

Table No. 12: Managing Director

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Table 12.1: Company Secretary HoD: Managing Director

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Finalization and circulation of agenda for Board/ Members/ Statutory meetings.	Within 3 days of approval	%	100%	70 %	20%
2	Finalization and circulation of minutes of Board/ Members/ Statutory meetings. Circulation of minutes and ensuring compliance of directions of Common meetings of Power Sector Companies	Within 3 days of approval	%	100%	70 %	10%
3	Secretarial Audit from Secretarial Auditors	Within 30 days of approval of Accounts by Board of Directors	%	100%	70 %	10%
4	Filing of various forms/ documents to ROC through MCA Portal	Within 30 days of happening of event	%	100%	70 %	10%
5	Maintaining / updating Statutory Records at Registered office	Within 30 days of occurrence/ changes	%	100%	70 %	10%
6	Complying / ensuring compliance of various statutory obligations under Company Law on behalf of Company	Within 30 days	%	100%	70 %	10%
7	Monitoring of cases for appeal / No appeal and dealing / providing / arranging opinion in various legal matters	2 months	7 days	100%	70%	10%
8	Monitoring of cases for appeal / No appeal and dealing / providing / arranging opinion in various legal matters	2 months	7 days	100%	70%	10%
9	Initiate various updated Plans of CUG connections of AVVNL, Issue of CUG Sims to under special plans,	Half yearly	%	100%	60%	10%

Table 12.2 : Junior Legal Officer**HoD: Company Secretary**

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Assisting in providing opinion / guidance regarding company law matters	Within 7 days	%	100%	70 %	40%
2	Assisting in compliance / ensuring compliance of various statutory obligations under Company Law on behalf of Company	Within 30 days	%	100%	70 %	40%
3	Preparation of information under RTI Act	Regularly	%	100%	70 %	20%

Table No. 12.3: Stenographer**HoD: Company Secretary**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Preparation and drafting various letters / correspondence with Govt. / RoC and other departments of the Company	Regularly	%	100%	70 %	40%
2.	Regular follow up and maintenance of various mails / correspondence of the Department	Regularly	%	100%	70 %	20%
3.	Continuous follow-up for the compliances of Board meetings and other sub-committee meetings	Regularly	%	100%	70 %	20%
4.	Maintenance of Statutory registers and records under Companies Act and Secretarial Audit	Regularly	%	100%	70 %	20%

Table No. 12.4: Assistant Administrative Officer**HoD: Company Secretary**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Assisting in preparation and drafting of Agenda notes & Minutes and submission of files	Regularly	%	100%	70 %	20%
2.	Assisting in follow-up for the compliances of Board meetings and other sub-committee meetings	Regularly	%	100%	70 %	20%
3.	Assisting in Preparation of various forms under Companies Act including AOC-4, MGT-7, MGT-14, ADT-1, PAS-3, CRA-2, CRA-4 etc.	Regularly	%	100%	70 %	10%
4.	Assisting in	Regularly	%	100%	70 %	10%
5.	Follow-up with Accounts Wing for timely payment to Independent Directors	Regularly	%	100%	70 %	10%
6.	Assistance for updation of Statutory Minutes Book of Board meeting, Audit Committee, Borrowing Committee, AGM, EGM etc	Regularly	%	100%	70 %	10%
7.	Assisting in Maintenance of Statutory registers and records under Companies Act and Secretarial Audit	Regularly	%	100%	70 %	10%
8.	Initiate various updated Plans of CUG connections of AVVNL, Issue of CUG Sims to under special plans,	Half yearly	%	100%	60%	10%

Table No. 12.5: SE/XEN (TA to MD) HoD: Managing Director, Ajmer Discom

S. No.	Description of Work	Evaluation (Monthly/ Quarterly/ Half Yearly/ Yearly)	UOM (%)	Target	Cut-off Target	Weightage
1	Preparation of various meetings information i.e. VC, Reviews etc.	Monthly	%	100%	60%	30%
2	Prompt redressal of grievances and appraisal to Hon'ble Managing Director Sb.	As and when	%	100%	50%	10%
3	Deal important letters received from CMO, Energy Minister, Energy Department and various other departments to resolve within 2 working days	As and when	%	100%	60%	10%
4	Note regarding various issues/ grievance reported on News Media to CMO/ Chairman Discoms related to department	As and when	%	100%	60%	10%
5	Monitoring of various ongoing projects under Central/ State Govt. schemes	Monthly	%	100%	55%	20%
6	Maintaining daily information for important activities	Monthly	%	100%	60%	10%
7	Planning & execution of Sr. Officers, HoD and various MD level Meetings including compilation, follow up of decisions.	Monthly	%	100%	60%	10%

Table No. 12.6: Managing Director - AEN (IT), Monitoring Cell HoD: MD, AVVNL

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To assist the TA to MD for arranging various MD Level meetings & compilation of Meeting information	Monthly	Nos.	100%	100%	20%
2	Ensuring the proper working of the Biometrics System installed at Corporate office	Monthly	%	100%	90%	10%
3	To supervise the works allotted to JEN (Monitoring Cell) working under	Monthly	%	100%	80%	20%
4	Ensuring proper working & functioning of Internet/ Firewall/ UTM & LAN installed	As and when	%	100%	80%	15%
5	Compliance of Directions issued by Senior Authority	As and when	%	100%	100%	15%
6	Ensuring proper smooth working of Video Conferencing System installed	As and when	%	100%	80%	10%
7	Implementation of Direction issued from MD Sb. Upto field level	As and when	%	100%	100%	10%

Table No. 12.7: Managing Director - AEN (E&M), Monitoring Cell HoD: MD, AVVNL

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To assist the TA to MD for arranging various MD Level meetings & compilation of Meeting information	Monthly	Nos.	100%	100%	20%
2	Monitoring of various ongoing projects under Central/ State Govt. schemes	Monthly	%	100%	100%	10%
3	To supervise the works allotted to JEN (Monitoring Cell) working under	Monthly	%	100%	80%	10%
4	Maintaining daily information for important activities	As and when	%	100%	80%	10%
5	Compliance of Directions issued by Senior Authority	As and when	%	100%	100%	15%
6	Monitoring of Various O&M/ M&P related activities on need basis	As and when	%	100%	80%	15%
7	Implementation of Direction issued from MD Sb. Upto field level	As and when	%	100%	80%	10%
8	To resolve the issues reported by JEN(Monitoring Cell) at field level & assisting them	As and when	%	100%	80%	10%

Table No. 12.8: Managing Director - JEN (E&M), Monitoring Cell HoD: MD, AVVNL

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	To assist the AEN (E&M/ IT) for arranging various MD Level meetings & Collection of Meeting information	Monthly	Nos.	100%	100%	20%
2	Collection & Compilation of information of allotted circle for Circle Level review meeting	As and when	%	100%	90%	20%
3	Monitoring of Various O&M/ M&P related activities on need basis	Monthly	%	100%	80%	15%
4	Compliance of Directions issued by Senior Authority	As and when	%	100%	100%	10%
5	Ensuring proper smooth working of Video Conferencing System installed	As and when	%	100%	80%	10%
6	Implementation of Direction issued from MD Sb. Upto field level	As and when	%	100%	100%	5%
7	Putting up of the various reports generated through OCM on RAPDRP portal to Senior Management	Monthly	%	100%	100%	10%
8	Maintaining daily information for important activities	Daily	%	100%	90%	10%