

TableNo-11. SE (I&amp;S)

| <b>S. No.</b> | <b>Table No.</b> | <b>Wing/Department</b> | <b>Remark</b>  |
|---------------|------------------|------------------------|----------------|
| 1             | Table No.- 11.1  | SE (I&S)               | No Change      |
| 2             | Table No. -11.2  | XEN (Auction)          | No Change      |
| 3             | Table No.- 11.3  | AEN (Auction)          | No Change      |
| 4             | Table No. -11.4  | XEN (Store)/ DCOS      | No Change      |
| 5             | Table No.- 11.5  | AEN (Store)            | Not Sanctioned |
| 7             | Table No. -11.6  | JEN (Store) O/o DCOS   | No Change      |
| 11            | Table No.- 11.7  | XEN (CTL)              | No Change      |
| 12            | Table No.- 11.8  | AEN (CTL)              | No Change      |
| 13            | Table No.- 11.9  | JEN (CTL)              | No Change      |
| 14            | Table No.- 11.10 | ACOS/AEN               | No Change      |
| 15            | Table No.- 11.11 | JEN(SS-Sub Store)      | No Change      |
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| 17            | Table No.- 11.13 | AAO-II(under ACOS)     | No Change      |
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| 19            | Table No.- 11.15 | PA/Steno               | No Change      |
| 20            | Table No.- 11.16 | Jr. Acct.(I&S)         | No Change      |
| 21            | Table No.- 11.17 | AEN (I&S)              | Newly Created  |
| 22            | Table No.- 11.18 | JEN- I/II (I&S)        | Newly Created  |
| 23            | Table No.- 11.19 | JEN (Disposal)         | Newly Created  |
| 24            | Table No.- 11.20 | Jr. Acctt. (Disposal)  | Newly Created  |
| 25            | Table No.- 11.21 | JEN-II O/o DCOS        | Newly Created  |

**Table No. 11.1:- SE (I&S)  
(MM), Ajmer**

**HoD: ACE**

| <b>Sr. 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>Weight age</b> |
|----------------|---|---|------------|---------------|-----------------------|-------------------|
| 1              | Inspection of Circle Stores/Sub-Stores.2 Nos./ Month  | Monthly   | %          | 100%          | 50%                   | 20                |
| 2              | Insurance Coverage of Stocks of Stores/CTL (Once in a year)   | Yearly  | %          | 100%          | 90%                   | 10                |
| 3              | Stock Position of Major Items fortnightly   | Monthly   | %          | 100%          | 90%                   | 10                |
| 4              | Issue of Standard Issue Rates Twice in a year   | Half yearly   | %          | 100%          | 70%                   | 10                |
| 5              | Issue of Latest Auction Rate(s) for valuation of Scrap lying at Stores, to comply with Accounting Standard-2 Valuation of Inventories. Once in a year             | Yearly  | %          | 100%          | 70%                   | 5                 |
| 6              | Yearly targets from sale of Scrap in financial Year. Equivalent to 60% of the scrap material cost as per guiding price as decided by the guiding price committee. | Yearly  | %          | 100%          | 70%                   | 45                |

**Table No. 11.2:- XEN (Auction)****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|---|---|------------|---------------|-----------------------|------------------|
| 1              | Arranging Survey Report from all ACOS in every 2 months   | Monthly   | %          | 100%          | 60%                   | 5                |
| 2              | Listing of Scrap Item after receipt of Survey Report(s) from ACOS (ACOS-wise), Item-wise proposed to be disposed off and sending to ACOS for verification and MSTC for taking disposal action, Fixing of Auction Date(s), Checking of Auction Catalogue(s), preparing Statement(s) for decision of Reserve Price, Decision of Reserve Price and feeding of Reserve Price and allied matters in one month. | Monthly   | %          | 100%          | 60%                   | 15               |
| 3              | Preparing Statement(s) for the decision of Price(s) received with STA limit and feeding Decision of STA Prices. 7 working days after completion of Auction  | Monthly   | %          | 100%          | 50%                   | 5                |
| 4              | Sending Details of Payments deposited by the bidder(s) to AO (MM) for confirmation and intimating MSTC for issue sale Order(s)/Delivery Order(s). Next working day  | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | Checking Payments for Material Value, Taxes, Penalty etc. as per Delivery Order(s) Details for issuing Office Order(s) for Delivery Committee indicating dues to be collected from the bidders before effecting Delivery of material within 3 working Days  | Monthly   | %          | 100%          | 50%                   | 10               |
| 6              | Preparing Cases for Acceptance/Rejection of Late Payment/Delay in lifting of Material other etc. within 7 days after receipt of request   | Monthly   | %          | 100%          | 60%                   | 5                |

|   |   |         |   |      |     |    |
|---|---|---------|---|------|-----|----|
| 7 | Yearly Targets from sale of Scrap every financial year  | Yearly  | % | 100% | 60% | 45 |
| 8 | Compilation of completion reports of Auction from all ACOS. UP to 10th day of next month for the completion of delivery(s) in preceding month | Monthly | % | 100% | 60% | 5  |

**Table No. 11.3:- AEN (Auction)**

**HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|---|---|------------|---------------|-----------------------|------------------|
| 1              | Arranging Survey Report from all ACOS in every 2 months   | Monthly   | %          | 100%          | 60%                   | 5                |
| 2              | Listing of Scrap Item after receipt of Survey Report(s) from ACOS (ACOS-wise), Item-wise proposed to be disposed off and sending to ACOS for verification and MSTC for taking disposal action, Fixing of Auction Date(s), Checking of Auction Catalogue(s), preparing Statement(s) for decision of Reserve Price, Decision of Reserve Price and feeding of Reserve Price and allied matters in one month. | Monthly   | %          | 100%          | 60%                   | 15               |
| 3              | Preparing Statement(s) for the decision of Price(s) received with STA limit and feeding Decision of STA Prices. 7 working days after completion of Auction  | Monthly   | %          | 100%          | 50%                   | 5                |
| 4              | Sending Details of Payments deposited by the bidder(s) to AO (MM) for confirmation and intimating MSTC for issue sale Order(s)/Delivery Order(s). Next working day  | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | Checking Payments for Material Value, Taxes, Penalty etc. as per Delivery Order(s) Details for issuing Office Order(s) for Delivery Committee indicating dues to be collected from the bidders  | Monthly   | %          | 100%          | 50%                   | 10               |

|   |   |         |   |      |     |    |
|---|---|---------|---|------|-----|----|
|   | before effecting Delivery of material within 3 working Days   |         |   |      |     |    |
| 6 | Preparing Cases for Acceptance/Rejection of Late Payment/Delay in lifting of Material other etc. within 7 days after receipt of request       | Monthly | % | 100% | 60% | 5  |
| 7 | Yearly Targets from sale of Scrap every financial year  | Yearly  | % | 100% | 60% | 45 |
| 8 | Compilation of completion reports of Auction from all ACOS. UP to 10th day of next month for the completion of delivery(s) in preceding month | Monthly | % | 100% | 60% | 5  |

**Table No. 11.4:- XEN (Store)/DCOS**

**HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|--|------------|---------------|-----------------------|------------------|
| 1              | Checking of Two Circle Stores/Sub-Store/Sub-Divisional Store (Min 2/month)   | Monthly  | %          | 100%          | 50%                   | 20               |
| 2              | Timely disposal of Enquires within 15 days after issue of office order   | Monthly  | %          | 100%          | 60%                   | 15               |
| 3              | Compiled submission of Daily, Weekly, Fortnightly & Monthly Data as per calendar of information                                | Monthly  | %          | 100%          | 60%                   | 15               |
| 4              | Monitoring of addressed/resolved or Trolley Mounted lifter and attending grievances of divisions.                              | Monthly  | %          | 100%          | 60%                   | 10               |
| 5              | Monthly analysis of Slow Moving, Non Moving, obsolete items and other monthly formats to put up action up to 15th of the month | Monthly  | %          | 100%          | 60%                   | 10               |
| 6              | Daily Monitoring of GP repaired DT's at Circle stores  | Monthly  | %          | 100%          | 60%                   | 10               |
| 7              | Timely issue of Monthly, Fortnightly, Daily Stock Position (5th/20th/daily) as per calendar                                    | Monthly  | %          | 100%          | 60%                   | 5                |

|   |  |         |   |      |     |    |
|---|--|---------|---|------|-----|----|
| 8 | Obtaining detailed utilization certificate from ACOS(sub-division wise) in respect of Major/Critical items up to 5th of every month on the Basis of the Certificates received from Sub-divisions | Monthly | % | 100% | 60% | 10 |
| 9 | To obtain Monthly certificate from the Sub-Division for nil scrap in there Sub-Division.   | Monthly | % | 100% | 60% | 5  |

**Table No. 11.5:- AEN (Store)**

**HoD: ACE (MM), Ajmer (Not Exists)**

| <b>Sr. 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>Weightage</b> |
|----------------|---|--|------------|---------------|-----------------------|------------------|
| 1              | Checking of Two Circle Stores/Sub-Store/Sub-Divisional Store (Min 2/month)  | Monthly  | %          | 100%          | 50%                   | 20               |
| 2              | Timely disposal of Enquires within 15 days after issue of office order  | Monthly  | %          | 100%          | 60%                   | 15               |
| 3              | Compiled submission of Daily, Weekly, Fortnightly & Monthly Data as per calendar of information   | Monthly  | %          | 100%          | 60%                   | 15               |
| 4              | Monitoring of addressed/resolved or Trolley Mounted lifter and attending grievances of divisions.   | Monthly  | %          | 100%          | 60%                   | 10               |
| 5              | Monthly analysis of Slow Moving, Non Moving, obsolete items and other monthly formats to put up action up to 15th of the month                      | Monthly  | %          | 100%          | 60%                   | 10               |
| 6              | Daily Monitoring of GP repaired DT's at Kukas/Circle stores   | Monthly  | %          | 100%          | 60%                   | 10               |
| 7              | Timely issue of Monthly, Fortnightly, Daily Stock Position (5th/20th/daily) as per calendar   | Monthly  | %          | 100%          | 60%                   | 5                |
| 8              | Obtaining detailed utilization certificate from ACOS(sub-division wise) in respect of Major/Critical items up to 5th of every month on the Basis of | Monthly  | %          | 100%          | 60%                   | 10               |

|   |  |         |   |      |     |   |
|---|--|---------|---|------|-----|---|
|   | the Certificates received from Sub-divisions   |         |   |      |     |   |
| 9 | To obtain Monthly certificate from the Sub-Division for nil scrap in there Sub-Division. | Monthly | % | 100% | 60% | 5 |

**Table No. 11.6 :- JEN (Store)**

**HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|---|------------|---------------|-----------------------|------------------|
| 1              | Checking of Two Circle Stores/Sub-Store/Sub-Divisional Store (Min 2/month)   | Monthly   | %          | 100%          | 50%                   | 20               |
| 2              | Timely disposal of Enquires within 15 days after issue of office order   | Monthly   | %          | 100%          | 60%                   | 15               |
| 3              | Compiled submission of Daily, Weekly, Fortnightly & Monthly Data as per calendar of information  | Monthly   | %          | 100%          | 60%                   | 15               |
| 4              | Monitoring of addressed/resolved or Trolley Mounted lifter and attending grievances of divisions.  | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | Monthly analysis of Slow Moving, Non Moving, obsolete items and other monthly formats to put up action up to 15th of the month   | Monthly   | %          | 100%          | 60%                   | 10               |
| 6              | Daily Monitoring of GP repaired DT's at Circle stores  | Monthly   | %          | 100%          | 60%                   | 10               |
| 7              | Timely issue of Monthly, Fortnightly, Daily Stock Position (5th/20th/daily) as per calendar  | Monthly   | %          | 100%          | 60%                   | 5                |
| 8              | Obtaining detailed utilization certificate from ACOS(sub-division wise) in respect of Major/Critical items up to 5th of every month on the Basis of the Certificates received from Sub-divisions | Monthly   | %          | 100%          | 60%                   | 10               |

|   |  |         |   |      |     |   |
|---|--|---------|---|------|-----|---|
| 9 | To obtain Monthly certificate from the Sub-Division for nil scrap in there Sub-Division. | Monthly | % | 100% | 60% | 5 |
|---|--|---------|---|------|-----|---|

**Table No. 11.7 :- XEN (CTL)**

**HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|---|------------|---------------|-----------------------|------------------|
| 1              | Electrical Testing of 11/0.4 KV Three and Single Phase Distributing Transformers (Except those samples which require witness of supplier) within 3 working days.   | Monthly   | %          | 100%          | 60%                   | 55               |
| 2              | Testing of 33/11 KV Power Transformers within 2 working days   | Monthly   | %          | 100%          | 60%                   | 10               |
| 3              | Electrical and Mechanical tests on Weasel, Rabbit and Dog Conductor and 2CX4 & 4CX6 Sq mm Cables (After drawing sample from Drum at random length and Rewinding test) within 3 working days.                                     | Monthly   | %          | 100%          | 60%                   | 10               |
| 4              | Electrical and Mechanical tests on AB cable(after drawing sample from Drum at random length in presence of firm's representative or lapse of notice period of 7 days plus 3 working days of grace period) within 3 working days. | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | 33/11/LT Insulators(Pin, Post, DISC & Guy) within 3 working days   | Monthly   | %          | 100%          | 60%                   | 5                |
| 6              | 33 & 11 KV isolators, H/G Set, Stay Set, Stay Wire, and Earthing set within 3 working days.  | Monthly   | %          | 100%          | 60%                   | 10               |

**Table No. 11.8:- AEN-I&II (CTL)****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|---|------------|---------------|-----------------------|------------------|
| 1              | Electrical Testing of 11/0.4 KV Three and Single Phase Distributing Transformers (Except those samples which require witness of supplier) within 3 working days.   | Monthly   | %          | 100%          | 60%                   | 55               |
| 2              | Testing of 33/11 KV Power Transformers within 2 working days   | Monthly   | %          | 100%          | 60%                   | 10               |
| 3              | Electrical and Mechanical tests on Weasel, Rabbit and Dog Conductor and 2CX4 &4CX6 Sq mm Cables (After drawing sample from Drum at random length and Rewinding test) within 3 working days.                                      | Monthly   | %          | 100%          | 60%                   | 10               |
| 4              | Electrical and Mechanical tests on AB cable(after drawing sample from Drum at random length in presence of firm's representative or lapse of notice period of 7 days plus 3 working days of grace period) within 3 working days. | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | 33/11/LT Insulators(Pin, Post, DISC & Guy) within 3 working days   | Monthly   | %          | 100%          | 60%                   | 5                |
| 6              | 33 & 11 KV isolators, H/G Set, Stay Set, Stay Wire, and Earthing set within 3 working days.  | Monthly   | %          | 100%          | 60%                   | 10               |

**Table No. 11.9:- JEN-I/II/III/IV (CTL)****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|---|------------|---------------|-----------------------|------------------|
| 1              | Electrical Testing of 11/0.4 KV Three and Single Phase Distributing Transformers (Except those samples which require witness of supplier) within 3 working days.   | Monthly   | %          | 100%          | 60%                   | 55               |
| 2              | Testing of 33/11 KV Power Transformers within 2 working days   | Monthly   | %          | 100%          | 60%                   | 10               |
| 3              | Electrical and Mechanical tests on Weasel, Rabbit and Dog Conductor and 2CX4 & 4CX6 Sq mm Cables (After drawing sample from Drum at random length and Rewinding test) within 3 working days.                                     | Monthly   | %          | 100%          | 60%                   | 10               |
| 4              | Electrical and Mechanical tests on AB cable(after drawing sample from Drum at random length in presence of firm's representative or lapse of notice period of 7 days plus 3 working days of grace period) within 3 working days. | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | 33/11/LT Insulators(Pin, Post, DISC & Guy) within 3 working days   | Monthly   | %          | 100%          | 60%                   | 5                |
| 6              | 33 & 11 KV isolators, H/G Set, Stay Set, Stay Wire, and Earthing set within 3 working days.  | Monthly   | %          | 100%          | 60%                   | 10               |

**Table No. 11.10:- ACOS /AEN****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|---|------------|---------------|-----------------------|------------------|
| 1              | Assisting in sending receipt of supply for sampling to purchaser. On the next day of receipt of supply (date of completion of supply as per DI)  | Monthly   | %          | 100%          | 60%                   | 10               |
| 2              | Assisting in sending of Samples in CTL after receipt of sampling plan from purchaser <ul style="list-style-type: none"> <li>• Distt. Transformers within 3 days</li> <li>• Cable/Conductor Drums @2 drums (depending on size of drum)within each 3 days</li> <li>• Other samples (except Distt. Transformer, cables and Conductor drums) 2 days</li> </ul> | Monthly   | %          | 100%          | 60%                   | 30               |
| 3              | Verification of supplier's Challan's/Invoices within 3 days after completion of supply   | Monthly   | %          | 100%          | 60%                   | 10               |
| 4              | Submission of monthly store Account to circle AO. Up to 15th of every month  | Monthly   | %          | 100%          | 60%                   | 10               |
| 5              | Assisting in submission of prescribed monthly information to Circle office. Up to 5th of next month  | Monthly   | %          | 100%          | 60%                   | 10               |
| 6              | Assisting in preparing over all status of the pending replies/status of AG Paras /PV reports, cleanness of stores premises, stacking of stores, monthly communication with respective suppliers for lifting/delivery of GP failed store/ CTL failed stores shall also be kept while reviewing the performance of ACOS/SS. Throughout the year              | Yearly  | %          | 100%          | 60%                   | 15               |

|   |   |        |   |      |     |    |
|---|---|--------|---|------|-----|----|
| 7 | Maintaining all relevant records on daily basis including COS-6/COS-12/BIN cards/COS-8 etc. Once in a year to be replaced by 100% | Yearly | % | 100% | 60% | 15 |
|---|---|--------|---|------|-----|----|

**Table No. 11.11:- JEN (SS-Sub Store) HoD: ACE (MM), Ajmer**

| Sr. No | KPI – Definition  | Evaluation (Monthly/Quarterly / Half yearly/ Yearly) | UOM | Target | Cut-off Target | Weightage |
|--------|---|--|-----|--------|----------------|-----------|
| 1      | Assisting in sending receipt of supply for sampling to purchaser. On the next day of receipt of supply (date of completion of supply as per DI)   | Monthly  | %   | 100%   | 60%            | 10        |
| 2      | Assisting in sending of Samples in CTL after receipt of sampling plan from purchaser <ul style="list-style-type: none"> <li>• Distt. Transformers within 3 days</li> <li>• Cable/Conductor Drums @2 drums (depending on size of drum) within each 3 days</li> <li>• Other samples (except Distt. Transformer, cables and Conductor drums) 2 days</li> </ul> | Monthly  | %   | 100%   | 60%            | 30        |
| 3      | Verification of supplier's Challan's/Invoices. Within 3 days after completion of supply   | Monthly  | %   | 100%   | 60%            | 10        |
| 4      | Submission of monthly store Account to circle AO. Up to 15th of every month   | Monthly  | %   | 100%   | 60%            | 10        |
| 5      | Assisting in submission of prescribed monthly information to Circle office. Up to 5th of next month   | Monthly  | %   | 100%   | 60%            | 10        |

|   |   |        |   |      |     |    |
|---|---|--------|---|------|-----|----|
| 6 | Assisting in preparing over all status of the pending replies/status of AG Paras/ PV reports, cleanness of stores premises, stacking of stores, monthly communication with respective suppliers for lifting/delivery of GP failed store/ CTL failed stores shall also be kept while reviewing the performance of ACOS/SS. Throughout the year | Yearly | % | 100% | 60% | 15 |
| 7 | Maintaining all relevant records on daily basis including COS-6/COS-12/ BIN cards/COS-8 etc. Once in a year to be replaced by 100%  | Yearly | % | 100% | 60% | 15 |

**Table No. 11.12:- JEN (SS-Circle Store)**

**HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|--|---|------------|---------------|-----------------------|------------------|
| 1              | Assisting in sending receipt of supply for sampling to purchaser. On the next day of receipt of supply (date of completion of supply as per DI)  | Monthly   | %          | 100%          | 60%                   | 10               |
| 2              | Assisting in sending of Samples in CTL after receipt of sampling plan from purchaser <ul style="list-style-type: none"> <li>• Distt. Transformers within 3 days</li> <li>• Cable/Conductor</li> <li>• Drums @2 drums (depending on size of drum) within each 3 days</li> <li>• Other samples (except Distt. Transformer, cables and Conductor drums) 2 days</li> </ul> | Monthly   | %          | 100%          | 60%                   | 45               |
| 3              | Assisting in submission of prescribed monthly  | Monthly   | %          | 100%          | 60%                   | 10               |

|   |   |        |   |      |     |    |
|---|---|--------|---|------|-----|----|
|   | information to Circle office. Up to 5th of next month   |        |   |      |     |    |
| 4 | Assisting in preparing over all status of the pending replies/status of AG Paras/PV reports, cleanness of stores premises, and statcking of stores, monthly communication with respective suppliers for lifting /delivery of GP failed store / CTL failed stores shall also be kept while reviewing the performance of ACOS/SS. Throughout the year | Yearly | % | 100% | 60% | 20 |
| 5 | Maintaining all relevant records on daily basis including COS-6/COS-12/BIN cards/COS-8 etc.   | Yearly | % | 100% | 60% | 15 |

**Table No. 11.13:- AAO-II (under ACOS)**

**HoD: ACE (MM), Ajmer**

| <b>Sr. 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              | Submission of Monthly Store Account upto 15th of Every month(COS-30) on month basis | Monthly   | %          | 100%          | 60%                   | 30                |
| 2              | ATD/ATC verification to be verified within 3 working days after receipt             | Monthly   | %          | 100%          | 60%                   | 20                |
| 3              | Reconciliation of COS-12 and COS-14 on weekly basis                                 | Monthly   | %          | 100%          | 60%                   | 20                |
| 4              | Ensuring posting of SRN's/SIN's pricing in respective ledger(s) on working basis    | Monthly   | %          | 100%          | 60%                   | 20                |
| 5              | Verification of bills of local purchase within 7 days after receipt.                | Monthly   | %          | 100%          | 60%                   | 10                |

**Table No. 11.14:- AAO (OS-II)****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|---|---|------------|---------------|-----------------------|------------------|
| 1              | Preparation of Salary of employees up to 25th the month   | Monthly   | %          | 100%          | 60%                   | 15               |
| 2              | Medical/TA Bills/Orderly/conveyance Bill within 3 days after receipt of claims  | Monthly   | %          | 100%          | 60%                   | 15               |
| 3              | Further study case/re-engagement case of retired person within 7 days after receipt                                   | Monthly   | %          | 100%          | 60%                   | 15               |
| 4              | Maintain service book and personnel file of officers/staff and other Estt. Work. Equivalent to Nos. of total employee | Monthly   | %          | 100%          | 60%                   | 15               |
| 5              | Maintaining master file (monthly) deal store verification   | Monthly   | %          | 100%          | 60%                   | 40               |

**Table No. 11.15:- PA/Steno****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|---|---|------------|---------------|-----------------------|------------------|
| 1              | Dealing Confidential Section (All confidential matters) | Monthly   | %          | 100%          | 60%                   | 30               |
| 2              | Maintaining APARs/ACRs records. (All ACR's received)    | Monthly   | %          | 100%          | 60%                   | 40               |
| 3              | Maintaining DE/PE position(All record)                  | Monthly   | %          | 100%          | 60%                   | 30               |

**Table No. 11.16:-Jr.Acct. (I&S)****HoD: ACE (MM), Ajmer**

| <b>Sr. 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>Weightage</b> |
|----------------|---|---|------------|---------------|-----------------------|------------------|
| 1              | Comments on Reply of Audit Para received from ACOS/CAO(IA) within 15 days | Monthly   | %          | 100%          | 60%                   | 15               |
| 2              | Reply of RTI within 7 days  | Monthly   | %          | 100%          | 60%                   | 10               |

|   |   |         |   |      |     |    |
|---|---|---------|---|------|-----|----|
| 3 | To put up cases of Comments on the reply of the physical verification report of store to settle the cases of material found short/excess in the circle store/sub-store. Within 15 days.   | Monthly | % | 100% | 60% | 15 |
| 4 | Verification of ATD/ATC. 2 days after receiving   | Monthly | % | 100% | 60% | 5  |
| 5 | Verification of MSTC Bill within 10 days after receipt  | Monthly | % | 100% | 60% | 15 |
| 6 | 3rd party Inspection verification Bills and related information within 15 days  | Monthly | % | 100% | 60% | 10 |
| 7 | All kind of Sanctions for vehicles/Ex-servicemen/ Security guard/computer operator with machines/tyre-tube and battery of vehicle etc. To put up within 3 days after receipt of the case file and issue of sanction order on same day after receipt of approval | Monthly | % | 100% | 60% | 20 |
| 8 | Reply of Assembly questions. 2 days after receipt of question   | Monthly | % | 100% | 60% | 10 |

**Table No. 11.17:-AEN (I&S)  
Ajmer**

**HoD: Addl. CE (MM), AVVNL,**

| Sr. No. | KPI - Definition  | Evaluation (Monthly / Quarterly/ Half yearly/ Yearly) | UOM | Target | Cut-off Target | Weightage |
|---------|---|---|-----|--------|----------------|-----------|
| 1       | Checking of Two Circle Stores and Two Sub-Divisional Store with Sub Office Stores   | Monthly   | %   | 100%   | 60%            | 20        |
| 2       | Insurance Coverage of Stocks of Stores/CTL once in a year   | Yearly  | %   | 100%   | 60%            | 10        |
| 3       | Stock Position of Major Items fortnightly   | Monthly   | %   | 100%   | 60%            | 10        |
| 4       | Issue of Standard Issue Rates Twice in a year   | Half Yearly   | %   | 100%   | 60%            | 10        |
| 5       | Issue of Latest Auction Rate(s) for valuation of Scrap lying at Stores, to comply with Accounting Standard-2 Valuation of Inventories. Once in a year | Yearly  | %   | 100%   | 60%            | 5         |

|   |   |        |   |      |     |    |
|---|---|--------|---|------|-----|----|
| 6 | Yearly targets from sale of Scrap in financial Year. Equivalent to 60% of the scrap material cost as per guiding price as decided by the guiding price committee. | Yearly | % | 100% | 60% | 35 |
| 7 | Monitoring of GP repaired DT's at Circle stores   | Yearly | % | 100% | 60% | 10 |

**Table No. 11.18:-JEn-I/II (I&S)  
AVVNL, Ajmer**

**HoD: Addl. CE (MM),**

| Sr. No. | KPI – Definition  | Evaluation (Monthly / Quarterly/ Half yearly/ Yearly) | UOM | Target | Cut-off Target | Weightage |
|---------|---|---|-----|--------|----------------|-----------|
| 1       | Timely issue of Monthly, Fortnightly, Daily Stock Position (5th/20th/daily) as per calendar   | Monthly   | %   | 100%   | 60%            | 20        |
| 2       | Insurance Coverage of Stocks of Stores/CTL once in a year   | Yearly  | %   | 100%   | 60%            | 10        |
| 3       | Stock Position of Major Items fortnightly   | Monthly   | %   | 100%   | 60%            | 10        |
| 4       | Issue of Standard Issue Rates Twice in a year   | Half Yearly   | %   | 100%   | 60%            | 10        |
| 5       | Issue of Latest Auction Rate(s) for valuation of Scrap lying at Stores, to comply with Accounting Standard-2 Valuation of Inventories. Once in a year             | Yearly  | %   | 100%   | 60%            | 5         |
| 6       | Yearly targets from sale of Scrap in financial Year. Equivalent to 60% of the scrap material cost as per guiding price as decided by the guiding price committee. | Yearly  | %   | 100%   | 60%            | 35        |
| 7       | Monitoring of GP repaired DT's at Circle stores   | Yearly  | %   | 100%   | 60%            | 10        |

**Table No. 11.19:-JEN (Disposal)  
Ajmer**

**HoD: Addl. CE (MM), AVVNL,**

| Sr. No. | KPI – Definition  | Evaluation (Monthly / Quarterly/ Half yearly/ Yearly) | UOM | Target | Cut-off Target | Weightage |
|---------|---|---|-----|--------|----------------|-----------|
| 1       | Arranging Survey Report from all ACOS in every 2 months   | Quarterly   | %   | 100%   | 60%            | 5         |
| 2       | Listing of Scrap Item after receipt of Survey Report(s) from ACOS (ACOS-wise), Item-wise proposed | Quarterly   | %   | 100%   | 60%            | 15        |

|   |   |         |   |      |     |    |
|---|---|---------|---|------|-----|----|
|   | to be disposed off and sending to ACOS for verification and MSTC for taking disposal action, Fixing of Auction Date(s), Checking of Auction Catalogue(s), preparing Statement(s) for decision of Reserve Price, Decision of Reserve Price and feeding of Reserve Price and allied matters in one month. |         |   |      |     |    |
| 3 | Preparing Statement(s) for the decision of Price(s) received with STA limit and feeding Decision of STA Prices. 7 working days after completion of Auction  | Monthly | % | 100% | 60% | 5  |
| 4 | Sending Details of Payments deposited by the bidder(s) to AO (EA & Cash) for confirmation and intimating MSTC for issue sale Order(s)/Delivery Order(s). Next working day   | Monthly | % | 100% | 60% | 10 |
| 5 | Checking Payments for Material Value, Taxes, Penalty etc. as per Delivery Order(s) Details for issuing Office Order(s) for Delivery Committee indicating dues to be collected from the bidders before effecting Delivery of material within 3 working Days  | Monthly | % | 100% | 60% | 10 |
| 6 | Preparing Cases for Acceptance/Rejection of Late Payment/Delay in lifting of Material other etc. within 7 days after receipt of request   | Monthly | % | 100% | 60% | 5  |
| 7 | Yearly Targets from sale of Scrap every financial year  | Yearly  | % | 100% | 60% | 45 |
| 8 | Compilation of completion reports of Auction from all ACOS. UP to 10th day of next month for the completion of delivery(s) in preceding month   | Monthly | % | 100% | 60% | 5  |

**Table No. 11.20:- Jr. Accountant (Disposal)**  
**AVVNL, Ajmer**

**HoD: Addl. CE (MM),**

| <b>Sr. 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>Weightage</b> |
|----------------|---|--|------------|---------------|-----------------------|------------------|
| 1              | Arranging Survey Report from all ACOS in every 2 months   | Quarterly  | %          | 100%          | 60%                   | 5                |
| 2              | Listing of Scrap Item after receipt of Survey Report(s) from ACOS (ACOS-wise), Item-wise proposed to be disposed off and sending to ACOS for verification and MSTC for taking disposal action, Fixing of Auction Date(s), Checking of Auction Catalogue(s), preparing | Quarterly  | %          | 100%          | 60%                   | 15               |

|   |  |         |   |      |     |    |
|---|--|---------|---|------|-----|----|
|   | Statement(s) for decision of Reserve Price, Decision of Reserve Price and feeding of Reserve Price and allied matters in one month   |         |   |      |     |    |
| 3 | Preparing Statement(s) for the decision of Price(s) received with STA limit and feeding Decision of STA Prices. 7 working days after completion of Auction   | Monthly | % | 100% | 60% | 5  |
| 4 | Sending Details of Payments deposited by the bidder(s) to AO (EA & Cash) for confirmation and intimating MSTC for issue sale Order(s)/Delivery Order(s). Next working day  | Monthly | % | 100% | 60% | 10 |
| 5 | Checking Payments for Material Value, Taxes, Penalty etc. as per Delivery Order(s) Details for issuing Office Order(s) for Delivery Committee indicating dues to be collected from the bidders before effecting Delivery of material within 3 working Days | Monthly | % | 100% | 60% | 10 |
| 6 | Preparing Cases for Acceptance/Rejection of Late Payment/Delay in lifting of Material other etc. within 7 days after receipt of request  | Monthly | % | 100% | 60% | 5  |
| 7 | Yearly Targets from sale of Scrap every financial year   | Yearly  | % | 100% | 60% | 45 |
| 8 | Compilation of completion reports of Auction from all ACOS. UP to 10th day of next month for the completion of delivery(s) in preceding month  | Monthly | % | 100% | 60% | 5  |

**Table No. 11.21:-JEN-II (Store)O/o DCOS  
AVVNL, Ajmer**

**HoD: Addl. CE (MM),**

| <b>Sr. No.</b> | <b>KPI - Definition</b>  | <b>Evaluati on (Monthly /Quarter ly/Half yearly/ Yearly)</b> | <b>UOM</b> | <b>Target</b> | <b>Cut-off Target</b> | <b>Weightage</b> |
|----------------|--|--|------------|---------------|-----------------------|------------------|
| 1              | Timely issue of lotteries on the request received from ACOS's / XEN (Project)/ XEN (CTL) within 1 Day of receipt of request. | Monthly  | %          | 100%          | 60%                   | 25               |
| 2              | Assisting in preparing over all status of the pending cases of insurance claim of ACOS's. Throughout the year                | Monthly  | %          | 100%          | 60%                   | 10               |
| 3              | Assisting in preparing over all status of the pending replies/status of AG Paras reports                                     | Monthly  | %          | 100%          | 60%                   | 10               |

|   |   |             |   |      |     |    |
|---|---|-------------|---|------|-----|----|
|   | shall also be kept while reviewing the reply received from ACOS's. Throughout the year  |             |   |      |     |    |
| 4 | Assisting in preparing over all status of the pending replies/status of PV reports shall also be kept while reviewing the reply received from ACOS's. Throughout the year | Monthly     | % | 100% | 60% | 10 |
| 5 | Assisting in dealing of RTI cases of Dy.COS office and ACOS's office. Throughout the year   | Monthly     | % | 100% | 60% | 10 |
| 6 | Assisting in dealing of Court cases of Dy.COS office and ACOS's office. Throughout the year   | Monthly     | % | 100% | 60% | 10 |
| 7 | Assisting in collection of rates of various items from SE (MM) and preparation of Standard Issue Rates Twice in a year  | Half Yearly | % | 100% | 60% | 15 |
| 8 | Timely preparation of reply of important correspondences received from various authorities/ Firms. Throughout the year  | Monthly     | % | 100% | 60% | 10 |