

Table No. 6: Legal Cell, AVVNL, Ajmer

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Table 6.1: SE (Legal)/XEN (Legal) HoD: Company Secretary/ACE (H.Q)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Engagement of Advocates and OICs in civil/Service cases of High Court, Supreme Court, APTEL, RERC,CERC,MSMED,EOR,NCLT etc within 5 days	Monthly	%	100%	90%	30%
2	Court decision for appeal / No appeal after receiving required documents in civil/Service cases of High Court, Supreme Court, APTEL, RERC,CERC,MSMED,EOR,NCLT etc within 7 days	Monthly	%	100%	90%	20%
3	Monitoring of all type of court cases & issue orders of all court cases on LITES Website within 10 days	Monthly	%	100%	90%	20%
4	Get opinion from the panel advocate in the various cases received from SE/XEn's/O&M/ Others within 20 days	Monthly	%	100%	90%	10%
5	Implementation / sanction of the order after receiving the approval from concerned authority within 7 days	Monthly	%	100%	90%	10%
6	Case put up for implementation /appeal of court decisions received from circle of various courts i.e. DJ/ADJ/PLA/NLA/DFCP/SCDRC/N CDRC etc within 7 days	Monthly	%	100%	90%	10%

Table 6.2: AEN (Legal) HoD: Company Secretary/ACE (H.Q)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Case put up for implementation /appeal of All courts decisions received form circle within 7 days	Monthly	%	100%	90%	40%
2	Get opinion from the panel advocate in the various cases received from SE/XEn's/O&M/Other within 20 days	Monthly	%	100%	90%	30%
3	Implementation/sanction of the order after receiving the approval from concerned authority within 5 days	Monthly	%	100%	90%	10%
4	Verification of the Advocate bills of SCDRC within 1 days	Monthly	%	100%	90%	20%

Table 6.3 : Junior Legal Officer-I HoD: Company Secretary/ACE (H.Q)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Submission of court decisions for appeal /no appeal after receiving required documents pertaining High Court, Supreme Court, APTEL, RERC, CERC, MSMED, EOR, NCLT etc within 10 days	Monthly	%	100%	90%	50%
2	Disposal of establishment cases as Head of Office within 30 days	Monthly	%	100%	90%	5%
3	Comments for implementation /appeal of lower court decisions received from Circle SEs regarding accidents cases within 5 days	Monthly	%	100%	90%	20%
4	Disposal of Assembly Question & Grievances within 10 days	Monthly	%	100%	90%	15%
5	Checking of Salary bill and FVC bill 1 week	Monthly	%	100%	100%	10%

Table 6.4 : Junior Legal Officer-II HoD: Company Secretary/ACE (H.Q)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Updation of all type of court cases & issue orders of all court cases on LITES Website within 10 days	Monthly	%	100%	90%	30%
2	Engagement of advocate and officer-in charge after receiving cases notice from High Court, Supreme Court, APTEL, RERC, CERC, MSMED, EOR, NCLT etc within 10 days	Monthly	%	100%	90%	30%
3	Implementation/sanction of the order after receiving the approval from concerned authority within 5 days	Monthly	%	100%	90%	20%
4	implementation orders of High Court, Supreme Court, APTEL, RERC, CERC, MSMED, EOR, NCLT etc within 20 days	Monthly	%	100%	90%	20%

Table 6.5 : Junior Legal Officer-III HoD: Company Secretary/ACE (H.Q)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Bill of advocates for payments after verification and required documents within 30 days	Monthly	%	100%	90%	40%
2	Monitoring of reply files by OIC and implementation of court order in civil cases of High Court, Supreme Court within 1 month	Monthly	%	100%	50%	30%
3	Get opinion from the panel advocate in the various cases received from SE/XEn's/O&M/ Others within 20 days	Monthly	%	100%	90%	10%
4	Compliance of interim orders and stay orders passed by High Court, Supreme Court, APTEL, RERC, CERC, MSMED, EOR, NCLT etc within 20 days.	Monthly	%	100%	90%	10%
5	Disposal of Audit related work, RTI cases, Action taken report/daily report, Notices, Circulars within 10 days	Monthly	%	100%	90%	10%