

SE (Plan), AVVNL, Ajmer

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Table No 8.1 - Name of Post :- SE (Plan)**HoD: Addl. CE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1.	Evaluation of proposal of new 33/11 KV S/Ss & 33 KV interconnections within fifteen working days.	Monthly	Yes	100%	50%	5
2.	Evaluation of proposal of new 132 KV GSS within fifteen working days.	Monthly	Yes	100%	50%	5
3.	Preparation of Annual capital budget for next F.Y. & revision in C.F.Y.budget by 15th Nov. every year	Yearly	Yes	100%	60%	5
4.	Submission of various capital budget related information to Energy Deptt. GoR/Planning Deptt. within 22 days from the end of quarter	Quarterly	Yes	100%	40%	5
5.	Compilation of SOM of previous month by the end of every month	Monthly	Set	100	35%	5
6.	Compilation of PragatiPrativedan of Discoms before 10 days of commencement of Budget Session of State Assembly	Yearly	Set	100	45%	5
7.	Preparation of replies of vidhansabha Loksabha/ Rajyasabha question question	Monthly	Days	100%	60%	5
8	Preparation and submission of scheme for funding of RE works included in budget provision of Current financial year issued by finance department of Nigam. 1. Agriculture Scheme (within 30 days) 2. System Improvement Scheme (30 days)	Yearly	Yes	100%	60%	5
9	Reply to the queries raise by REC/FI against submitted scheme within 7 days.	Monthly	Yes	100%	50%	5
10	Submission of claim to FI. 1. Agriculture Scheme:-on quarterly basis, subject to condition receipt of state Govt. guarantee within 30 days after end of quarter. 2. SI Scheme (Bulk loan) within 7 days after the receipt of invoice detail from Sr. AO (CPC), subject to condition of issuance of state Govt. guarantee. 3.Claim of other schemes (within 25 working days)	Monthly	Yes	100%	40%	5
11	Reply to the queries raised by FI regarding submitted claim within 10 days.	Monthly	Yes	100%	50%	5
12	Daily and monthly information:- 1. Collection & compilation of daily progress of AG connections released of discom (Daily) 2. Monthly RE works progress of wells localities & component plan. (10th of every month) 3. SOM-14 &category wise status of pending AG applications & format 9.3 of 10 point	Monthly	Yes	100%	60%	5

	<p>information,(15th of every month)</p> <p>4. Collection & compilation of monthly AG applications received after cutoff date of AG general category of discom.(18th of every month)</p> <p>5. Load wise AG, General category application received after cut of date of discom and SOM 17A & B. (20th of every month)</p> <p>6. SOM-14A (25th of every month)</p> <p>7. Monthly information related to funds as desired by higher authorities (within 15th of every month)</p>					
13	<p>Reply of RTI</p> <p>1. within 30 days</p> <p>2. If RTI not pertain to concern wing, within 7 days.</p> <p>3. If RTI not received with postal order/not received of required fees, within 7 days.</p>	Monthly	Yes	100%	70%	5
14	<p>Amendment in AG policy:-</p> <p>1. Dealing of grievances within 15 days of receipt.</p> <p>2. Preparation and submission of agenda within 15 days after receipt of instructions from higher authorities.</p> <p>3. Submission of amendments in AG policy within 15 days after BOD decision and receipt of MOM to higher authority for approval of Govt. of Rajasthan, if required.</p>	Monthly	Yes	100%	50%	5
15	<p>Reopen for cancelled file of AG connection after receiving of required documents.</p> <p>1. Approval of CE to put before committee within 15 days.</p> <p>2. Preparation of agenda within 15 days after receiving of approval of CE.</p> <p>3. Put up the case before committee as per date decided by higher authorities within 15 days.</p>	Monthly	Yes	100%	60%	5
16	<p>Ensure updation of various portals of GoI / GoR like UDAY web portal updation etc</p>	Monthly/ Quarterly	Yes	100%	40%	5
17	<p>Preparation and submission of RSEDMR Act related information within 7 days after receipt of instructions from higher authorities.</p>	Monthly	Yes	100%	50%	5
18	<p>Preparation and submission of World bank related information as Per instructions of higher authorities.</p>	Monthly	Yes	100%	50%	5
19	<p>Co-ordinate with all Officers/officials to compile all information in due time and daily basis.</p>	Monthly	%	100 %	40 %	5
20	<p>Check the compiled information Notes prepared by Cell before providing higher authorities / GoR / GoI / and others.</p>	Monthly	%	100 %	60 %	5

Table No 8.2 - XEN (Plan-I)

HoD: ACE (HQ)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Compilation of Monthly Monitoring Formats for Sr. Officers Meeting SOM by 25th of each month.	Monthly	Set	100%	60%	10
2.	Correspondence for 33 KV Interconnection work.(Up to 15th of each month)	Monthly	Nos.	100%	50%	10
3.	Daily monitoring of certain Information's received from various Nodal Officers (One Day)	Monthly	Nos.	100%	50%	10
4.	Evaluation of proposal of new 33/11 KV S/Ss & 33 KV interconnections within thirteen working days.	Monthly	Yes	100%	50%	10
5.	Evaluation of proposal of new 132 KV GSS within thirteen working days.	Monthly	Yes	100%	50%	10
6.	Preparation of STP by 10th July.	Yearly	Yes	100%	60%	5
7.	Finalization of initial Annual Phase Programme by 18th May.	Yearly	Yes	100%	60%	5
8.	Monthly correspondence for 33KV utilised bay & follow up with RRVPNL for arranging 33 KV Bay at various 132 KV & 220 KV GSS. (By 15 th of every month)	Monthly	Yes	100%	60%	5
9.	Preparation of Annual capital budget for next F.Y. & revision in C.F.Y.budget by 12th Nov. every year	Yearly	Yes	100%	60%	5
10.	Submission of various capital budget related information to Energy Deptt. GoR/Planning Deptt. within 20 days from the end of quarter	Quarterly	Yes	100%	50%	5
11.	Daily and monthly information:- 1. Collection & compilation of daily progress of AG connections released of discom. (Daily) 2. Monthly RE works progress of wells localities & component plan. (10th of every month) 3. SOM-14 & category wise status of pending AG applications & format 9.3 of 10 point information,(15th of every month)	Monthly	Yes	100%	60%	5
12	Preparation of replies of Vidhansabha Loksabha/ Rajyasabha question within 9 days related to plan wing	Monthly	Days	100%	60%	5

13	Co-ordinate with all Officers/officials to compile all information in due time and daily basis.	Monthly	%	100 %	40 %	5
14	Check the compiled information / PPTs / Notes prepared by Cell before providing higher authorities / GoR / GoI / and others.	Monthly	%	100 %	60 %	5
15	All other works assigned by SE (PLAN) time to time completed within prescribed time limit	Monthly	%	100 %	30 %	5

Table No 8.3 - AEN (Plan-I) C/o XEN (Plan-I)

HoD: ACE (HQ)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Correspondence for 33 KV Interconnection work. (Up to 14th of each month)	Monthly	Nos.	100%	60%	10
2.	Daily monitoring of certain Information received from various Nodal Officers (One Day)	Monthly	Nos.	100%	60%	10
3.	Preparation and finalization of Annual Capital Budget for next F.Y./Revised Annual Budget for current F.Y. of Discom up to 10th Nov. every year.	Yearly	Days	100%	50%	10
4.	Submission of budget related information/ progress GoR quarterly within 15 days from the end of quarter	Quarterly	Set	100%	60%	10
5.	Arranging amendment/ revision in circle wise budget heads as per requirement of circle SEs within 25 days from date of receipt	Quarterly	Days	100%	50%	10
6.	Timely submission of investment plan in RERC	Before 30 th Nov	Yes	100%	60%	10
7.	Evaluation of proposal of new 33/11 KV S/Ss & 33 KV interconnections within ten working days.	Monthly	Yes	100%	50%	10
8.	Evaluation of proposal of new 132 KV GSS within ten working days.	Monthly	Yes	100%	50%	10
9.	Monthly correspondence for 33KV utilised bay & follow up with RRVNPL for arranging 33 KV Bay at various 132 KV & 220 KV GSS. (By 15 th of every month)	Monthly	Yes	100%	60%	5

10.	Preparation of STP by 7th July.	Yearly	Yes	100%	60%	5
11.	Finalization of initial Annual Phase Program by 15th May.	Yearly	Yes	100%	60%	5
12.	Updating of Annual Phase Program. (By 12th of every month)	Monthly	Yes	100%	60%	5

Table No 8.4 - JEN (Plan-I.) C/o AEN (Plan-I) HoD: ACE (HQ)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Correspondence for 33 KV & 11 KV Interconnection work. (Up to 12th of each month)	Monthly	Nos.	100%	60%	20
2.	Monthly correspondence for 33KV utilised bay & follow up with RRVPNL for arranging 33 KV Bay at various 132 KV & 220 KV GSS. (By 15 th of every month)	Monthly	Yes	100%	60%	20
3.	Preparation of STP by 30th June.	Yearly	Yes	100%	60%	10
4.	Preparation of initial Annual Phase Programs by 10th May.	Yearly	Yes	100%	60%	10
5.	Updating of Annual Phase Programs. (By 10 th of every month)	Monthly	Yes	100%	60%	5
6.	Miscellaneous work assigned & updating of various lists. (By 10 th of every month)	Monthly	Yes	100%	50%	5
7.	Daily monitoring of certain Information received from various Nodal Officers (One Day)	Monthly	Nos.	100%	75%	10
8.	Evaluation of proposal of new 33/11 KV S/Ss & 33 KV interconnections within seven working days.	Monthly	Yes	100%	50%	10
9.	Evaluation of proposal of new 132 KV GSS within seven working days.	Monthly	Yes	100%	50%	10

Table No 8.5 - JEN (Plan-II) C/o AEN (Plan-I)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Preparation and finalization of Annual Capital Budget for next F.Y./Revised Annual Budget for current F.Y. of Discom up to 31st Oct. every year.	Yearly	Days	100%	50%	30
2.	Submission of budget related information/ progress GoR quarterly within 10 days from the end of quarter	Quarterly	Set	100%	60%	30
3.	Timely submission of investment plan in RERC	Before 15 th Nov	Yes	100%	60%	15
4.	Arranging amendment/ revision in circlewise budget heads as per requirement of circle SEs within 20 days from date of receipt	Quarterly	Days	100%	50%	15
5.	Compilation/filing of records of information and correspondence by 15 th of every month	Monthly	Days	100%	50%	10

Table No 8.6 - AEN (MIS) C/o XEN (Plan-I)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Daily and monthly information:- 1. Collection & compilation of daily progress of AG connections released of discom. (Daily) 2. Monthly RE works progress of wells localities & component plan. (10 th of every month) 3. SOM-14 & category wise status of pending AG applications & format 9.3 of 10 point informations,(15 th of every month) 4. Collection & compilation of monthly AG applications received after cutoff date of AG general category of discom.(18 th of every month) 5. Load wise AG, General category application received after cut of date of all discoms and SOM 17A & B. (20 th of every month) 6. SOM-14A (25 th of every month)	Monthly	Yes	100%	70%	20

2.	Assembly work/ grievances. (within 7 days)	Monthly	Yes	100%	70%	20
3.	Compilation of Sr. Officers Meeting Formats (SOM) by 24th of each month.	Monthly	Set	100%	75%	20
4.	Daily monitoring of certain Information received from various Nodal Officers (One Day)	Monthly	Nos.	100%	75%	10
5.	Monitoring / Updating of PPTs for CM review, taskforce, SLMC as and when required.	Monthly	%	100 %	40 %	10
6.	Monitoring of Plan wise progress and ensure updation of data.	Monthly	%	100 %	40 %	10
7.	All Govt. Related Correspondences with state and center Sector regarding statistical information.	Monthly	%	100 %	30 %	5
8.	All other works assigned by SE (PLAN)/XEn(MIS) time to time completed within prescribed time limit	Monthly	%	100 %	30 %	5

Table No 8.7 – JEN (MIS-I) C/o AEN (MIS) HoD: ACE (HQ)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Preparation of ATRs of meetings if required within 3 days	Monthly	Set	100%	50%	20
2	Preparation of various meetings information i.e. VC, Reviews etc.	Monthly	%	100%	50%	20
3	Chaupal progress of every month before 20 th of next month.	Monthly	%	100%	50%	20
4	Compilation of progress of SOM within prescribed limit.	Monthly	%	100%	50%	20
5	Daily monitoring of certain Information received from various Nodal Officers (One Day)	Monthly	Nos.	100%	50%	10
6	All other works assigned by SE (Plan)/XEn(MIS)/AEn(MIS)	Monthly	%	100%	60%	5
7	Compilation of Weekly/Monthly Information	Monthly	%	100%	60%	5

Table No 8.8 – JEN (MIS-II) C/o AEN (MIS)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Preparation of Daily progress in the prescribed format	Monthly	yes	100	50%	25
2	Preparation and updating of weekly progress in the prescribed format on every Monday	Weekly	yes	100	50%	25
3	Updating of progress on portal (REC/PFC/State Government etc.)	Quarterly	yes	100	50%	25
4	Compilation of Monthly Monitoring Formats for Sr. Officers Meeting by 22nd of each month.	Monthly	Set	100%	50%	15
5	All other works assigned by SE (Plan)/XEn(MIS)/AEn(MIS)	Monthly	%	100%	60%	5
6	Compilation of Weekly/Monthly Information	Monthly	%	100%	60%	5

Table No 8.9 - XEN (Plan-II)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	AG policy related matters:- 1. Dealing of grievances within 13 days of receipt. 2. Preparation and submission of agenda within 13 days after receipt of instructions from higher authorities. 3. Submission of amendments in AG policy within 15 days after BOD decision and receipt of MOM to higher authority for approval of Govt. of Rajasthan, if required.	Monthly	Yes	100%	50%	10
2	Reopen for cancelled file of AG connection after receiving of required documents. 1. Approval of CE to put before committee within 13 days. 2. Preparation of agenda within 13 days after receiving of approval of CE. 3. Put up the case before committee as per date decided by higher within 13 days.	Monthly	Yes	100%	60%	10

3	Reply of RTI related AG Policy 1. within 23 days 2. If RTI not pertain to concern wing, within 5 days. 3. If RTI not received with postal order/not received of required fees, within 5 days.	Monthly	Yes	100%	70%	10
4	Reply to CMIS (1 month)	Monthly	Days	100%	50%	10
5	Reply to VIP Grievances (15 days)	Monthly	Days	100%	60%	10
6	Reply of Assembly Questions within 9 days .Preparation of replies of Vidhansabha Loksabha/ Rajyasabha question	Monthly	Days	100%	40%	5
7.	Listed question/ Dhyanakarshan/ Visheshullekh (within 7 days)	Monthly	Days	100%	60%	5
8.	Unlisted question- Within 15 days from the date of receipt of final reply for concerned nodal officers	Monthly	Days	100%	60%	5
9.	Follow ups- Fortnightly follow up to obtain the replies of pending assembly questions (Upto 10 th and 25 th of each month)	Monthly	Days	100%	50%	5
10.	Ensure updation of various portals of GoI / GoR like UDAY web portal updation etc	Monthly	Yes	100%	40%	5
11.	Preparation and submission of RSEDMR Act related information within 7 days after receipt of instructions from higher authorities.	Monthly	Yes	100%	50%	5
12.	Preparation and submission of World bank related information as Per instructions of higher authorities.	Monthly	Yes	100%	50%	5
13.	Co-ordinate with all Officers/officials to compile all information in due time and daily basis.	Monthly	%	100 %	40 %	5
14.	All other works assigned by SE (PLAN) time to time completed within prescribed time limit	Monthly	%	100 %	30 %	5
15.	Preparation and Submission of RGDPS information to GoR, within timeline	Monthly	%	100 %	70 %	5

Table No 8.10 - AEN (RE-I) C/o XEN (Plan-II)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1.	Preparation of replies of Vidhansabha question	Monthly	Days	100%	40%	20
2.	Listed question/ Dhyanakarshan/ Visheshullekh (within 6 days)	Monthly	Days	100%	60%	10
3.	Unlisted question- Within 13 days from the date of receipt of final reply for concerned nodal officers	Monthly	Days	100%	60%	10
4.	Follow ups- Forth nightly follow up to obtain the replies of pending assembly questions (Upto 10 th and 25 th of each month)	Monthly	Days	100%	50%	10
5.	Preparation of replies of Loksabha/ Rajyasabha question	Monthly	Days	100%	50%	10
6.	Listed question/ Dhyanakarshan/ Visheshullekh (within 6 days)	Monthly	Days	100%	60%	5
7.	Unlisted question- Within 13 days from the date of receipt of final reply for concerned nodal officers	Monthly	Days	100%	60%	5
8.	Follow ups- Forth nightly follow up to obtain the replies of pending assembly questions (Upto 10 th and 25 th of each month)	Monthly	Days	100%	50%	10
9.	Reply to CMIS (1 month)	Monthly	Days	100%	50%	10
10.	Reply to VIP Grievances (15 days)	Monthly	Days	100%	60%	10

Table No 8.11 – JEN (RE-I) C/o AEN (RE-I)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1.	Preparation of replies of vidhansabha question	Monthly	Days	100%	40%	10
2.	Listed question/ Dhyanakarshan/ Visheshullekh (within 5 days)	Monthly	Days	100%	60%	10
3.	Unlisted question Within 12 days from the date of receipt of final reply for concerned nodal officers	Monthly	Days	100%	60%	10
4.	Follow ups- Fort nightly follow up to obtain the replies of pending assembly questions (Upto 10th and 25th of each month)	Monthly	Days	100%	50%	10
5.	Preparation of replies of Loksabha/ Rajyasabha question	Monthly	Days	100%	50%	10
6.	Listed question/ Dhyanakarshan/ Visheshullekh (within 5 days)	Monthly	Days	100%	60%	10
7.	Unlisted question Within 12 days from the date of receipt of final reply for concerned nodal officers (15 days)	Monthly	Days	100%	60%	10
8.	Follow ups Forth nightly follow up to obtain the replies of pending assembly questions (Upto 10th and 25th of each month)	Monthly	Days	100%	50%	15
9	Reply to VIP Grievances (15 days)	Monthly	Days	100%	70%	15

Table No 8.12 – JEN (RE- II) C/o AEN (RE-I)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1.	Preparation of replies of vidhansabha question	Monthly	Days	100%	40%	10
2.	Listed question/ Dhyanakarshan/ Visheshullekh (within 5 days)	Monthly	Days	100%	60%	10
3.	Unlisted question Within 12 days from the date of receipt of final reply for concerned nodal officers	Monthly	Days	100%	60%	10
4.	Follow ups- Fort nightly follow up to obtain the replies of pending assembly questions (Upto 10th and 25th of each month)	Monthly	Days	100%	50%	10
5.	Preparation of replies of Loksabha/ Rajyasabha question	Monthly	Days	100%	50%	10
6.	Listed question/ Dhyanakarshan/ Visheshullekh (within 5 days)	Monthly	Days	100%	60%	10
7.	Unlisted question Within 12 days from the date of receipt of final reply for concerned nodal officers (15 days)	Monthly	Days	100%	60%	10
8.	Follow ups Forth nightly follow up to obtain the replies of pending assembly questions (Upto 10th and 25th of each month)	Monthly	Days	100%	50%	15
9.	Reply to CMIS (1 month)	Monthly	Days	100%	50%	15

Table No 8.13 - AEN- (RE-II) C/o XEN (Plan-II)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	AG related works:- 1. Dealing of grievances within 10 days of receipt. 2. Preparation and submission of agenda within 10 days after receipt of instructions from higher authorities. 3. Submission of amendments in AG policy within 15 days after BOD decision and receipt of MOM to higher authority for approval of Govt. of Rajasthan, if required.	Monthly	Yes	100%	50%	15

2.	Reopen for cancelled file of AG connection after receiving of required documents. 1. Approval of CE to put before committee within 10 days. 2. Preparation of agenda within 10 days after receiving of approval of CE. 3. Put up the case before committee as per date decided by higher within 10 days.	Monthly	Yes	100%	60%	15
3.	Correspondence regarding Ag. connections grievances (within 15 days).	Monthly	Yes	100%	60%	10
4.	Reply of RTI related to AG policy 1. within 15 days 2. If RTI not pertain to concern wing, within 4 days. 3. If RTI not received with postal order/not received of required fees, within 4 days.	Monthly	Yes	100%	70%	10
5.	Reply of assembly question related to AG connection policy (within 7 days)	Monthly	Yes	100%	70%	10
6.	Other Works assigned by higher authorities (immediate).	Monthly	Yes	100%	70%	10
7.	Monitoring of web portals (UDAY etc).	Monthly	Yes	100%	40%	10
8.	Preparation and submission of RSEDMR Act related information within 7 days after receipt of instructions from higher authorities.	Monthly	Yes	100%	50%	10
9.	Preparation and submission of World bank related information as Per instructions of higher authorities.	Monthly	Yes	100%	50%	5
10	Preparation and Submission of RGDPS information to GoR, within timeline	Monthly	%	100 %	70 %	5

Table No 8.14 - JEN (RE-III) C/o AEN (RE-II)

HoD: ACE (HQ)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Reply of assembly question related to AG connection policy (within 5 days)	Monthly	Yes	100%	70%	20
2	Reopen for cancelled file of AG connection after receiving of required documents. 1. Approval of CE to put before committee within 7 days. 2. Preparation of agenda within 7 days	Monthly	Yes	100%	60%	20

	after receiving of approval of CE. 3. Put up the case before committee as per date decided by higher within 7 days.					
3	Correspondence regarding AG. Connections grievances (within 15 days).	Monthly	Yes	100%	60%	20
4	AG related works:- 1. Dealing of grievances within 7 days of receipt. 2. Preparation and submission of agenda within 7 days after receipt of instructions from higher authorities. 3. Submission of amendments in AG policy within 15 days after BOD decision and receipt of MOM to higher authority for approval of Govt. of Rajasthan, if required.	Quarterly	Yes	100%	50%	20
5	Reply of RTI related AG Policy 1. within 9 days 2. If RTI not pertain to concern wing, within 2 days. If RTI not received with postal order/not received of required fees, within 2 days.	Monthly	Yes	100%	70%	15
6	Preparation and Submission of RGDPS information to GoR, within timeline	Monthly	%	100 %	70 %	5

Table No 8.15 – JEN (RE-IV) C/o AEN (RE-II)

HoD: ACE (HQ)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	UDAY web portal updation.	Monthly	Yes	100%	40%	20
2	Preparation and submission of RSDMR Act related information within 7 days after receipt of instructions from higher authorities.	Monthly	Yes	100%	50%	20
3	Preparation and submission of World bank related information as Per instructions of higher authorities.	Monthly	Yes	100%	50%	20
4	Other Works assigned by higher authorities (immediate).	Monthly	Yes	100%	50%	15
5	Daily monitoring of certain Information received from various Nodal Officers (one Day)	Monthly	Nos.	100%	60%	15
6	Correspondence of Urgent letters required by higher authorities (within 3 working days)	Monthly	Nos	100%	60%	10

Table No 8.16 - Dy.Dir.Stat. (Plan)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1.	Compilation of SOM of previous month by the end of every month	Quarterly	Set	100%	50%	10
2.	Replies taken from concerning offices regarding Assembly question/Assurance/Loksabha/rajyasab ha question within 3 days	Monthly	Nos.	100%	60%	10
3.	Submission of previous month 33 KV work Progress to GoR by 15th of every month	Monthly	Nos.	100%	50%	10
4.	Submission of previous month 20 Point progress to GoI/GoR by 15th of every month	Monthly	Nos.	100%	60%	10
5.	Submission of previous month progress of Electrification of Villages & Wells to GoI/GoR by 15th of every month	Monthly	Nos.	100%	50%	10
6.	Submission of previous month progress of TSP & SCSP area to GoR by 15th of every month	Monthly	Nos.	100%	60%	10
7.	Submission of progress of previous month Physical & Financial progress to GoR by 15th of every month	Monthly	Nos.	100%	50%	10
8.	Submission of Progress of previous month Unspent balance & Capital Expenditure to GoR by 20th of every month	Monthly	Nos.	100%	60%	10
9.	Updating of Budget Speech progress to GoR by 15th every month	Monthly	Nos.	100%	50%	10
10.	Compilation of PragatiPrativedan of Discoms before 15 days of commencement of Budget Session of State Assembly	Yearly	Set	100%	60%	5
11.	C.E.A., New Delhi Information by 30th June every year	Yearly	Nos.	100%	50%	5

Table No 8.17 – Statistical Asstt. (PLAN)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1.	Submission of previous month 33 KV work Progress to GoR by 12th of every month	Monthly	Nos.	100%	60%	8
2.	Submission of previous month 20 Point progress to GoI/GoR by 12th of every month	Monthly	Nos.	100%	60%	8
3.	Submission of previous month progress of Electrification of Villages & Wells to GoI/GoR by 12th of every month	Monthly	Nos.	100%	60%	8
4.	Submission of previous month progress of TSP & SCSP area to GoR by 12th of every month	Monthly	Nos.	100%	60%	8
5.	Updating of Budget Speech progress to GoR by 12th every month	Monthly	Nos.	100%	60%	8
6.	Compilation of PragatiPrativedan of Discoms before 12 days of commencement of Budget Session of State Assembly	Yearly	Set	100%	60%	8
7.	C.E.A., New Delhi Information by 15th June every year	Yearly	Nos.	100%	60%	8
8.	Collection & Compilation of Daily progress of Ag. connections released Ajmer Discoms (Daily).	Monthly	Yes	100%	60%	8
9.	Collection & Compilation of Monthly RE works progress of wells, localities & component plan.(5 th of every month).	Monthly	Yes	100%	60%	8
10.	Collection & Compilation of SOM-14 and category wise status of pending Ag application under cutoff date of all discom's. (8 th of every month).	Monthly	Yes	100%	60%	7
11.	Collection & Compilation of Monthly Ag application received after cutoff date of Ag Gen. category of Ajmer discoms. (12 th of every month).	Monthly	Yes	100%	60%	7
12.	Collection & Compilation of load wise AG, General category application received after cutoff date all discoms (15 th of every month).	Monthly	Yes	100%	60%	7
13.	Collection & Compilation of SOM 14-A of Ajmer Discom (15 th of every Month)	Monthly	Yes	100%	60%	7

Table No 8.18 - Asstt. Admn.Officer(Plan)**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1.	Preparation of Daily progress in the prescribed format	Monthly	Nos.	100%	50%	20
2.	Preparation and updating of weekly progress in the prescribed format on every Monday	Monthly	Nos.	100%	60%	10
3.	Preparation of various meetings information i.e. VC, Reviews etc.	Yearly	Nos.	100%	50%	10
4.	Daily monitoring of certain Information received from various Nodal Officers (One Day)	Monthly	Nos.	100%	60%	10
5.	Compilation of data for DHQ & MTs wise T&D losses details	Monthly	%	100 %	50 %	10
6.	Compile of months wise, year wise circle wise vigilance information of Discom.	Monthly	%	100 %	60 %	10
7.	All other works assigned by CIO / SE /XEN/AEN, (MIS) time to time	Monthly	%	100 %	50 %	10
8.	Meetings Files Record – Department wise	Monthly	%	100%	50%	10
9.	Follow up/ Intimation to concern officers/official for Meetings /VC.	Monthly	%	100%	50%	10

Table No 8.19 - Stenographer**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Taking Dictation from Officers for Meeting notice /letters/ MoM etc.	Monthly	%	100%	50%	30
2	Hindi/ English typing work as and when directed by Official/Officers	Monthly	%	100%	50%	20
3	E-Mail operation of SE(PLAN)	Monthly	%	100%	50%	20
4	Preparing document on collection from sections required for day to day meeting for SE(PLAN)	Monthly	%	100%	50%	20
5	All other works assigned by SE /XEN/AEN, (Plan) time to time	Monthly	%	100%	30%	10

Table No 8.20 – CA-I**HoD: ACE (HQ)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Daily Monitoring & Maintaining of URGENT Letters & Disposal within Two Days.	Monthly	Nos.	100%	60%	10
2.	Update the AMC of Computer & Xerox (Before 15 days of expiry period)	Yearly	Nos.	100%	60%	10
3.	Preparation & Feeding of Salary in computer (By 22 nd of Every month)	Monthly	Nos.	100%	60%	10
4.	Preparation & Submission of Estt. Budget by the end of 15 th Dec.)	Yearly	Nos.	100%	60%	10
5.	Monitoring of CL/PL & other leave & entry in Biometric Machine/Computer (Upto 7 th of Every Month)	Monthly	Nos.	100%	60%	10
6.	RR/Dispatch	Monthly	Nos.	100%	70%	10
7.	Maintain Stock Registers of material.	Monthly	%	100%	50%	10
8.	Arrangements for stationary and other requirements of MIS Cell.	Monthly	%	100%	50%	10
9.	Collect & initiate requirement related to computer & other stationary for MIS Cell & corporate office	Monthly	%	100%	50%	10
10.	Dead stock registers maintenance.	Monthly	%	100%	50%	5
11.	TA bill/Medical Bill and other bills	Monthly	%	100%	60%	5

Table No 8.21 - XEN (Plan), Jaipur**HoD: SE (Plan)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htag e
1	Preparation and submission of scheme for funding of RE works included in budget provision of Current financial year issued by finance department of Nigam. 1. Agriculture Scheme (within 25 days) 2. System Improvement Scheme (25 days) 3. Bulk Loan 4. DDUGJY Counterpart loan 5. IPDS Counterpart loan 6. Feeder Improvement Programme 7. Buyer’s Line of Credit	Monthly	Yes	100%	50%	20
2	Reply to the queries raise by REC/FI against submitted scheme within 7 days.	Monthly	Yes	100%	60%	15
3	Submission of claim to FI. 1. Agriculture Scheme:-on quarterly basis, subject to condition receipt of state Govt. guarantee within 25 days after end of quarter. 2. SI Scheme (Bulk loan) within 5 days after the receipt of invoice detail from Sr. AO (CPC), subject to condition of issuance of state Govt. guarantee. 3. Claims of other schemes (within 20 working days).	Monthly Monthly Monthly	Yes	100%	40%	20
4	Reply to the queries raised by FI regarding submitted claim within 13 days.	Monthly	Yes	100%	50%	15
5	Process of Salary Bills of RE staff, FVC bills, work orders and medical bills of RE officers & staff.	Monthly	Yes	100%	50%	15
6	Collection of Progress of GPVVY and IEAG scheme from fields and preparation of claims on behalf of progress & sent to REC for disbursement of funds.	Monthly	Yes	100%	60%	15

Table No 8.22 – AEN (Plan), Jaipur**HoD: SE (Plan)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Wei ghta ge
1.	Preparation and submission of scheme for funding of RE works included in budget provision of Current financial year issued by finance department of Nigam. 1. Agriculture Scheme (within 25 days) 2. System Improvement Scheme (25 days) 3. Bulk Loan 4. DDUGJY Counterpart loan 5. IPDS Counterpart loan 6. Feeder Improvement Programme 7. Buyer’s Line of Credit 8. Various schemes.	Monthly	Yes	100%	60%	30
2.	Preparation and submission of claims for funding of RE works included in budget provision of Current financial year issued by finance department of Nigam. 1. Agriculture Scheme (within 25 days) 2. System Improvement Scheme (25 days) 3. Bulk Loan 4. DDUGJY Counterpart loan 5. IPDS Counterpart loan 6. Feeder Improvement Programme 7. Buyer’s Line of Credit 8. Various Schemes.	Monthly	Yes	100%	60%	20
3.	Reply to the queries raised by FI regarding submitted scheme within 5 days.	Monthly	Yes	100%	60%	15
4.	Reply to the queries raised by FI regarding submitted claim within 5 days.	Monthly	Yes	100%	50%	15
5.	All other works assigned by SE (Plan) & XEN (RE) time to time (within 3 working days).	Monthly	Yes	100%	50%	20

Table No 8.23 - JEN I (Plan), Jaipur**HoD: SE (Plan)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1.	Submission of Scheme of Agriculture Scheme:-on quarterly basis, subject to condition receipt of state Govt. guarantee within 15 days after end of quarter.	Monthly	Yes	100%	70%	30
2.	Reply to the queries raised by FI regarding submitted scheme within 5 days.	Monthly	Yes	100%	50%	25
3.	Reply to the queries raised by FI regarding submitted scheme within 5 days.	Monthly	Yes	100%	60%	25
4.	All other works assigned by XEN (RE) and SE (Plan) a time to time (within 3 working days).	Monthly	Yes	100%	50%	20

Table No 8.24 - JEN-II (Plan), Jaipur**HoD: SE (Plan)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1.	Preparation and submission of Bulk loan Schemes for Material purchase and submit is REC timely	Monthly	Yes	100%	70%	30
2.	Preparation and submission of BLC Scheme in PFC	Monthly	Yes	100%	50%	25
3.	Reply to the queries raised by FI regarding submitted scheme within 5 days.	Monthly	Yes	100%	60%	25
4.	All other works assigned by XEN (RE) time to time (within 3 working days).	Monthly	Yes	100%	50%	20

Table No 8.25 - AAO-II (Plan) I, Jaipur HoD: SE (PLAN)

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1.	Collection of Progress of GPVVY /IEAG from fields and preparation of claims on behalf of progress & sent to REC for disbursement of funds.	Monthly	Yes	100%	80%	10
2.	Preparation absentee of RE staff, Checking of, conveyance and medical bills of RE officers & staff.	Monthly	Yes	100%	80%	10
3.	Collection of Progress of GPVVY /IEAG from fields and preparation of claims on behalf of progress & sent to REC for disbursement of funds.	Monthly	Yes	100%	80%	10
4.	Preparation of Note Sheets, work orders of Photocopy works, hiring of Vehicles, AMC and other works (within 7 days).	Monthly	Yes	100%	80%	10
5.	Preparation of SI Bulk loan claims- as per detail received from CPC (within 3 working days).	Monthly	Yes	100%	80%	10
6.	Monthly information as desired by higher authorities (as per our record within 15 working days of every month)	Monthly	Yes	100%	80%	10
7.	Imprest, Petty expenses, store related works.	Monthly	Yes	100%	80%	10
8.	Preparation and submission of claims of DDUGJY /IPDS counterpart as per details received from office of SE (DDUGJY) and sent to PFC for disbursement of funds.	Monthly	Yes	100%	80%	5
9.	Preparation of SIP/FIP/ BLC Scheme- as per detail received from CPC (within 3 working days).	Monthly	Yes	100%	80%	5
10	Maintain Escort vehicle records .	Monthly	Yes	100%	80%	5
11	Reply if various letter received from PFC & all other work related with PFC (within 7 days).	Monthly	Yes	100%	80%	5
12	Maintain monthwise cash book record of CPC	Monthly	Yes	100%	80%	5
13	Other works assigned by higher authorities time to time (within 3 working days).	Monthly	Yes	100%	80%	5

Table No 8.26 - Statistician (Plan), Jaipur**HoD: SE (Plan)**

S No	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1.	Collection & Compilation of Daily progress of Ag. connections released (Daily).	Monthly	Yes	100%	80%	30
2.	Collection & Compilation of Monthly RE works progress of wells, localities & component plan.(10 th of every month).	Monthly	Yes	100%	80%	25
3.	Collection & Compilation of Daily progress of GPVVY (Daily).	Monthly	Yes	100%	80%	25
4.	Other works assigned by higher authorities time to time (within 3 working days).	Monthly	Yes	100%	80%	20

Table 5.27 : XEN (Grievance)**HoD: Addl. CE (HQ)**

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Redressal of grievances on Rajasthan Sampark "CM Helpline-181"(L-4 Level) / Vineet Portal/ National Consumer Helpline/CPGRAMS case within timeline	Monthly	%	100%	60%	60%
2	Timely redressal of URGENT cases of VVIP/VIP/PMO/ CMO/ ES within 07 days	Monthly	%	100%	50%	15%
3	Timely redressal of Time bound cases of Grievances received through MD-Jan Sunwai /Chairman/MD/EM / Sampark Portal /CM Help line within 07 days	Monthly	%	100%	60%	10%
4	RTI Cases within timeline	Monthly	%	100%	50%	10%
5	Reply of Lokayukt/Human Rights/ Nation Human Rights within timeline	Monthly	%	100%	60%	5%

Table 5.28 : AEN (Grievance)**HoD: Addl. CE (HQ)**

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Redressal of grievances on Rajasthan Sampark "CM Helpline-181"(L-4 Level) / Vineet Portal within timeline	Monthly	%	100%	60%	60%
2	Timely redressal of URGENT cases of VVIP/VIP/PMO/ CMO/ ES within 07 days	Monthly	%	100%	50%	10%
3	Timely redressal of Time bound cases of Grievances received through MD-Jan Sunwai /Chairman/MD/EM within 07 days	Monthly	%	100%	50%	10%
4	Reply of CMO/PMO cases within 7 days	Monthly	%	100%	50%	10%
5	Reply of Lokayukt/Human Rights/ Nation Human Rights within timeline	Monthly	%	100%	50%	10%

Table 5.29 : JEN-I (Grievance) HoD: Addl. CE (HQ)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Redressal of grievances on Rajasthan Sampark "CM Helpline-181"(L-4 Level) / Vineet Portal within timeline	Monthly	%	100%	50%	50%
2	Redressal of grievances on National Consumer Helpline/CPGRAMS cases registered on Rajasthan Sampark within timeline	Monthly	%	100%	50%	30%
3.	Redressal of Grievances received through Email-Social Media within 7 days	Monthly	%	100%	50%	10%
4	Preparation and Submission of Tour and Inspection Report, within timeline	Monthly	%	100%	50%	10%

Table 5.30 : JEN-II (Grievance) HoD: Addl. CE (HQ)

S. No	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weight age
1	Timely redressal of URGENT cases of VVIP/VIP within 7 days	Monthly	%	100%	50%	50%
2	Timely redressal of Time bound cases of Grievances received through MD-Jan Sunwai /Chairman/MD/EM within 7 days	Monthly	%	100%	50%	20%
3	Reply of CMO/PMO cases within 7 days	Monthly	%	100%	50%	10%
4	Reply of Lokayukt/Human Rights/ Nation Human Rights within timeline	Monthly	%	100%	50%	10%
5	RTI Cases within timeline	Monthly	%	100%	50%	10%