

Table No. 16: Establishment, Revenue & Budget

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Establishment, Revenue & Budget

Table No. 16.1: CAO (ERB)

HoD: CAO (ERB), AVVNL, AJMER

S.N o.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Monthly Invoice to DF within 2 working days after receiving details from SE(Regulation) within one day	Monthly	%	100%	60%	10%
2	Sending of Electricity Duty, Urban Cess ,Water Conservation & other Govt.levies within 25 days	Monthly	%	100%	60%	20%
3	Compilation of MIS and Revenue Information within 20 day	Monthly	%	100%	60%	10%
4	Timely disposal of AG Audit Para within 5 days	Monthly	%	100%	60%	15%
5	Timely disposal of Assembly questions within 5 days	Monthly	%	100%	60%	15%
6	Supervision of cases for all types of leave sanction within 10 days	Monthly	%	100%	70%	15%
7	Timely Disposal of Information under RTI Act	Monthly	%	100%	70%	15%

Table No. 16.2: Revenue Sr. AO / AO (Revenue) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Monthly Invoice to DF within 2 working days after receiving details from SE(Regulation) within one day	Monthly	%	100%	60%	20%
2	Sanction of Electricity Duty, Urban Cess ,Water Conservation & other Govt.levies within 25 days	Monthly	%	100%	60%	20%
3	Compilation of MIS and Revenue Information within 20 day	Monthly	%	100%	60%	20%
4	Timely disposal of AG Audit Para within 5 days	Monthly	%	100%	60%	15%
5	Timely disposal of Assembly questions within 5 days	Monthly	%	100%	60%	15%
6	Timely Disposal of Information under RTI Act	Monthly	%	100%	70%	10%

Table No. 16.3: Revenue - AAO-I (Rev.)**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Monthly Invoice to DF within 2 working days after receiving details from SE(Regulation) within one day	Monthly	%	100%	60%	20%
2	Sanction of Electricity Duty, Urban Cess ,Water Conservation & other Govt.levies within 25 days	Monthly	%	100%	60%	10%
3	Compilation of MIS and Revenue Information within 20 day	Monthly	%	100%	60%	20%
4	Timely disposal of AG Audit Para within 5 days	Monthly	%	100%	60%	10%
5	Timely disposal of Assembly questions within 5 days	Monthly	%	100%	60%	10%
6	Timely Disposal of Information under RTI Act	Monthly	%	100%	70%	10%
7	Preparation of all revenue related information regarding various meetings and video conferencing (within 3 days)	Monthly	%	100%	60%	10%
8	Timely disposal of Vetting/comments on the inquiry matters on revenue realization, T&D Losses and others as required within 5 days	Monthly	%	100%	60%	10%

Table No. 16.4: Revenue - (AAO- II-1)**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Implementation of billing related commercial circulars within 5 days	Monthly	%	100%	60%	20%
2	Monthly Invoice to DF within 2 working days after receiving details from SE(Regulation) within 1 days	Monthly	%	100%	60%	20%
3	Sanction of Electricity Duty, Urban Cess ,Water Conservation & other govt.levies (upto 25 th of every month)	Monthly	%	100%	60%	10%
4	Correspondence related to Govt. levies & tariff orders within 5 days	Monthly	%	100%	60%	10%
5	Correspondence regarding Distribution Franchise within 5 days	Monthly	%	100%	60%	10%
6	All correspondence related to payment of energy bills viz. online payment Gateway & Digital Payment. (Billdesk, Paytm& Yes Bank) within 7 days	Monthly	%	100%	60%	15%
7	Information regarding digital payment and its uploading on Digipay portal as per norms	Monthly	%	100%	60%	15%

Table No. 16.5: Revenue - (AAO- II-2)**HoD: CAO (ERB), AVVNL, Ajmer**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Timely disposal of RTI information pertaining to the office of Sr. AO (Revenue) (upto 25 th of every month)	Monthly	%	100%	60%	20%
2	Timely disposal of AG Audit para pertaining to the office of Sr. AO (Revenue) within 5 days	Monthly	%	100%	60%	15%
3	Timely disposal of Assembly questions within 5 days	Monthly	%	100%	60%	15%
4	Timely disposal of Vetting/ comments on the inquiry matters on revenue realization, T&D Losses and others as required within 5 days	Monthly	%	100%	60%	20%
5	Timely disposal of Cases/Issues related to embezzlement in and cash collection matters within 7 days	Monthly	%	100%	60%	15%
6	Timely disposal of all correspondence related to payment of energy bills viz. E-Mitra and other outside agencies within 7 days	Monthly	%	100%	60%	15%

Table No. 16.6: Revenue - (AAO- II-3)**HoD: CAO (ERB), AVVNL, Ajmer**

S.N o.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Compilation of MIS and Revenue Information (upto 20 th of every month)	Monthly	%	100%	60%	20%
2	Monitoring of compilation of outstanding dues against various Govt. departments (upto 10 th of every month)	Monthly	%	100%	60%	20%
3	Ensuring of Compilation of SOM information (upto 27 th of every month)	Monthly	%	100%	60%	20%
4	Preparation of all revenue related information regarding various meetings and video conferencing within 3 days	Monthly	%	100%	60%	10%
5	Correspondence related to Billing and software issues within 7 days	Monthly	%	100%	60%	15%
6	Compilation of DO Information (upto 10 th of every month)	Monthly	%	100%	60%	15%

Table No. 16.7: Revenue - (Jr. Accountants-1)**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Implementation of billing related commercial circulars within 5 days	Monthly	%	100%	60%	40%
2	Monthly Invoice to DF within 2 working days after receiving details from SE(Regulation) within 1 days	Monthly	%	100%	60%	30%
3	Sanction of Electricity Duty, Urban Cess ,Water Conservation & other govt.levies (upto 25 th of every month)	Monthly	%	100%	60%	30%

Table No. 16.8: Revenue - (Jr. Accountants-2)**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Correspondence related to Govt. levies & tariff orders within 5 days	Monthly	%	100%	60%	50%
2	Correspondence regarding Distribution Franchise within 5 days	Monthly	%	100%	60%	50%

Table No. 16.9: Revenue - (Jr. Accountants-3)**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	All correspondence related to payment of energy bills viz. online payment Gateway & Digital Payment. (Billdesk, Paytm& Yes Bank) within 7 days	Monthly	%	100%	60%	50%
2	Information regarding digital payment and its uploading on Digipay portal as per norms	Monthly	%	100%	60%	50%

Table No. 16.10:- Revenue - (Jr. Accountants-4),**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Timely disposal of RTI information pertaining to the office of Sr. AO (Revenue) (upto 25 th of every month)	Monthly	%	100%	60%	50%
2	Timely disposal of AG Audit para pertaining to the office of Sr. AO (Revenue) within 5 days	Monthly	%	100%	60%	50%

Table No. 16.11:- Revenue - Jr. Accountants-5,**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Timely disposal of Assembly questions within 5 days	Monthly	%	100%	60%	50%
2	Timely disposal of Vetting/ comments on the inquiry matters on revenue realization, T&D Losses and others as required within 5 days	Monthly	%	100%	60%	50%

Table No. 16.12: Revenue - Jr. Accountants-6**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Timely disposal of Cases/Issues related to embezzlement in and cash collection matters within 7 days	Monthly	%	100%	60%	50%
2	Timely disposal of all correspondence related to payment of energy bills viz. E-Mitra and other outside agencies within 7 days	Monthly	%	100%	60%	50%

Table No. 16.13: Revenue - Jr. Accountants-7**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Compilation of MIS and Revenue Information (upto 20 th of every month)	Monthly	%	100%	60%	50%
2	Monitoring of compilation of outstanding dues against various Govt. departments (upto 10 th of every month)	Monthly	%	100%	60%	50%

Table No. 16.14: Revenue - Jr. Accountants-8**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Ensuring of Compilation of SOM information (upto 27 th of every month)	Monthly	%	100%	60%	50%
2	Preparation of all revenue related information regarding various meetings and video conferencing within 3 days	Monthly	%	100%	60%	50%

Table No. 16.15: MIS Cell Revenue – CA-I**HoD: CAO (ERB), AVVNL, Ajmer**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Correspondence related to Billing and software issues within 7 days	Monthly	%	100%	60%	50%
2	Compilation of DO Information (upto 10 th of every month)	Monthly	%	100%	60%	50%

Table No. 16.16: AO (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Preparation of Pension cases of staff working under the control of the Accounts Officer (Estt. Cont. & Rules) within 15 working days of receipt	Monthly	%	100%	60%	10%
2	Preparation of establishment claims and Correspondence, etc. within 10 days of receipt	Monthly	%	100%	60%	5%
3	Preparation of cases for all types of leave sanction within 10 working days from the date of receipt	Monthly	%	100%	50%	5%
4	To maintain and update of the all service books along with pay fixation and personal files within 10 days	Monthly	%	100%	50%	10%
5	Preparing of ACP cases of employees within 10 days	Monthly	%	100%	50%	5%
6	Preparation of arrear bills within 7 days from the date of receipt	Monthly	%	100%	50%	5%
7	Final payment cases of Gazetted and Non Gazetted staff within 7 working days	Monthly	%	100%	50%	5%
8	Checking and Disposal of revised pension cases within 15 working days of receipt	Monthly	%	100%	60%	5%
9	To issue all the orders to implement the decision taken by the by the BoDs, Co-ordination Committee and other competent authorities in relation to various Service Regulations, TA Rules, DOP, Purchase Manual, RCS (Revised Pay) Rules, Pension Regulations etc.	Monthly	%	100%	40%	10%
10	To issue clarification on the queries raised by the various offices in relation to interpretation of relevant rules/ orders related to various rules & Service Regulations, RCS(Revised Pay) Rules and pay fixation, TA Rules, RCS (Medical Attendance) Rules,	Monthly	%	100%	50%	10%

	etc. in respect of employees/officers of Nigam.					
11	To issue clarification on the queries raised by the various offices in relation to interpretation of provisions/ orders related to DOP, Purchase Manual etc.	Monthly	%	100%	50%	5%
12	To incorporate amendments and to issue clarification relating to RTPP act /Rules and Purchase Manual etc.	Monthly	%	100%	60%	5%
13	To issue clarification on the queries related to Revision of Pay Anomalies, Selection Grade/Assured Career Progression to employees	Monthly	%	100%	70%	10%
14	To refer the issues to the FD, GoR on the subject matter associated with the State Govt. as per directions from the BODs/ Competent authority within seven working days.	Monthly	%	100%	60%	5%
15	Information under RTI Act within thirty days as per norms prescribed under RTI Act.	Monthly	%	100%	80%	5%

Table No. 16.17: AAO-II-1 (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	To Supervise the work of Control Section.	Regularly	%	100%	60%	15%
2	Evaluation of vacant posts of Jr. Accountants to submit to Rectt. Section as demanded by DS(Recruitment)	Yearly	%	100%	60%	15%

3	Issuing of appointment orders of Jr. Accountant immediately after receiving /approval of higher authorities	On Recruitment	%	100%	60%	20%
4	Promotion of Junior Accountants after receiving approval of the higher authorities	Yearly	%	100%	60%	15%
5	Transfers and posting of AAO-II(s)/Junior Accountants on direction of higher authorities immediately subject to approval of the higher authorities	On directions of higher authority	%	100%	60%	15%
6	Disposal of assembly question(s) within 5 days of receipt of Assembly questions	Regularly	%	100%	60%	20%

Table No. 16.18: AAO-II-2 (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Checking and supervise of cases of leave of officers, for allowing permission to prosecute further study, maintenance of CL records and absentee of AO (E/C) section	Regularly	%	100%	60%	20%
2	Cases of Hiring of Vehicle/ Cases of POL- Dealing PUC within 7 working days from the date of request/file receipt. Issue of sanction order within 5 working days from receipt of approval of competent authority	Regularly	%	100%	60%	20%
3	Cases of Hiring of Computer with Operator- Dealing PUC within 7 working days from the date of request/file receipt. Issue of sanction order within 5 working days from receipt of approval of competent authority	Regularly	%	100%	60%	20%

4	To issue all the orders to implement the decision taken by the by the BoDs, Co-ordination Committee and other competent authorities in relation to various Service Regulations, Purchase Manual, RCS (Revised Pay) Rules within 15 days.	Monthly	%	100%	40%	10%
5	To issue clarification on the queries raised by the various offices in relation to interpretation of relevant rules/ orders related to Service Regulations in respect of employees/ officers of Nigam within 30 days.	Monthly	%	100%	50%	10%
6	To issue clarification on the queries raised by the various offices in relation to interpretation of provisions/ orders related to CLRC, GF&R, Rajasthan Civil Services (Revised Pay) 2017, TWSR etc. within 30 days.	Monthly	%	100%	50%	5%
7	To issue clarification on the queries related to Revision of Pay Anomalies, Selection Grade/Assured Career Progression to employees within 30 days.	Monthly	%	100%	70%	10%
8	To refer the issues to the FD, GoR on the subject matter associated with the State Govt. as per directions from the BODs/ Competent authority within 5 days.`	Monthly	%	100%	60%	5%

Table No. 16.19: AAO-II-3 (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Checking of salary of all staff within 5 working days from the receipt of salary bills	Monthly	%	100%	60%	20%
2	Checking of establishment claims, i.e. T.A., medical bills etc., 7 workingdays from the date of receipt	Monthly	%	100%	60%	10%

3	Checking and supervise the Pension Case/ revised pension cases. Within 15 days from the date of receipt	Monthly	%	100%	60%	10%
4	Checking of the all service books and personal files within 7 working days	Monthly	%	100%	60%	10%
5	Checking of Tax calculation memo and Form-16 of all officials up to 15 th May of every year	Yearly	%	100%	50%	10%
6	To issue all the orders to implement the decision taken by the by the BoDs, Co-ordination Committee and other competent authorities in relation to DOP and Pension Regulations etc. within 15 days.	Monthly	%	100%	40%	10%
7	Information under RTI Act within thirty days as per norms prescribed under RTI Act.	Monthly	%	100%	80%	10%
8	To issue clarification on the queries raised by the various offices in relation to interpretation of provisions/ orders related to DOP, Contributory Provident fund and MSR, 1962 etc within 30 days.	Monthly	%	100%	70%	10%
9	To incorporate amendments and to issue clarification relating to RTPP act /Rules and Purchase Manual etc. within 30 days.	Monthly	%	100%	60%	10%

Table No. 16.20: Jr. Acctt.-1(Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Cases of complains/ charge-sheet against AAO-II/ ARO of Jaipur Discom:(Dealing PUC within 7 working days of receipt and further processing within 3 days after receiving directions of the higher authorities in each case)	Regularly	%	100%	60%	10%
2	Establishment / Relevant Correspondencesof AAO-II/ARO of Ajmer Discom:(Dealing PUC	Regularly	%	100%	60%	25%

	within 7 working days of receipt and further processing within 3 days after receiving directions of the higher authorities in each case)					
3	Cases of voluntary retirement / resignation of AAO-II/ARO. (Dealing PUC within 7 working days of receipt and issuing order of voluntary retirement within 3 working days after receipt of approval of competent authority)	Regularly	%	100%	60%	10%
4	Maintaining records regarding Appointments, Sanctioned/working strength of Jr. Acctt. /AAO-II of Jaipur Discom (Within 15 working days)	Regularly	%	100%	60%	15%
5	Maintaining records regarding transfer applications of AAO-II and AAO-I and office desires for staff / employee from offices (Within 15 working days)	Regularly	%	100%	60%	15%
6	Sanction of Selection Grade/ ACP of AAO-II. (Dealing PUC within 7 working days of receipt and issue of order of ACP within 3 working days after receipt of approval of competent authority)	Regularly	%	100%	60%	15%
7	Sanction of Unutilized Leave of AAO-II/ARO (Dealing PUC within 7 working days of receipt and issue of order of sanction within 3 working days after receipt of approval of competent authority)	Regularly	%	100%	60%	10%

Table No. 16.21: Jr. Acctt.-2 (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Establishment / Relevant Correspondence of Jr. Acctt. of Ajmer Discom including leave cases.: (Dealing PUC within 07 working days of receipt and further processing within 3 days after receiving directions of the higher authorities in each case)	Regularly	%	100%	60%	25%

2	Cases of voluntary retirement/ Resignation of Jr. Acctt/ Sanction of Selection Grade/ ACP of Jr. Acctt- (Dealing PUC within 07 working days of receipt and issuing order within 3 working days after receipt of approval of competent authority).	Regularly	%	100%	60%	10%
3	Preparation of Seniority list of Jr. Accountant Tentative seniority to be issued 1st to 5th of April every year. Final Seniority List to be issued within 40-45 days after issue of tentative seniority	Yearly	%	100%	60%	10%
4	Maintaining records regarding Appointments, Promotion, and Sanctioned/working strength of Junior Acctt. and intimation of Vacancy position to Secy. (Admn.), Ajmer etc (Within 15 working days)	Regularly	%	100%	60%	10%
5	Handling of Court Cases.- Regular submission of case replies as and when received- Preparation of factual position within 21 days of receipt of relevant papers.	Regularly	%	100%	60%	15%
6	Preparation of Training schedule and Correspondence of AAO-II/ Jr. Accountant- On new recruitment and on directions of higher authority (Within 7 days)	Regularly	%	100%	60%	10%
7	Preparation of general/urgent information required by Energy Deptt./Secretary (Admn.) & other higher authorities (Dealing PUC within 07 working days of receipt and further processing within 3 days after receiving directions of the higher authorities in each case)	Regularly	%	100%	60%	5%
8	Maintaining records regarding Transfer application of Junior Accountants. (Within 15 working days of receipt)	Regularly	%	100%	60%	5%
9	Cases of complaint and charge-sheet against Jr. Acctt. of Jaipur Discom(Dealing PUC within 07 working days of receipt and further processing within 3 days after receiving directions of the	Regularly	%	100%	60%	5%

	higher authorities in each case)					
10	Cases received of concurrence from other offices through the Director(Fin.), Ajmer (Within 7 days)	Regularly	%	100%	60%	5%

Table No. 16.22: Jr. Acctt.-3 (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Dealing of applications under Right to Information Act-2005, of PIO-CAO (ERB), AVVNL, AJMER and Also, applications related with Establishment Control And Rules Section under PIO-CAO (ERB), AVVNL, AJMER within 25-28 days from receipt of RTI application.	Regularly	%	100%	60%	10%
2	Dealing of Appeals under Right to Information Act-2005, related with the applications of PIO-CAO (ERB), AVVNL, AJMER and Also, appeals related with Establishment Control and Rules Section under PIO-CAO (ERB), AVVNL, AJMER within 25-28 days from receipt of RTI application.	Regularly	%	100%	50%	10%
3	Dealing of Information commission cases related with the RTI applications of PIO-CAO (ERB), AVVNL, AJMER AND Also, cases related with Establishment Control And Rules Section under PIO-CAO (ERB), AVVNL, AJMER within 15 days from the receipt of notice from information commission.	Regularly	%	100%	50%	10%
4	Preparing and submitting monthly RTI information of the Appellate Authority Managing director, AVVNL,AJMER, PIO-CAO (ERB), AVVNL, AJMER to	Monthly	%	100%	50%	10%

	Secretary (Admin.) within 5 working days of following month.					
5	Maintaining registers of records of RTI cases as per format prescribed under RTI Act-2005, of the Appellate Authority Managing director, AVVNL, AJMER, PIO-CAO (ERB), AVVNL, AJMER	Monthly	%	100%	50%	10%
6	To issue all the orders to implement the decision taken by the by the BoDs, Co-ordination Committee and other competent authorities in relation to TA Rules, RCS (Medical Attendance) Rules within 15 days.	Monthly	%	100%	40%	10%
7	To issue clarification on the queries raised by the various offices in relation to interpretation of relevant rules/ orders related to various rules & TA Rules, RCS (Medical Attendance) Rules, etc. in respect of employees/ officers of Nigam within 20 days.	Monthly	%	100%	50%	10%
8	To refer the orders to BOD which are issued subject to ratification by the board within 30 days.	Monthly	%	100%	50%	10%
9	To issue notices of the meetings of various Committees meetings where A.O.(rules) is appointed as Member Secretary/ Convenor and to assist in preparation of Minutes of the same within 15 days.	Monthly	%	100%	50%	10%
10	Regular track on RVPN as well as GoR orders and to put up the same to implement in the discom as per directions within 30 days.	Monthly	%	100%	50%	10%

Table No. 16.23: Jr. Acctt.-4 (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Preparation and handling sanction of leaves of officials/officers (Accounts wing) (Dealing-7working days from the date of receipt of application, PUC-7 working days from the date of receipt of leave title & order within 3 working days from the date of receipt of sanction)	Regularly	%	100%	60%	30%
2	Correspondence regarding acceptance of bond and surety submitted by Jr. Acct.(PT)	Regularly	%	100%	60%	20%
3	Cases for allowing permission to prosecute further study and processing the cases within 15 working days from the receipt of the application.	Yearly	%	100%	60%	15%
4	Processing the cases of clearance of probation of Jr. Acct.(PT)	Regularly	%	100%	60%	20%
5	Maintenance of E-attendance & C.L. record of staff of AO(E/C) section (upto 20th of each month)	Regularly	%	100%	60%	15%

Table No. 16.24: Ass. Admn.Officer (Estt. Cont. & Rules) HoD: CAO (ERB), AVVNL, AJMER

S.No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Maintenance of ACR/APAR dossiers of AAO-II(s)/ARO(s), Jr. Accountants and Stock Verifiers subject to receipt of duly reported and reviewed ACR/APAR within 7 working days.	Regularly	%	100%	60%	10%

2	Updation of Gradation records of AAO-II(s)/ARO(s), Jr. Accountants and Stock Verifiers as per the ACR/APAR received, subject to receipt of duly reported and reviewed ACR/APAR, within 21 working days after receipt of ACR/APAR.	Regularly	%	100%	60%	10%
3	Correspondence work related to maintenance of ACR/APAR, within 15 working days after receipt of ACR/APAR.	Regularly	%	100%	60%	10%
4	Cases of Hiring of Vehicle-Dealing PUC within 7 working days from the date of request/filereceipt. Issue of sanction order within 5 working days from receipt of approval of competent authority	Regularly	%	100%	60%	10%
5	Cases of Hiring of Computer with Operator-Dealing PUC within 7 working days from the date of request/file receipt. Issue of sanction order within 5 working days from receipt of approval of competent authority	Regularly	%	100%	60%	10%
6	Preparation of all salary claims of officials-22 nd of each month	Monthly	%	100%	60%	10%
7	Preparation of information of Actuarial valuation and master Data up to 31 st May of each year	Yearly	%	100%	50%	10%
8	Tax calculation memo and Preparation of Form-16 of all officials up to 30 th April of each year	Yearly	%	100%	50%	10%
9	Maintain the C-1 register of all staff within 15 days from end of the salary month	Monthly	%	100%	50%	10%
10	To prepare the Establishment Budgets per date decided by Budget section	Yearly	%	100%	50%	10%

Table No. 16.25: AO (Budget) HoD: CAO (ERB)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Discussion and finalization of Budget Estimates and Revised Budget Estimates (including capital budget estimates) with concerning Circle Offices/Direction Offices. Compilation of Budget and submit to higher authorities for approval (by the end of financial year)	Yearly	Yes/ No	100%	100%	30%
2	Finalization of budget estimates for Tariff Subsidy, Electricity Duty, Equity and other grants and subsidies after discussion with finance department of GoR under BFC (schemes and other than schemes). Correspondence and pursuance with GoR for such subsidies and grants.	Yearly	Yes/ No	100%	100%	25%
3	Finalization of requirement of additional budget received from various circle and direction offices and put up to higher authorities for approval (within 15 days)	Monthly	Yes/ No	100%	100%	15%
4	Timely preparation and submission of all information like assembly questions, A.G. Paras, RTI, 15th Finance commission, Expenditure Reform Committee, State Renewal Fund etc. and information sought by GoR (within 7 days)	Monthly	Yes/ No	100%	100%	15%
5	Information Budget Declaration, Correspondence and information related to government followings:- Output /outcome Budget, Review of Economy half-yearly/ CSS, Expenditure Reform Committee, Salary & wages, External Aided project, SCSP, Employment and Finance, within 7 days	Monthly	Yes/ No	100%	100%	15%

Table No. 16.26: AAO-II (Budget) HoD: CAO (ERB)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Discussion and preparation of Budget Estimates and Revised Budget Estimates (including capital budget estimates) with concerning Circle Offices/Direction Offices. Compilation of Budget and submit to higher authorities for approval (by the end of financial year)	Yearly	Yes/ No	100%	100%	30%
2	Preparation and submission of budget estimates for Tariff Subsidy, Electricity Duty, Equity and other grants and subsidies after discussion with finance department of GoR under BFC (schemes and other than schemes). Correspondence with GoR for such subsidies and grants.	Yearly	Yes/ No	100%	100%	20%
3	Examination of requirement of additional budget received from various circle and direction offices and put up to higher authorities for approval (within 15 days)	Fortnightly/Monthly	Yes/ No	100%	100%	20%
4	Information Budget Declaration, Correspondence and information related to government followings:- Output /outcome Budget, Review of Economy half-yearly/ CSS, Expenditure Reform Committee, Salary & wages, External Aided project, SCSP, Employment and Finance within 7 days	Monthly	Yes/ No	100%	100%	15%
5	Timely preparation and submission of all information like assembly questions, A.G. Paras, RTI, 15th Finance commission, Expenditure Reform Committee, State Renewal Fund etc. and information sought by GoR, information related to PFC & REC (within 7 days)	Monthly	Yes/ No	100%	100%	10%
6	Submission of various data of the company i.e. Annual Plan, Expenditure, Equity and other related information for compilation in monthly updation of financial position of Rajasthan Discoms and activities relating to UDAY Scheme	Monthly	Yes/ No	100%	100%	5%

Table No. 16.27: Jr. Acctt.-1 (Budget) HoD: CAO (ERB)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Verification/ Checking of Budget Estimates and Revised Budget Estimates (including capital budget estimates) with concerning Circle Offices/Direction Offices. Compilation of Budget and submit to higher authorities for approval (by the end of financial year)	Yearly	Yes/ No	100%	100%	25%
2	Preparation and generation of information of Annual Plan work and budget estimates for Tariff Subsidy, Electricity Duty, Equity and other grants and subsidies under BFC (schemes and other than schemes).	Yearly	Yes/ No	100%	100%	20%
3	Allotment of additional budget to the various offices within 10 days.	Monthly	Yes/ No	100%	100%	25%
4	Information Budget Declaration, Correspondence and information related to government followings:- Output /outcome Budget, Review of Economy half-yearly/ CSS, Expenditure Reform Committee, Salary & wages, External Aided project, SCSP, Employment and Finance within 7 days	Monthly	Yes/ No	100%	100%	10%
5	Timely preparation and submission of all information like assembly questions, A.G. Paras, RTI, 15th Finance commission, Expenditure Reform Committee, State Renewal Fund etc. and information sought by GoR, (within 7 days)	Monthly	Yes/ No	100%	100%	10%
6	Submission of various data of the company i.e. Annual Plan, Expenditure, Equity and other related information for compilation in monthly updation of financial position of Rajasthan Discoms and activities relating to UDAY Scheme	Monthly	Yes/ No	100%	100%	5%
7	Information related to PFC & REC and other general information	Monthly	Yes/ No	100%	100%	5%