Jaisalmer	0.9583
14	SE(T&C) Jodhpur	0.9883
15	SE(T&C) Kankani	0.9716
16	SE(T&C) Ratangarh	0.9706
17	SE(T&C) Sirohi	0.9820
18	SE(T&C) Ramgarh	0.9783
19	ZCE Jodhpur Zone	0.9728
20	SE(T&C) Babai	0.9917
21	SE(T&C) Ajmer	1.0000
22	SE(T&C) Bhilwara	0.9930
23	SE(T&C) Udaipur	0.9977
24	SE(T&C) Sikar	0.9983
25	SE(T&C) Merta	0.9920
26	SE(T&C) Chittorgarh	0.9933
27	ZCE Ajmer Zone	0.9951
2. Category B :		
28	MPT&S, Comm., LD and Civil Wing	0.8673
3. Category C :		
29	All other Wings & Corporate	0.7709

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28/11/19

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

INCENTIVE CLAIM FORM FOR FINANCIAL YEAR 2019-20

[Order No. RVPN/AAO/F&R/F.86/D.32 dated 2.5.2018 (RVPN F&R No. 1197)]

[To be Submitted in Duplicate by Claimant Person/Employee strictly as per Guidelines given at Appendix-2(A) & Multiplying Factor (MF) given at Annexure-B]

Sr.No.	Particulars	Details					
1	Name of Employee						
2	Employee ID						
3	Designation						
4	Present Place of Posting						
5	Whether in service/Retired						
6	If in service then Basic Pay as on March-20 (According to 7th Pay Commission)						
7	If retired then Last month's basic pay Month of Retirement _____ (According to 7th Pay Commission) (Mention)						
8	Bank A/C No. _____, Bank Name: _____, Branch: _____, IFSC Code: _____						
9	Incentive Calculation table :						
S.No.	For Financial Year 2019-20 (01.04.19 to 31.03.20=366 days)				Basic Pay (As per above Sr. No. 5 or 6 as the case be)	Incentive Amount= (Basic Pay/2)* (No. of days of posting period/366)*MF of the circle/wing	
	Name of Office with circle/wing (Mention Strictly as per Sr. No. 1 to 29 of Annexure-B)	Period of service/working tenure in Circle/wing / office (strictly as per MF Sheet at Annexure- B)		No. of days			Applicable Incentive MF as per (Annex.-B)
		From	To				
a	b	c	d	e	f	g	$h=(e/366)*f*(g/2)$
1							
2							
3							
Total Incentive Amount _____							

Signature of Claimant Person/ Employee

UNDERTAKING

I hereby undertake that Incentive amount claimed by me is not in excess of my half month's Basic Pay of March 2019/my last month's pay (in case of retired employee), and, in the event of any excess amount received, such excess incentive payment made to me shall be refunded by me to the Nigam either by adjustment against future payments due to me or in cash.

Date:

Place:

Signature

Name

Designation

Received the above declaration and counter signed

Date:

Place:

Signature

Seal of Controlling Officer

Passed for Rs. _____ (Rupees _____)

Examined and entered

Accountant

A.O./A.A.O.(EA-Cash)