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CAO (ATP)

Table No. 17.1: FM- W&MCAO (ATP)

HoD: CAO (ATP)

S. No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation of Financial Statements as per Schedule-III of Companies Act,2013 (within one Month after receipt of March (Final) A/cs from accounting units))	Yearly	Yes/ No	100%	100%	20%
2	Preparation of provisional monthly/ quarterly/ half yearly accounts. (within 45 days)	Monthly/ Quarterly/ Half Yearly	Yes/ No	100%	100%	20%
3	Preparation of abstract of Fixed Assets Register Discom as a whole (Within one Month from the receipt of FAR information)	Monthly	Yes/ No	100%	100%	20%
4	Income tax Matters, Tax audit, GST audit & Cost Audit	Yearly	Yes/ No	100%	100%	15%
5	Monitoring of EA Section	Daily	Yes/ No	100%	100%	10%
6	Monitoring of Cash Section	Daily	Yes/ No	100%	100%	10%
7	Monitoring of Pension Section	Daily	Yes/ No	100%	100%	5%

Table No. 17.2:Accounts -Sr. AO (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Supervise the work of Preparation of Financial Statements as per Schedule-III of Companies Act,2013 (to be completed within one Month after receipt of March (Final) A/c)	Yearly	%	100%	70%	25%
2	Supervise the work of Preparation of provisional monthly/ quarterly/ half yearly accounts. (to be completed within 45 days)	Monthly	%	100%	70%	5%
3	Approval of Head Office Vouchers (Within 15 days)	Monthly	%	100%	70%	5%
4	Providing required information/Vouchers pertains to Accounts Section Corporate office to Statutory Auditors/ AG auditors for their audit purpose (Within 3 days of such asking)	Yearly	%	100%	70%	4%

5	Reply of Statutory audit/ supplementary audit Paras. (Within 15 days)	Yearly	%	100%	70%	4%
6	Reply of assembly/ Lok Sabha/ Rajya Sabha questions (Within 24 Hours)	Monthly	%	100%	70%	5%
7	Supervise the work of Actuarial Valuation (Within 15 Days after receipt of information from circles)	Yearly	%	100%	70%	4%
8	Provide various information for submission to higher authorities and outside agencies like PFC, REC, RBI, BPE, AG, Care rating & PWC etc. from time to time.	Monthly	%	100%	60%	10%
9	Preparation of abstract of Fixed Assets Register Discom as a whole (Within one Month from the receipt of FAR information)	Monthly	%	100%	70%	10%
10	Correspondence related to RTI pertains to Accounts Section (Within 24 Hours)	Monthly	%	100%	70%	3%
11	Reconciliation of ATDs/ATCs/ICTs at Corporate level (Within one Month)	Monthly	%	100%	70%	8%
12	Reconciliation of Central Collection a/c (Within one Month)	Monthly	%	100%	70%	5%
13	Cost Audit matters (As per Statutory Provisions)	Yearly	%	100%	70%	4%
14	Information regarding ARR Petition, True-up petition.	Yearly	%	100%	70%	3%
15	Submission of Monthly Capital Expenditure. (Within 7 days after receipt of information from concerned)	Monthly	%	100%	70%	5%

Table No.17.3:Accounts–AO (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Supervise the work of Preparation of Financial Statements as per Schedule-III of Companies Act, 2013 (to be completed within one Month after receipt of March (Final) A/c)	Yearly	%	100%	70%	25%
2	Supervise the work of Preparation of provisional monthly/ quarterly/ half yearly accounts. (to be completed within 45 days)	Monthly	%	100%	70%	5%
3	Approval of Head Office Vouchers (Within 15 days)	Monthly	%	100%	70%	5%
4	Providing required information/Vouchers pertains to Accounts Section Corporate office to Statutory Auditors/ AG auditors for their audit purpose (Within 3 days of such asking)	Yearly	%	100%	70%	4%
5	Reply of Statutory audit/ supplementary audit Paras. (Within 15 days)	Yearly	%	100%	70%	4%

6	Reply of assembly/ Lok Sabha/ Rajya Sabha questions (Within 24 Hours)	Monthly	%	100%	70%	5%
7	Supervise the work of Actuarial Valuation (Within 15 Days after receipt of information from circles)	Yearly	%	100%	70%	4%
8	Provide various information for submission to higher authorities and outside agencies like PFC, REC, RBI, BPE, AG, Care rating & PWC etc. from time to time.	Monthly	%	100%	60%	10%
9	Preparation of abstract of Fixed Assets Register Discom as a whole (Within one Month from the receipt of FAR information)	Monthly	%	100%	70%	10%
10	Correspondence related to RTI pertains to Accounts Section (Within 24 Hours)	Monthly	%	100%	70%	3%
11	Reconciliation of ATDs/ATCs/ICTs at Corporate level (Within one Month)	Monthly	%	100%	70%	8%
12	Reconciliation of Central Collection a/c (Within one Month)	Monthly	%	100%	70%	5%
13	Cost Audit matters (As per Statutory Provisions)	Yearly	%	100%	70%	4%
14	Information regarding ARR Petition, True-up petition.	Yearly	%	100%	70%	3%
15	Submission of Monthly Capital Expenditure. (Within 7 days after receipt of information from concerned)	Monthly	%	100%	70%	5%

Table No. 17.4:Accounts - AAO-I (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation of Financial Statements as per Schedule-III of Companies Act, 2013 (Within one Months after receipt of March (Final) A/c)	Yearly	%	100%	70%	20%
2	Preparation of provisional monthly/ quarterly/ half yearly accounts. (Within 45 days)	Monthly	%	100%	70%	10%
3	Preparation of Replies of Statutory audit/ Supplementary audit Paras. (Within 15 days)	Yearly	%	100%	70%	5%
4	Preparation of Replies of assembly/ Lok Sabha/ Rajya Sabha questions (Within 24 Hours)	Monthly	%	100%	70%	6%
5	Supervise the work of Actuarial Valuation (within 15 Days after receipt of information from circles)	Yearly	%	100%	70%	5%
6	Compilation of various information for submission to higher authorities and outside agencies like PFC, REC, RBI, BPE, AG, Care	Monthly	%	100%	60%	6%

	rating & PWC etc. from time to time.					
7	Preparation of abstract of Fixed Assets Register Discom as a whole (Within one Month from the receipt of FAR information)	Monthly	%	100%	70%	10%
8	Checking of Information to be provided under RTI pertains to Accounts Section (Within 24 Hours)	Monthly	%	100%	70%	6%
9	Checking of Reconciliation of ATDs/ATCs/ICTs at Corporate level (Within one Month)	Monthly	%	100%	70%	5%
10	Computation of IDC/ Depreciation & Adjustment thereof (Within one Months after receipt of March (Final) A/c from accounting units)	Yearly	%	100%	70%	5%
11	Checking of Reconciliation of Central Collection a/c (Within one Month)	Monthly	%	100%	70%	6%
12	Cost Audit matters (As per Statutory Provisions)	Yearly	%	100%	70%	5%
13	Information regarding ARR Petition, True-up petition.	Yearly	%	100%	70%	5%
14	Submission of Monthly Capital Expenditure. (Within 7 days after receipt of information from concerned)	Monthly	%	100%	70%	6%

Table No. 17.5: Accounts - AAO-II-1 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Adjustment of Head Office Vouchers (Within 15 days)	Monthly	%	100%	70%	15%
2	Compilation of Annual Accounts in Accounting Software as well as MS excel (Within one Months after receipt of Trial Balance)	Yearly	%	100%	70%	15%
3	Central Collection account reconciliation, related Accounting JVs Checking & Preparation.	Monthly	%	100%	70%	15%
4	Preparation of provisional monthly/ quarterly/ half yearly accounts.(Within 45 days)	Monthly	%	100%	70%	15%
5	Preparation of RepliestoStatutory auditors/ C&AG Paras pertains to HO Accounts Section.(Within 15 days)	Yearly	%	100%	70%	15%
6.	Computation of IDC/ Depreciation & Adjustment thereof (within one month after receipt of March (Final) a/c from	Yearly	%	100%	70%	20%

	accounting units.					
7	Printing of annual accounts in English and Hindi (Within 2 Months after Finalization of Accounts)	Yearly	%	100%	70%	5%

Table No. 17.6: Accounts - AAO-II-2 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Compilation of various information for submission to higher authorities and outside agencies like PFC, REC, RBI, BPE, AG, Care rating & PWC etc. from time to time (Maximum 5 days)	Monthly	%	100%	60%	15%
2	Preparation of information related to Capital Expenditure (Within 7 days after receipt of information from concerned)	Monthly	%	100%	70%	20%
3	Correspondence related to RTI (Within 24 Hours)	Monthly	%	100%	70%	15%
4	Reply of AG Para (Regular Audit) (Within 7 Days)	Monthly	%	100%	70%	15%
5	Correspondence related to appointment of Statutory Auditors (Within 15 days from receipt of letter from C&AG)	Yearly	%	100%	70%	10%
6	Submission of information of Actuarial Valuation to concerned (within 15 Days after receipt of information from circles)	Yearly	%	100%	70%	10%
7	Preparation of abstract of Fixed Assets Register Discom as a whole (Within one Month from the receipt of FAR information)	Monthly	%	100%	70%	15%

Table No. 17.7: Accounts - AAO-II-3 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking of MTBs (2 days from the date of receipt)	Monthly	%	100%	70%	20%
2	Notes to Accounts preparation and related information gathering from concerned offices.	Yearly	%	100%	70%	15%
3	Preparation of Financial Statements as per Schedule-III of Companies Act,2013 (Within one Months after receipt of March (Final) A/c)	Yearly	%	100%	70%	20%
4.	Information preparation required for ARR tariff Petition and True-up petition. (within 7 days)	Yearly	%	100%	70%	10%
5	Preparation of circle-wise pending list of ATDs/ATCs at corporate level (Within 15 days of receipt of Monthly circle accounts)	Monthly	%	100%	70%	10%
6	Preparation of Joint Reconciliation of ICTs (After receipt of annual accounts of other companies)	Yearly	%	100%	70%	10%
7	Reply of assembly questions (Within 24 Hours)	Monthly	%	100%	70%	10%
8	Information of GST of accounts section (Within 7 Days)	Monthly	%	100%	70%	5%

Table No. 17.8 Accounts- Jr. Acctt.-1 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	TT/MT Reconciliation, Related Accounting JVs Preparation and its accounting entry in the accounting software. (within 7 days of receipt from circle offices)	Monthly	%	100%	70%	25%
2	Central Collection account reconciliation with the all accounting units. (within 7 days of receipt from circle offices)	Monthly	%	100%	70%	20%
3	Provisional accounts preparation, information gathering and other related works. (Within 45 days)	Monthly	%	100%	70%	20%
4.	Computation of IDC/ Depreciation & Adjustment thereof (within one month after receipt of March (Final) a/c from accounting units.	Yearly	%	100%	70%	15%
5	Preparation of abstract of Fixed Assets Register Discom as a whole (Within one Month from the receipt of FAR information)	Monthly	%	100%	70%	20%

Table No. 17.9 Accounts- Jr. Acctt.-2 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Compilation of Annual Accounts in Accounting Software as well as MS excel (Within one Months after receipt of Trial Balance)	Yearly	%	100%	70%	15%
2	Checking of MTBs (2 days from the date of receipt)	Monthly	%	100%	60%	20%
3	Information preparation required for ARR tariff Petition and True-up petition. (within 7 days)	Yearly	%	100%	70%	10%
4	Posting of ICTs schedule (Within 7 Days)	Monthly	%	100%	70%	20%
5	Joint Reconciliation of ICTs (Within one Month)	Monthly	%	100%	70%	20%
6	Adjustment of Head Office Vouchers (Within 15 days)	Monthly	%	100%	70%	15%

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	ATD/ATC data gathering, data entry in software, accounting unit-wise pendency list preparation and its circulation to the concerned accounting units. (Within 15 days of receipt of Monthly circle accounts)	Monthly	%	100%	70%	30%
2	Preparation of Monthly Capital Expenditure and its submission to the concerned. (Within 3 days after receipt of information from concerned)	Monthly	%	100%	70%	25%
3	Preparation of Financial Statements as per Schedule-III of Companies Act,2013 (Within one Months after receipt of March (Final) A/c)	Yearly	%	100%	70%	20%
4	Notes to accounts preparation and related information gathering form concerned office.	Yearly	%	100%	70%	15%
5	Correspondence related to appointment of Statutory Auditors (Within 15 days from receipt of letter from CAG)	Yearly	%	100%	70%	10%

Table No. 17.10 Accounts- Jr. Acctt.-3 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	True-up petition, ARR petition preparation related work.	Yearly	%	100%	70%	10%
2	Reply of statutory audit/ supplementary audit.(Within 15 days)	Yearly	%	100%	70%	10%
3	Reply of assembly questions (Within 24 Hours)	Monthly	%	100%	70%	25%
4	Submission of information of Actuarial Valuation to concerned and related correspondence (within 15 Days after receipt of information from circles)	Yearly	%	100%	70%	15%
5	Information of GST of accounts section (Within 7 Days)	Monthly	%	100%	70%	15%
6	Compilation of various information for submission to higher authorities and outside agencies like PFC, REC, RBI, BPE, AG, Care rating & PWC etc. from time to time (Maximum 5 days)	Monthly	%	100%	60%	15%
7	Printing of annual accounts in English and Hindi (Within 2 Months after Finalization of Accounts)	Yearly	%	100%	70%	10%

Table No. 17.11 Accounts- Jr. Acctt.-4 (Accounts)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Collection of TT/MT monthly information from various circle offices.	Monthly	%	100%	70%	30%
2	Maintain Attendance / leave records of staff (Within 10 Days)	Monthly	%	100%	70%	30%
3	Filing of Head Office Accounting Vouchers.	Monthly	%	100%	70%	20%
4	File Indexing and its storage.	Monthly	%	100%	70%	20%

Table No. 17.12 Commercial Assistant - I (Accounts) HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	ATD/ATC data entry in ATD/ATC software.	Monthly	%	100%	70%	30%
2	Office Stationery requisition preparation as per section requirement.	Monthly	%	100%	70%	15%
3	Office record keeping.	Monthly	%	100%	70%	25%
4	RR/Dispatch of documents of the office of Sr. AO(Accounts).	Monthly	%	100%	70%	30%

Table No. 17.13 Commercial Assistant - II (Accounts) HoD: CAO (ATP)

Table No. 17.14: Pension - AO (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Ensuring finalization of the pension cases of Ajmer Discom for issuance of Pension Payment Order (PPO),	Monthly	%	100%	60%	40%

	Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 60days.					
2	Ensuring Revision of Pension cases as per Revised Pension Rules 2008 Amended on 01-07-2013 and 7th Pay Commission (AVVNL Rules-795) for issuance of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 45 days.	Monthly	%	100%	60%	20%
3	Ensuring Revision of Pension Cases Pre 01-01-2016 (AVVNL Rules-838) of Ajmer Discom for approval of Pension Payment Order (PPO) within 60 days.	Monthly	%	100%	50%	15%
4	Redressal of pensioners grievances within 15 days	Monthly	%	100%	70%	15%
5	Submission of reply of court cases and RTI within 10 days	Monthly	%	100%	80%	5%
6	Monitoring of Sequencing, Indexing of all record of pensioners in record room.	Monthly	%	100%	80%	5%
Note:- If any shortcoming arises in the cases the same may sent back to DS (Pension).						

Table No. 17.15: Pension - AAO-I (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Ensuring finalization of the pension cases of Ajmer Discom for issuance of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 60days.	Monthly	%	100%	60%	40%
2	Ensuring Revision of Pension cases as per Revised Pension Rules 2008 Amended on 01-07-2013 and 7th Pay Commission (AVVNL Rules-795)	Monthly	%	100%	60%	20%

	for issuance of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 45 days.					
3	Ensuring Revision of Pension Cases Pre 01-01-2016 (AVVNL Rules-838) of Ajmer Discom for approval of Pension Payment Order (PPO) within 60 days.	Monthly	%	100%	50%	15%
4	Redressal of pensioners grievances within 15 days	Monthly	%	100%	70%	15%
5	Submission of reply of court cases and RTI within 10 days	Monthly	%	100%	80%	5%
6	Monitoring of Sequencing, Indexing of all record of pensioners in record room.	Monthly	%	100%	80%	5%
Note:- If any shortcoming arises in the cases the same may sent back to DS (Pension).						

Table No. 17.16: Pension - AAO-II-1 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Finalization of the pension cases- Overall checking of pension cases fall under Ajmer Corporate Office, ACC, ADC, Bhilwara, Nagaur, Sikar, circle & Gazatted cases of Ajmer Discom for approval of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 60days.	Monthly	%	100%	60%	40%
2	Revised of Pension cases as per Revised Pension Rules 2008 Amended on 01-07-2013 and 7th Pay Commission (AVVNL Rules-795)- Overall checking of pension cases	Monthly	%	100%	60%	20%

	fall under Ajmer Corporate Office, ACC, ADC, Bhilwara, Nagaur, Sikar, circle & Gazatted cases of Ajmer Discom for approval of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 45 days.					
3	Revision Pension Cases Pre 01-01-2016 (AVVNL Rules-838)- Overall checking of pension cases fall under Ajmer Corporate Office, ACC, ADC, Bhilwara, Nagaur, Sikar, circle & Gazatted cases of Ajmer Discom for approval of Pension Payment Order (PPO) within 60 days.	Monthly	%	100%	50%	15%
4	Redressal of pensioners grievances within 15 days	Monthly	%	100%	70%	15%
5	Submission of reply of court cases and RTI within 10 days	Monthly	%	100%	80%	5%
6	Monitoring of Sequencing, Indexing of all record of pensioners in record room.	Monthly	%	100%	80%	5%
Note:- If any shortcoming arises in the cases the same may sent back to DS (Pension).						

Table No. 17.17: Pension - AAO-II-2 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Finalization of the pension cases- Overall checking of pension cases fall under Jhunjhunu Udaipur, Chittorgarh, Rajsamand, Banswara, Dungarpur, Pratapgarh, circle & Gazatted cases of Ajmer Discom for approval of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 60days.	Monthly	%	100%	60%	40%

2	Revised of Pension cases as per Revised Pension Rules 2008 Amended on 01-07-2013 and 7th Pay Commission (AVVNL Rules-795)- Overall checking of pension cases fall under Jhunjhunu Udaipur, Chittorgarh, Rajsamand, Banswara, Dungarpur, Pratapgarh circle & Gazatted cases of Ajmer Discom for approval of Pension Payment Order (PPO), Gratuity Payment Order (GPO), Commutation Payment Authority (CPA) within 45 days.	Monthly	%	100%	60%	20%
3	Revision Pension Cases Pre 01-01-2016 (AVVNL Rules-838)- Overall checking of pension cases fall under Jhunjhunu Udaipur, Chittorgarh, Rajsamand, Banswara, Dungarpur, Pratapgarh circle & Gazatted cases of Ajmer Discom for approval of Pension Payment Order (PPO) within 60 days.	Monthly	%	100%	50%	15%
4	Redressal of pensioners grievances within 15 days	Monthly	%	100%	70%	15%
5	Submission of reply of court cases and RTI within 10 days	Monthly	%	100%	80%	5%
6	Monitoring of Sequencing, Indexing of all record of pensioners in record room.	Monthly	%	100%	80%	5%
Note:- If any shortcoming arises in the cases the same may sent back to DS (Pension).						

Table No. 17.18: Pension - Jr. Acctt.-1 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking/pre-audit of fixation in service book, If any objection raises then sent back to DS (Pension) AVVNL, Ajmer within 5 days.	Monthly	%	100%	50%	30%
2	The Pension Cases found in order	Monthly		100%	50%	20%

	then final report is prepared as per checking of Service book/pension set received from DS (Pension) within 5 days.		%			
3	Final report sent to the sanctioning authority for issuing the PPO, GPO, CPA within 12 days.	Monthly	%	100%	50%	10%
4	After obtaining the necessary sanction PPO, GPO, CPA issued for payment by this office within 5 days.	Monthly	%	100%	50%	20%
5	Preparing draft reply of pensioners grievances.	Monthly	%	100%	50%	10%
6	Preparing draft reply of court cases and RTI.	Monthly	%	100%	50%	10%

Table No. 17.19: Pension - Jr. Acctt.-2 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking/pre-audit of fixation in service book, If any objection raises then sent back to DS (Pension) AVVNL, Ajmer within 5 days.	Monthly	%	100%	50%	30%
2	The Pension Cases found in order then final report is prepared as per checking of Service book/pension set received from DS (Pension) within 5 days.	Monthly	%	100%	50%	20%
3	Final report sent to the sanctioning authority for issuing the PPO, GPO, CPA within 12 days.	Monthly	%	100%	50%	10%
4	After obtaining the necessary sanction PPO, GPO, CPA issued for payment by this office within 5 days.	Monthly	%	100%	50%	20%
5	Preparing draft reply of pensioners grievances.	Monthly	%	100%	50%	10%
6	Preparing draft reply of court cases and RTI.	Monthly	%	100%	50%	10%

Table No. 17.20: Pension - Jr. Acctt.-3 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking/pre-audit of fixation in service book, If any objection raises then sent back to DS (Pension) AVVNL, Ajmer within 5 days.	Monthly	%	100%	50%	30%
2	The Pension Cases found in order then final report is prepared as per checking of Service book/pension set received from DS (Pension) within 5 days.	Monthly	%	100%	50%	20%
3	Final report sent to the sanctioning authority for issuing the PPO, GPO, CPA within 12 days.	Monthly	%	100%	50%	10%
4	After obtaining the necessary sanction PPO, GPO, CPA issued for payment by this office within 5 days.	Monthly	%	100%	50%	20%
5	Preparing draft reply of pensioners' grievances.	Monthly	%	100%	50%	10%
6	Preparing draft reply of court cases and RTI.	Monthly	%	100%	50%	10%

Table No. 17.21: Pension - Jr. Acctt.-4 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking/pre-audit of fixation in service book, If any objection raises then sent back to DS (Pension) AVVNL, Ajmer within 5 days.	Monthly	%	100%	50%	30%
2	The Pension Cases found in order then final report is prepared as per checking of Service book/pension set received from DS (Pension) within 5 days.	Monthly	%	100%	50%	20%

3	Final report sent to the sanctioning authority for issuing the PPO, GPO, CPA within 12 days.	Monthly	%	100%	50%	10%
4	After obtaining the necessary sanction PPO, GPO, CPA issued for payment by this office within 5 days.	Monthly	%	100%	50%	20%
5	Preparing draft reply of pensioners' grievances.	Monthly	%	100%	50%	10%
6	Preparing draft reply of court cases and RTI.	Monthly	%	100%	50%	10%

Table No. 17.22: Pension - Jr. Acctt.-5 (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking/pre-audit of fixation in service book, If any objection raises then sent back to DS (Pension) AVVNL, Ajmer within 5 days.	Monthly	%	100%	50%	30%
2	The Pension Cases found in order then final report is prepared as per checking of Service book/pension set received from DS (Pension) within 5 days.	Monthly	%	100%	50%	20%
3	Final report sent to the sanctioning authority for issuing the PPO, GPO, CPA within 12 days.	Monthly	%	100%	50%	10%
4	After obtaining the necessary sanction PPO, GPO, CPA issued for payment by this office within 5 days.	Monthly	%	100%	50%	20%
5	Preparing draft reply of pensioners grievances.	Monthly	%	100%	50%	10%
6	Preparing draft reply of court cases and RTI.	Monthly	%	100%	50%	10%

Table No. 17.23: Pension – Senior Assistant (IA-Pension)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking/pre-audit of fixation in service book, If any objection raises then sent back to DS (Pension) AVVNL, Ajmer within 5 days.	Monthly	%	100%	50%	30%
2	The Pension Cases found in order then final report is prepared as per checking of Service book/pension set received from DS (Pension) within 5 days.	Monthly	%	100%	50%	20%
3	Final report sent to the sanctioning authority for issuing the PPO, GPO, CPA within 12 days.	Monthly	%	100%	50%	10%
4	After obtaining the necessary sanction PPO, GPO, CPA issued for payment by this office within 5 days.	Monthly	%	100%	50%	20%
5	Preparing draft reply of pensioners' grievances.	Monthly	%	100%	50%	10%
6	Preparing draft reply of court cases and RTI.	Monthly	%	100%	50%	10%

Table No. 17.24: Taxation- AAO (Taxation) HoD: CAO (ATP)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Supervise the work of Tax audit matters, GST audits matters and correspondence thereof.	Yearly	Yes/ No	100%	100%	10%
2	Supervise the work related with Appointment of Cost Auditor/GST Auditor and Tax Auditor.	Yearly	Yes/ No	100%	100%	05%
3	Supervision of work related to preparation of Cost records/Annexure to Cost audit Report	Yearly	Yes/ No	100%	100%	05%

4	Supervise the work of preparation of Computation of Income and all other relevant information required for filing of Income Tax Return as per the applicable provisions of Income Tax Act, 1961.	Yearly	Yes/ No	100%	100%	11%
5	Supervision of Compilation, preparation/review, verification and filing of all the required statutory periodical/monthly GST returns /payment of GST/ Quarterly returns / Reconciliation/ Annual Returns of all the 12 circles and other associated offices of Ajmer Discom.	Monthly	Yes/ No	100%	100%	13%
6	Supervision of Compilation, preparation of all the information required for filing of form 61 and Form 61 A on IT portal.	Half Yearly	Yes/ No	100%	100%	03%
7	Checking/preparation/ filing of replies/rectification application/appeals and attending proceeding/hearings/submission of information before Income Tax Authorities /GST authorities/Service Tax Authorities/VAT authorities/appellate authorities/High court/Supreme Court/ Authoritie for Advance ruling in respect of letters/show cause letters/Audit queries/filing of appeal/assessment proceedings/reassessment proceeding/set aside matters under GST law/Income Tax law/Service Tax Law/VAT law.	Monthly	Yes/ No	100%	100%	20%
8	Issuance of circular/ clarification/ intimation on latest changes in Direct Tax and Indirect Tax on weekly / regular intervals and Reply to the issues/queries raised by AVVNL's Units/Circle Offices/Divisions/ Subdivisions related to Taxation Laws	Monthly	Yes/ No	100%	100%	6%
09	Supervision of work related to registration of all the concerned offices of the AVVNL on GST online Portal for compliance of E-Way Bill.	Monthly		100%	100%	03%
10	Providing Assistanceto the various concerned offices of AVVNL for filing of GST TDS returns and other related issue.	Monthly		100%	100%	03%
11	Work related to claim of tax credit as per 26 AS (online tax credit statement) to the AVVNL, on the basis of collected form 16 A and reconciliation with books of	Yearly		100%	100%	02%

	accounts.					
12	Regular pursuance of pending demands and refunds of AVVNL with tax authorities.	Monthly		100%	100%	03%
13	Evaluate requirement of appointment of Advocate/Tax Consultant/GST consultant and accordingly proceed forward in this regard.	Monthly		100%	100%	03%
14	Supervision of checking of bills of advocates/tax consultants.	Monthly		100%	100%	02%
15	Dealing with AG Audit Paras related to taxation issues.	Monthly		100%	100%	03%
16	Periodical assessment of pending demands related to TDS defaults of various units of AVVNL	Monthly		100%	100%	04%
17	Supervision and ensuring all timely compliances as required under Taxation laws which are applicable on AVVNL.	Monthly		100%	100%	04%

Table No. 17.25: Taxation- AAO-II - (Taxation) HoD: CAO (ATP)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation of information relating to, Tax audit, GST audits matters and correspondence thereof.	Yearly		100%	100%	15%
2	Work related with Appointment of Cost Auditor/GST Auditor and preparation of Cost records/Annexure and Cost audit	Yearly		100%	100%	07%
3	Preparation and compilation of information related to filing of Income Tax Return.	Yearly		100%	100%	15%
4	Compilation and preparation of information related to form 61 and 61A on IT portal.	Half Yearly		100%	100%	08%
5	Checking and Preparation of Information related to Assessment Proceedings	Monthly		100%	100%	12%
6	Drafting and checking of circulars in relation to latest changes in taxation laws.	Monthly		100%	100%	08%

7	Providing assistance to various offices of AVVNL regarding E-Way bill generation and ensure compliances in relation to E-Way Bill work.	Monthly		100%	100%	08%
8	Checking of Bills submitted by Advocates and tax Consultant.	Monthly		100%	100%	08%
9	Related Correspondence regarding Appointment of Tax Auditor, Tax Consultant and Advocate of RHC and Supreme Court	Monthly		100%	100%	10%
10	Filing of Grievances on E Nivaran and preparation of rectification application before Income Tax Authorities.	Monthly		100%	100%	09%

Table No. 17.26: Taxation- Jr. Acctt.-1 (Taxation)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Compilation of information related to filing of monthly GST information.	Monthly		100%	100%	40%
2	Computation of GST payment as per the information of various units of AVVNL.	Monthly		100%	100%	10%
3	Preparation of Information for filing of Annual return of GST and reconciliation thereof and prescribed document under the GST Law.	Yearly		100%	100%	10%
4	Preparation replies to various offices of AVVNL in response to their taxation queries.	Monthly		100%	100%	10%
5	To place the matters before Management in relation Taxation Compliance applicable on AVVNL.	Monthly		100%	100%	10%
6	Drafting and preparation of circulars related to GST.	Monthly		100%	100%	10%
7.	Work related to needful compliance of GST TDS.	Monthly		100%	100%	10%

Table No. 17.27: Taxation- Jr. Acctt.-2 (Taxation)HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	All necessary correspondence in relation to TDS defaults	Monthly		100%	100%	20%
2	Drafting of Circulars related to Income Tax Act Compliances	Monthly		100%	100%	20%
3	Preparation of Information before IT authorities.	Monthly		100%	100%	20%
4	Preparation of replies and review sheet of AG audit Para related taxation issues.	Monthly		100%	100%	20%
5	Preparation of Notes to Account related to disclosure of Tax Status of AVVNL.	Monthly		100%	100%	15%
6	Quarterly analysis of 26AS of AVVNL and making assurance of proper booking of TDS credits in books of accounts.	Quarterly		100%	100%	05%

Table No. 17.28: Taxation - Jr. Acctt. – 3 (Taxation)HoD: CAO (Taxation)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Arranging records/information as required to be submitted before Taxation authorities.	Yearly	Yes/ No	100%	100%	10%
2	Preparation of Information related to Hearing fixed by appellate authorities.	Yearly	Yes/ No	100%	100%	30%
3	Correspondence related to appointment of Tax Auditor, Tax Consultant and GST Auditor (Within 15 days from the date of expiring previous tenure)	Yearly	Yes/ No	100%	100%	15%
4	Gathering of opinions from the authorized advocates and tax consultant for various queries related to direct tax and indirect tax.	Monthly	Yes/ No	100%	80%	20%
5	Attending hearings before Income Tax authorities/ GST authorities/ service tax authorities/ VAT authorities etc. along with authorized consultant/advocate of AVVNL	Monthly	Yes/ No	100%	80%	25%

Table No. 17.29 Commercial Assistant - II (Taxation) HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Collection and filing of Monthly GST information for filing of GST returns	Monthly	Yes/No	100%	100%	40%
2	Carrying visit as and when required for submission of information to tax consultant/advocates/auditors.	Monthly	Yes/No	100%	100%	20%
3	Filing of information collected from Accounting units of AVVNL for the work related to Tax Audit and other related work of taxation cell.	Monthly	Yes/No	100%	100%	25%
4	File Indexing and its storage.	Monthly	Yes/No	100%	100%	15%

Table No. 17.30 Commercial Assistant - II (Taxation) HoD: CAO (ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Gathering of information regarding filing of Income Tax Return	Yearly	Yes/No	100%	100%	30%
2	Maintenance of Monthly attendance of ministerial staff and report generation.	Monthly	Yes/No	100%	100%	25%
3	Maintenance of office records.	Monthly	Yes/No	100%	100%	20%
4	RR/Dispatch of documents of the office of AAO(Taxation).	Monthly	Yes/No	100%	100%	25%

Table No. 17.31: AO - EA

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weight age
1	Ensure the procedure to release salary on 1st of every month.	Monthly	%	100%	60%	10
2	Ensure to check the all the pay fixation of gazette officers.	Quarterly	%	100%	60%	10
3	Ensure the pre checking of pay fixation of non gazette staff posted in corporate office.(Within 15 days of the received of the case)	Yearly	%	100%	60%	10
4	Adjudging the ACP cases of all the officers of nigram on the basis of facts put up by the staff.(Within week)	Quarterly	%	100%	60%	10
5	To ensure the calculation of Income Tax of the officers and its timely deduction from their salaries.	Yearly	%	100%	60%	10
6	To ensure the timely issues of Form No. 16.	Yearly	%	100%	60%	10
7	Timely Prepare and passing of Pension/family Pension Bills for release on 1st of every month	Yearly	%	100%	60%	10
8	Timely arrangement of retirement claims of the officers as well as staff posted in corporate office.(Within a month of the receiving sanction order)	Quarterly	%	100%	60%	10
9	Arrangement timely passing of contingency bills of corporate office.(Within a week)	Quarterly	%	100%	60%	10
10	Educate the dealing assistants to comply the guidelines issued by the authorities.	Quarterly	%	100%	60%	10

Table No. 17.32: AAO-II – 1 (AO EA)

S. No.	KPI – Definition	Evaluation (Monthly/Q quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Supervision and 100% checking of the works allotted to J.A. FVC.(Within 3 days)	monthly	%	100%	60%	15
2	Supervision and 100% checking of the works allotted to J.A. Pension.(Within 3 days)	monthly	%	100%	60%	15
3	100% checking & passing of the salary bills of N/G employees of corporate staff.(Within 1 working day)	monthly	%	100%	60%	20
4	100% checking & passing of the salary bills of Gazette Officers of corporate staff and SE and above (Within 1 working day)	monthly	%	100%	60%	20
5	Supervision & 100% checking of Form No. 16 to be issued against payment made to retired Officers/Pensioners.	monthly	%	100%	60%	20
6	Adjudging ACP cases & Pay fixation statement of Gazette and N/G employees as well as retired officers.(Within 2 working days)	monthly	%	100%	60%	10

Table No. 17.33: Jr. Acctt. FVC (AO EA)

S. No	KPI – Definition	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weight age
1	Passing of telephone bills of corporate office. (Within 2 days from the date of receipt of the bill by the official.)	monthly	%	100%	60%	30
2	Passing of remuneration bills of the employees engaged on contract basis of the corporate office. (Within 7 days from the date of receipt of the bill by the official.)	monthly	%	100%	60%	20
3	Passing of all the bills of meeting / training expenses etc. (Within 7 days from the date of receipt of the bill by the official.)	monthly	%	100%	60%	15
4	Passing of the bills of the vehicles hired in corporate office. (Within 7 days from the date of receipt of the bill by the official.)	monthly	%	100%	60%	10
5	Passing of the bills of computer operators engaged on contract basis in the corporation office. (Within 7 days from the date of receipt of the bill by the official.)	monthly	%	100%	60%	15
6	Passing of FVC bills related to corporate office i.e. security service, repair & maintain, printing & stationary, CA audit firms, legal expenses, advertisement expenses, uniform & liveries, consultancy charges, miscellaneous advance etc. & any other contingent bills in compliance to various orders issued from time to time.(Within 15 days from the date of receipt of the bill by the official.)	monthly	%	100%	60%	10

Table No. 17.34: Jr. Acctt. Gazetted-1 (AO EA)

S. No.	KPI – Definition	Evaluation (Monthly/ Q quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation of salary bills of Gazette Officers of Corporate Office and SE and above of AVVNL (Within 3 working days to AO(Cash) (Before 1st of every month))	Monthly	%	100%	60%	15
2	Adjudging the ACP cases of above officers after verifying facts from the record available in this office.(After receiving the case with in 7-10 days)	Monthly	%	100%	60%	10
3	GPF deduction statement of above officers at the time of their retirement as well as requested in their Loan cases of above officers.(Within 7 days)	Monthly	%	100%	60%	5
4	Maintain of personal file along with Leave records of above officers.(Within 10 days after receiving PUC)	Monthly	%	100%	60%	5
5	Fixation of Pay commission in compliance of various order issued of above officers. (Within 30 days of sanction received in this office.)	Monthly	%	100%	60%	10
6	Fixation on promotion along with sanction of ACP. (Within 15 days of sanction received in this office.)	Monthly	%	100%	60%	5
7	Convey of leave title i.e. PL,HPL,CCL . (Within 7 days after receiving by the officers.)	Monthly	%	100%	60%	5
8	Preparation of Due Drawn in case of Promotion and ACP cases.	Monthly	%	100%	60%	5

9	Preparing Arrear statement of Pay ,D.A., ACP and other fixation of above officers.(Monthly along with salary)	Monthly	%	100%	60%	5
10	Authorizing of AGI and DA of above officers.(Yearly as well as half yearly)	Monthly	%	100%	60%	5
11	Monthly deduction of CUG of above officers.(Monthly along with salary)	Monthly	%	100%	60%	5
12	Calculation of Income tax and issue of Form No. 16 of above officers.(Yearly)	Monthly	%	100%	60%	10
13	Issue of salary slip along with Income certificates as per request of above Officers time to time. (When it is requested by officers.)	Monthly	%	100%	60%	5
14	Preparation of retirement cases of above officers along with Pay fixation verified at the time of retirement i.e. service particulars, Pay certificates,100% checking of leave records for PL encasement.(Within 15 days after retirement.)	Monthly	%	100%	60%	5
15	Maintaining C-1 manually i.e. salary, TA bill, Medical bill, orderly conveyance abstract of above officers.(Monthly)	Monthly	%	100%	60%	5

Table No. 17.35: Jr. Acctt. Gazetted-2 (AO EA)

S. No.	KPI – Definition	Evaluation (Monthly/ Q quarterly/ Half yearly/ Yearly)	UO M	Targ et t	Cut-off Targe t	Weight age
1	Passing of salary bills of Gazette Officers of Corporate Office and SE and above of AVVNL (Within 3 working days to AO(Cash) (Before 1st of every month))	Monthly	%	100%	60%	20
2	Passing of Arrear bills of ACP, Fixation and any other claims of Gazette Officers of Corporate Office and SE and above of AVVNL (Within 3 working days to AO(Cash) (Before 1st of every month))	Monthly	%	100%	60%	20
3	Ensure Correct deduction of CPF, GPF, LIC KKS, WWS, REBEC, Etc.	Monthly	%	100%	60%	20
4	Pre audit and passing of TA Bills of above officers within 10 days	Monthly	%	100%	60%	10
5	Pre audit and passing of Medical Bills of above officers within 10 days	Monthly	%	100%	60%	10
6	Monthly deduction of CUG of above officers.(Monthly along with salary)	Monthly	%	100%	60%	10
7	Maintaining C-1 manually i.e. salary, TA bill, Medical bill, orderly conveyance abstract of above officers.(Monthly)	Monthly	%	100%	60%	10

Table No. 17.36: Jr. Acctt. Non-Gazette (AO EA)

S. No.	KPI – Definition	Evaluation (Monthly/ Q quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Passing of salary bills of Non-Gazette Officials of Corporate Office of AVVNL (Within 3 working days to AO(Cash) (Before 1st of every month))	Monthly	%	100%	60%	20
2	Passing of Arrear bills of ACP, Fixation and any other claims of Non-Gazette Officials of Corporate Office of AVVNL (Within 15 working days to AO(Cash) (Before 1st of every month))	Monthly	%	100%	60%	20
3	Ensure Correct deduction of CPF, GPF, LIC KKS, WWS, REBEC, Etc.	Monthly	%	100%	60%	20
4	Pre audit and passing of TA Bills of above officers within 10 days	Monthly	%	100%	60%	10
5	Pre audit and passing of Medical Bills of above officers within 10 days	Monthly	%	100%	60%	10
6	Monthly deduction of CUG of above officers.(Monthly along with salary)	Monthly	%	100%	60%	10
7	Maintaining C-1 manually i.e. salary, TA bill, Medical bill, orderly conveyance abstract of above Officials.(Monthly)	Monthly	%	100%	60%	10

Table No. 17.37: Jr. Acctt. Pension (AO EA)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation and passing the Gratuity/Commutation Bills of the Retired Officers/Employees of the Nigam who have opted the payment of pensioners from this office.(Within 1 month after fulfilling the requirement of PPO/GPO)	Monthly	%	100%	60%	20
2	Preparation monthly pension bills of the above officers. (2 days before end of the month.)	Monthly	%	100%	60%	20
3	Restore the pension recovery on complete of commutation amount. (Next Month from which the pensioner has submitted the application.)	Monthly	%	100%	60%	10
4	Pay fixation and preparation of the bills of the pensioners on accounts of revision of their Pay pertaining to service period.(As per circular of pay fixation)	Monthly	%	100%	60%	5
5	Preparation of Form No. 16 and arrange to deliver as per date prescribed by the I.T. department.(As per dates prescribed by the O/O Income Tax)	Monthly	%	100%	60%	10
6	Calculation of Income Tax. (Within the statutory dates as prescribed.)	Monthly	%	100%	60%	10
7	Preparation & passing the pensioner bills of pensioners/family pensioners as in compliance to P.P.O`. (Last date of the next month in which revision order received.)	Monthly	%	100%	60%	10

8	Revising of pension as per circular issued time to time to follows the guidelines of pay commission. (As per dates prescribed in the specific order.)	Monthly	%	100%	60%	5
9	Accrual valuation of above pensioners & family pensioners as per requirement of accounting standard. (Yearly as per specific order issued by Nigam.)	Yearly	%	100%	60%	5
10	Reply of grievance received from pensioners. (Within 15 days of receiving the grievance.)	Monthly	%	100%	60%	5

Table No. 17.38: AO-Cash

S. No.	KPI – Definition	Evaluation (Monthly/Q quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Monitoring and Supervision of all works related to Cash Section	monthly	%	100%	60%	10
2	Ensure reconciliation of Accounts and Preparation of Monthly Trial Balance within 30 days from the month end	monthly	%	100%	60%	20
3	Ensuring submission of EPF, CPF and GPF returns and Submission of Broadsheets thereof within time limit prescribed	Monthly	%	100%	60%	15
4	Ensure timely disbursement of salary of Employees and remittance of AR's of salary of Gazetted staff of Circles On first working day of subsequent month	Monthly	%	100%	60%	25
5	Ensure disbursement of various Corporate Expenditures within 7 days.	Monthly	%	100%	60%	10
6	Ensure deposition of various tax Liabilities of GST and TDS & filing of tax returns thereof within prescribed timewlimit.	Monthly	%	100%	60%	10
7	Ensure remittance of various deductions from salary of deputed staff to respective departments within 15 days	Monthly	%	100%	60%	5

8	Test - checking of work related to Right to information, Earnest money, security deposit, No Dues Certificate of employees etc. within 15 days	Monthly	%	100%	60%	5
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Table No. 17.39: AAO-II-1 (AO Cash)

S. No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Reconciliation of Accounts and Preparation of Monthly Trial Balance within 30 days from the month end.	monthly	%	100%	60%	30
2	Preparation, Remittance and submission of EPF return to RPF, Jaipur Within 15 days from month End	Monthly	%	100%	60%	10
3	Preparation and Remittance of CPF, GPF Within 7 days from the month End	Monthly	%	100%	60%	10
4	Submission of Broadsheet of CPF & GPF.	Yearly	%	100%	60%	10
5	Deposition of tax Liabilities & filing of tax returns thereof as per prescribed timeline	Monthly	%	100%	60%	10
6	Work relating to Right to information, Earnest money, security deposit, No Dues Certificate of employees etc. as per prescribed time Line	Monthly	%	100%	50%	5
7	Remittance of various deductions from salary of deputed staff to respective departments within 15 days	monthly	%	100%	50%	5
8	Insurance of Money in Transit, Robbery and Theft cases, GIS and pursuance of cases thereof.	Monthly	%	100%	60%	10
9	Payment of KKS Kosh, WWS, EBF, LIC etc and correspondence thereof within 15 days	Monthly	%	100%	60%	10

Table No. 17.40: AAO-II-2 (AO Cash)

S. No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Salary of Employees: (a) Disbursement of salary of AVVNL Gazetted (Corporate Office and SE and above) and Non- Gazetted staff of corporate office.	Monthly	%	100%	60%	30
2	Disbursement of Pension, Family Pension & Gratuity of Retired officer/officials within first working day of month.	Monthly	%	100%	60%	25
3	Disbursement of various Corporate Expenditures through FVC bills, Hand Receipts etc. within 7 days.	Monthly	%	100%	60%	15
4	Adjustment of short duration advances, PCB and reconciliation of Operative and Non Operative Bank Accounts & other various heads i.e. Misc. Advance, Misc. Deposit and work related thereof within 15 days.	Monthly	%	100%	60%	15
5	All correspondence related various issues pertaining to Cash Section within prescribed timeline	Monthly	%	100%	60%	15

Table No. 17.41: Jr. Acctt.-1 (AO Cash)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation of TDS Return as per Income Tax Act, 1961 within 31 st Day after end of Quarter	Quarterly	%	100%	60%	30
2	Preparing details for filing return of TD per GST Act, 2017 within 10th Day of Month	Monthly	%	100%	60%	25
3	Preparing the Pay-Order and Challans for making payment of various Direct - Indirect Taxes as under :- TDS under Income Tax Act,1961 within 7th day of next month TDS under GST Act,2017 within 10th Day of Next Month		%	100%	60%	25
4	Reconciliation of related accounting heads within 15 days	Monthly	%	100%	60%	10
5	Coordination with other departments to get the details of TDS, GST Liabilities within prescribed time line.	Monthly	%	100%	60%	10

Table No. 17.42: Jr. Acctt.-2 (AO Cash)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Originate ATD/ATC/ICT documents for expenses borne by this office within 20 days	Monthly	%	100%	60%	40
2	Coordinating with Circles to get the ATD/ATC/ICT raised on AVVNL Board Office and Preparing Adjustment Vouchers for Accounting treatment of same within time limit Prescribed	Monthly	%	100%	60%	20
3	Journalisation of Gazetted& Non-Gazetted Salary Vouchers within prescribed time limit	Monthly	%	100%	60%	20
4	Preparation and maintenance of GPF BROADSHEET within 3 months from the year end	Yearly	%	100%	60%	20

Table No. 17.43: Jr. Acctt.-3 (AO Cash)

S. No	KPI – Definition	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1	Payment of KKS Kosh, WWS, EBF, LIC, RKKKS, etc. & correspondence thereof within 15 days.	Monthly	%	100%	60%	30
2	Remittance of various deductions & calculation of Gratuity & Pension Contribution from salary of deputed staff (From/In AVVNL) to respective departments & Reconciliation thereof within 15 days	Monthly	%	100%	60%	25
3	Insurance of Money in Transit, Robbery and Theft cases and pursuance of cases thereof within prescribed time limit.	Monthly	%	100%	60%	15
4	Arranging payment of GIS policy and correspondence for claims received within prescribed time limit.	Monthly	%	100%	60%	15
5	Work relating to Right to information cases, Earnest money refund, No Dues Certificate of employees etc. within 15 days.	Monthly	%	100%	60%	15

Table No. 17.44: Jr. Acctt.-4 (AO Cash)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1	Classification of GST after payment i.e. registered, unregistered/RCM, composition, exempted & Keeping records thereof within 15 days	Daily	%	100%	60%	25
2	Checking and printing of computerized cash book within 15 Days	Monthly	%	100%	60%	25
3	Preparing Details for Non-SBI Accounts NEFT Transfers	Daily	%	100%	60%	25
4	Reconciliation of operative and Non operative Bank Account within 15 Days	monthly	%	100%	60%	25

Table No. 17.45: CA-II - 1 (AO Cash)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/Half yearly/Yearly)	UOM	Target	Cut-off Target	Weightage
1	Maintenance of Subsidiary of Misc./Dept. Advance, Misc. Deposit, Contractors Material Control A/c, Advance to suppliers etc. within 20 Days	monthly	%	100%	60%	25
2	Deposition of Cheques & DDs to Nigam's Bank Account & Preparing Vouchers thereof.	monthly	%	100%	60%	25
3	Adjustment of short duration advance, refund of security deposits & Preparing Vouchers thereof within 10 Days	monthly	%	100%	60%	35
4	Checking of details of Bulk Transfer before making payments & TDS details from Payment Vouchers as per prescribed time limit	monthly	%	100%	60%	15

Table No.17.46 : Astd. Accounts Officer (OE&S)

HOD: CAO(ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Supervision of Office Equipment and Stationary Section.	Monthly	%	100%	60%	20%
2	Timely preparing Information regarding issued mediclaim policy of employees appointed on or after 01-01-2004 for the year FY.	Monthly	%	100%	60%	20%
3	Procurement of articles (other than pre printed stationary, file cover, file pad, paper and other article executed by MM wing) through Gem portal within 5 days	Monthly	%	100%	60%	10%
4	Deal with the establishment of employees posted in Corporate Office. Timely arranged their due and admissible claims, and arrears within 5 days.	Monthly	%	100%	60%	30%
5	Procurement Of Articles through Limited Tenders For Corporate Offices	Monthly	%	100%	60%	20%

Table No.17.47 : Astd. Accounts Officer-II - AAO (OE&S)

HOD: CAO(ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Maintenance of stock register, bill register and other necessary for stationery items.	Monthly	%	100%	60%	10%
2	Maintenance day to day requirement from offices/units	Monthly	%	100%	60%	10%
3	Procurement of articles (other than pre printed stationary, file cover, file pad, paper and other article executed by MM wing) through Gem portal within 5 days	Monthly	%	100%	60%	10%
4	Deal with the establishment of employees posted in Corporate Office. Timely arranged their due and admissible claims, and arrears within 5 days.	Monthly	%	100%	60%	20%
5	Procurement Of Articles through Limited Tenders For Corporate Offices	Monthly	%	100%	60%	10%
6	Maintenance Of Tender & Paper Stock Registers	Monthly	%	100%	60%	10%
7	Placing Of Work Order For Printing To Contractual Firms	Monthly	%	100%	60%	10%
8	Timely preparing Information regarding issued mediclaim policy of employees appointed on or after 01-01-2004 for the year FY.	Monthly	%	100%	60%	10%
9	Maintenance record of Store Issue Note and Store Receipt Note	Monthly	%	100%	60%	10%

Table No.17.48 : Jr. Accountant - 1 - AAO (OE&S)

HOD: CAO(ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Initialize Case of printing as and when required	Monthly	%	100%	60%	20%
2	Pursue Purchase case of Stationery computers furniture, paper reams, office equipments etc within 4 days	Monthly	%	100%	60%	20%
3	Opening of short term tender/ NIT within 5 days	Monthly	%	100%	60%	20%
4	Put-up case of issue of various sanctions for payment to the firms every day	Monthly	%	100%	60%	20%
5	Procurement of articles (other than pre printed stationary, file cover, file pad, paper and other article executed by MM wing) through Gem portal within 5 days	Monthly	%	100%	60%	20%

Table No. 17.49 : Jr. Accountant - 2 - AAO (OE&S)

HOD: CAO(ATP)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Maintenance of stock register, bill register and other necessary for stationery items.	Monthly	%	100%	60%	25%
2	Maintenance Of Tender & Paper Stock Registers	Monthly	%	100%	60%	25%
3	Maintenance record of Store Issue Note and Store Receipt Note	Monthly	%	100%	60%	25%
4	Placing Of Work Order For Printing To Contractual Firms	Monthly	%	100%	60%	25%

Table No.17.50 :

CA-I

AAO (OE&S)

HOD: CAO(ATP)

S.N o.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Evenly allocation of various stationary, office equipments and miscellaneous articles every day	Monthly	%	100 %	60%	20%
2	Maintaining register of /issue of items every day	Monthly	%	100 %	60%	20%
3	Meet out cash requirement for various expenses every day	Monthly	%	100 %	60%	20%
4	PCB maintenance every day	Monthly	%	100 %	60%	20%
5	Centralized Distribution center for planner booklets,flex posters banners certificates and others within 15 days	Monthly	%	100 %	60%	20%

Table No. 17.51 :

CA-II

AAO (OE&S)

HOD: CAO(ATP)

S.N o.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Timely preparing Information regarding issued mediclaim policy of employees appointed on or after 01-01-2004 for the year FY.	Monthly	%	100%	60%	30%
2	Deal with the establishment of employees posted in Corporate Office. Timely arranged their due and admissible claims, and arrears within 5 days.	Monthly	%	100%	60%	30%
3	Providing timely RTI information Under RTI Act 2005 pertain to AAO (OE&S) section.	Within 10 days	%	100%	90%	20%
4	Providing timely reply of assembly questions pertain to AAO (OE&S) section.	Within 3 days	%	100%	90%	20%