

Table No. 19: Administration &amp; Personnel

HoD Secretary (Admn.)

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**Table No. 19: Administration & Personnel**

**Table No. 19.1:- Personnel- Jt. Director Personnel**

**HoD: Secretary (Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Publication of seniority lists in ministerial cadre with in one month	Yearly	%	100%	60%	15%
2	Completion of promotion exercise of in ministerial cadre with in 3 months	Yearly	%	100%	60%	15%
3	Supervising the work of publication of seniority & Promotion in technical cadre at Sub-division / Division/ Circle level ensuring timely holding DPCs of technical subordinate.	Yearly	%	100%	60%	10%
4	Get Checking of preferential appointment cases received from circle SEs and issuance of letters for completing the formalities accordingly with in one month.	Monthly	%	100%	60%	10%
5	On receiving duly completed preferential appointment cases permission be obtained from Secretary (Admn.). For arranging meeting of prescribed committee for selection of the applicants. Preparing minutes of the meeting and obtaining approval of Managing Director for issuing appointment orders.	Quarterly	%	100%	60%	10%
6	Disposal of special compensation cases within 15 days from date of receipt subject to no shortcomings.	Monthly	%	100%	60%	10%
7	Timely implementation of decisions taken in co-ordination committee/ B.O.D. related to TWSR.	Monthly	%	100%	60%	10%
8	Monitoring of assembly questions	Monthly	%	100%	60%	10%
9	Disposal of RTI application within 30 days of due date	Monthly	%	100%	60%	05%
10	Disposal of grievances /complaints within 15 days from the date of receipt related to Technical and Ministertial staff .	Monthly	%	100%	30%	05%

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**Table No. 19.2:- Administration- Dy. Director Personnel (HQ)**

**HoD: Secretary (Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Publication of seniority lists of Engineers & Gazetted Officers within one month	Yearly	%	100%	60%	15%
2	Completion of promotion exercise of Engineers & Gazetted Officers within 3 months	Yearly	%	100%	60%	15%
3	Disposal of ACP cases Engineer & Gazetted Officers after receipt within one month	Monthly	%	100%	60%	10%
4	Disposal of leave cases of Engineers & Gazetted Officers within one month	Monthly	%	100%	60%	5%
5	Probation clearance of newly appointed Engineers & Gazetted Officers within two months.	Monthly	%	100%	60%	5%
6	Timely filing of reply to the writ petition in which DDP(HQ) is OIC	Monthly	%	100%	60%	10%
7	Timely implementation of decisions taken in co-ordination committee/ B.O.D. related to Engineers & Officer related matters.	Monthly	%	100%	60%	10%
8	Monitoring of assembly questions	Monthly	%	100%	60%	10%
9	Disposal of RTI application within 30 days of due date	Monthly	%	100%	60%	10%
10	Monitoring of employee Engineers & Officers grievances /complaints within 15 days from the date of receipt	Monthly	%	100%	30%	10%

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**Table No. 19.3 : Administration- Personnel Officer (Estt. CO)**

**HoD: Secretary (Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Publication of seniority lists of Engineers & Gazetted Officers within one month	Yearly	%	100%	60%	20%
2	Completion of promotion exercise of Engineers & Gazetted Officers within 3 months	Yearly	%	100%	60%	20%
3	Filing reply to the writ petitions within one month from the date of receipt	Monthly	%	100%	60%	20%
4	Timely implementation of decisions taken in co-ordination committee/ B.O.D. related to Engineers & Officer related matters.	Quarterly	%	100%	60%	10%
5	Disposal of RTI application within 30 days of due date	Monthly	%	100%	60%	10%
6	Disposal of assembly questions at Nigam level within 5 days from date of receipt	Monthly	%	100%	60%	10%
7	Disposal of grievances /complaints within 15 days from the date of receipt related to Engineers & Officers (pertaining to Corporate Level) .	Monthly	%	100%	30%	10%

**Table No. 19: Administration & Personnel****Table No. 19.4 :-Administration- Asstt. Personnel Officer (Estt. CO) HoD: Secretary (Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Disposal of ACP cases Engineer & Gazetted Officers after receipt within one month	Monthly	%	100%	60%	20%
2	Disposal of leave cases of Engineers & Gazetted Officers within one month	Monthly	%	100%	60%	10%
3	Probation clearance of newly appointed Engineers & Gazetted Officers within 2 months.	Monthly	%	100%	60%	10%
4	Filing reply to the writ petitions within one month from the date of receipt	Monthly	%	100%	60%	20%
5	Timely implementation of decisions taken in co-ordination committee/ B.O.D. related to Engineers & Officer related matters.	Quarterly	%	100%	60%	10%
6	Disposal of RTI application within 30 days of due date	Monthly	%	100%	60%	10%
7	Disposal of assembly questions at Nigam level within 5 days from date of receipt	Monthly	%	100%	60%	10%
8	Disposal of grievances /complaints within 15 days from the date of receipt related to Engineers & Officers (pertaining to Corporate Level) .	Monthly	%	100%	30%	10%

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**Table No. 19.5 : Personnel- PO/APO (Minst. Estt. )**

**HoD: Secretary(Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Publication of seniority lists in ministerial cadre within one month	Yearly	%	100%	60%	25%
2	Completion of promotion exercise of in ministerial cadre within 3 months	Yearly	%	100%	60%	25%
3	Filing reply to the writ petitions within one month from the date of receipt	Monthly	%	100%	60%	20%
4	Disposal of RTI application within 30 days of due date	Monthly	%	100%	60%	10%
5	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Tech. & Ministerial carder)	Monthly	%	100%	60%	10%
6	Disposal of employee grievances / complaints within 15 days from the date of receipt (pertaining to Ministerial Staff of Ajmer Discom)	Monthly	%	100%	30%	10%

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Table No. 19.6 : Personnel- PO/APO (Tech. Estt. )

HoD: Secretary(Admn.)

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Supervising the work of publication of seniority in technical cadre at Sub-Division/Division/Circle level & ensuring timely holding of DPC's of technical sub-ordinates	Yearly	%	100%	60%	20%
2	Disposal of special compensation cases within 15 days from date of receipt & monitoring of all kind of compensation cases (employees/public men/animals) and ensuring timely payment of compensation/ex-gratia subject to no shortcomings	Monthly	%	100%	60%	20%
3	Filing reply to the writ petitions within one month from the date of receipt	Monthly	%	100%	60%	20%
4	Monitoring of timely finalization of enquiries relating to accident cases	Monthly	%	100%	60%	10%
5	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Tech. & Ministerial carder)	Monthly	%	100%	60%	10%
6	Disposal of RTI application within 30 days of due date	Monthly	%	100%	60%	10%
7	Disposal of employee grievances / complaints within 15 days from the date of receipt (pertaining to Tech. Staff of Ajmer Discom)	Monthly	%	100%	30%	10%

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**Table No. 19.7 - :Administration- Asst./ Addl. Admn. Officer (RTI) HoD: Secretary(Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Where the applicant is not satisfied with the information provided them by the State Public Information Officer. He has right to file first appeal before the Senior officer of the organization under RTI Act. To perform the work as a presenting officer in the cases received from Nodal Officer-RTI regarding first appeals to be made by the appellant before the Managing Director, Director (Fin.) & Secretary (Admn.) and disposal thereof	Monthly	%	90%	60%	50%
2	To collect the detail data of applications and appeals from various PIOs on monthly basis and to consolidate the information at Nigam Level and send to RVPNL.	Monthly	%	90%	60%	40%
3	To maintain the official record properly.	Monthly	%	90%	60%	10%



**Table No. 19: Administration & Personnel**

**Table No. 19.8 -:Administration - Admn. Officer/ Addl. Admn. Officer (Rectt- Engineer & Gazetted)  
HoD: Secretary (Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	<b>Maintaining record of Sanctioned strength and working strength of Engineers &amp; Officers</b>	Monthly	%	100%	60%	20%
2	Determination of Vacancies for Direct recruitment on Engineers & Officers	Yearly	%	100%	60%	20%
3	Conducting Document verification, Counseling and Issuing appointment order of Engineers and officers immediately after receiving/ approval of Higher authorities	Yearly	%	100%	60%	20%
4	Getting document verified from concerned authority of newly recruited Engineers & Officers	Yearly	%	100%	60%	10%
5	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Recruitment)	Monthly	%	100%	60%	10%
6	Providing factual report and assisting the OIC to file reply of court case related to this section	Monthly	%	100%	60%	10%
7	Provide timely RTI information under RTI Act 2005	Monthly	%	100%	60%	5%
8	Disposal of Complaints received from candidate /other sources within 15 days from the date of receipt.	Monthly	%	100%	30%	5%

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**Table No. 19.9:-Personnel - Admn. Officer/ Addl. Admn. Officer (Rectt- Tech. & Minist Non- Gazetted)  
HoD: Secretary (Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	<b>Maintaining record of Sanctioned strength and working strength of Technical and Ministerial Staff cardre</b>	Monthly	%	100%	60%	20%
2	Determination of Vacancies for Direct recruitment on Technical & Ministerial cardre	Yearly	%	100%	60%	20%
3	Conducting Document verification, Counseling and Issuing appointment order of Technical and Ministerial Staff cardre immediately after receiving/ approval of Higher authorities	Yearly	%	100%	60%	10%
4	Getting document verified from concerned authority of newly recruited Technical and Ministerial Staff cardre	Yearly	%	100%	60%	10%
5	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Recruitment)	Monthly	%	100%	60%	10%
6	Providing factual report and assisting the OIC to file reply of court case related to this section	Monthly	%	100%	60%	10%
7	Provide timely RTI information under RTI Act 2005	Monthly	%	100%	60%	10%
8	Disposal of Complaints received from candidate /other sources within 15 days from the date of receipt.	Monthly	%	100%	30%	10%

**Table No. 19: Administration & Personnel**

**Table No. 19.10 - : - Stat. Asstt /Addl./ Asstt. Admn. Officer (Promotion Engineer & Officers)**

**HoD: Secretary (Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Publication of seniority list of Engineer & Officers within one month	Yearly	%	100%	60%	30%
3	Conducting DPC of Engineer& Officers within 3 months of publishing final seniority list	Yearly	%	100%	60%	30%
4	Disposal of employee grievances & complaints within 15 days from the date of receipt.	Monthly	%	100%	60%	10%
6	Providing factual report and assisting the OIC to file reply of court case related to this section	Monthly	%	100%	60%	10%
7	Provide timely RTI information under RTI Act 2005	Monthly	%	100%	60%	10%
5	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Promotion cell)	Monthly	%	100%	30%	10%

**Table No. 19.11 Administration&Personnel - Addl./ Asstt. Admn. Officer (Promotion ministerial non-gazetted**

**HoD: Secretary (Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Publication of seniority list of ministerial carders non-gazetted within one month	Yearly	%	100%	60%	30%
3	Conducting DPC of ministerial carders non-gazetted within 3 months of publishing final seniority list	Yearly	%	100%	60%	30%
4	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Promotion cell)	Monthly	%	100%	60%	10%
5	Providing factual report and assisting the OIC to file reply of court case related to this section	Monthly	%	100%	60%	10%
6	Provide timely RTI information under RTI Act 2005	Monthly	%	100%	60%	10%
7	Disposal of employee grievances & complaints within 15 days from the date of receipt.	Monthly	%	100%	30%	10%

**Table No. 19: Administration & Personnel**

**Table No. 19.12 -:Personnel- Addl/ Asstt. Admn. Officer (Comp. Apptt.) HoD: Secretary (Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	To get checked all the compassionate appointment cases received from circle SEs and issuance of letters for completing the formalities accordingly.	One month	%	100%	60%	40%
2	To get vetted all the preferential appointment cases from Secretary (Admn.) & Legal Cell after receipt of formalities completed in all respect from the concerned SE/applicant. Thereafter arranging meeting of committee for selection of the applicants through their personal interview Preparing minutes of the meeting and obtaining approval of Managing Director for issuing appointment orders.	Quarterly	%	100%	60%	40%
3	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to Promotion cell)	Monthly	%	100%	60%	5%
4	Providing factual report and assisting the OIC to file reply of court case related to this section	Monthly	%	100%	60%	5%
5	Provide timely RTI information under RTI Act 2005	Monthly	%	100%	60%	5%
6	Disposal of employee grievances & complaints within 15 days from the date of receipt.	Monthly	%	100%	30%	5%

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**Table No. 19.13:-Administration- Jr. Acctt. (Estt.)      HoD: Secretary (Admin)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly / Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Prepare salary and all establishment claims of employees O/o Secretary (Admn.).	Monthly	%	100%	60%	20%
2	Get Allowing AGI, ACP, Service verification leave encashment employees O/o Secretary (Admn.).	Yearly	%	100%	60%	20%
3	Get Sanctions of PL, CmL, Maternity paternity etc employees O/o Secretary (Admn.) with 15 days	Monthly	%	100%	60%	15%
4	Maintaining service book of employees O/o Secretary (Admn.) with in 15 days	monthly	%	100%	60%	15%
5	Preparing Pension sets , pension cases and other retirement benefits of employees O/o Secretary (Admn.).	Monthly	%	100%	60%	15%
6	Monitoring of LU E HD etc in bio metric attendance system	Monthly	%	100%	60%	15%

**Table No. 19: Administration & Personnel**

**Table No. 19.14 -:Administration- ADMN. OFFICER (ACR) HoD: Secretary(Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly / Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Disclosure of return of immovable property of previous year(as on 1st January of current year) of Officers/officials drawing pay in Grade pay Rs 4200 and above (Level 11 and above in new pay matrix) on the Nigam website by 31st May of every year.	Yearly	%	100%	40%	20%
2	Providing of xerox copy of the APAR to the concerned Officers/Officials whose APARs received in the ACR Cell within stipulated time in which ACR Cell is custodian, within prescribed time limit.	Yearly	%	100%	40%	20%
3	Intimation to remaining Officers/ Officials whose APARs not received in the ACR Cell by end of stipulated date for submitting their APARs to the Reporting Officer, within prescribed time limit.	Yearly	%	100%	40%	20%
4	Disposal of representation/ appeal of the Officers/ Officials against adverse remarks/gradation, etc received within stipulated time to ACR Cell, within prescribed time limit.	Yearly	%	100%	40%	10%
5	Ensure completion of dossier of all the Officers/Officials by 31st Dec. of every year(filing no report certificate in case of APAR not received by 31st Dec. of assessment year in the ACR Cell)	Yearly	%	100%	40%	30%

**Table No. 19: Administration & Personnel**

**Table No. 19.15 :-Administration- Assistant Secretary/ Asstt. Engineer (Enq.)HoD: Secretary (Admn.)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1.	Issuance of charge sheet from the date of final decision within 10 days	Monthly	%	100%	60%	10%
2.	Submission of case after receipt of reply to the charge sheet within 10 days	Monthly	%	100%	60%	10%
3.	Submission of case after receipt of comments on reply to the charge sheet within 10 days	Monthly	%	100%	60%	10%
4.	Submission of case after receipt of enquiry report and representation thereon from the delinquent officer/official within 02 months	Monthly	%	100%	60%	10%
5.	Percentage reduction in pendency of Enquiry cases initiated under Employees (CC&A) Reg. 1962 and ECR, 1976 (opening + New Received during the year-disposed) w.r.t. previous year	Yearly	%	50%	20%	30%
6.	Disposal of employee grievances & complaints within 15 days from the date of receipt.	Monthly	%	100%	30%	5%
7.	Disposal of assembly questions at Nigam level within 5 days from date of receipt (pertaining to enquiry section)	Monthly	%	100%	60%	5%
8.	Filing reply to the writ petitions within one month from the date of receipt in AS(Enq) is OIC	Monthly	%	100%	60%	10%
9.	Provided timely RTI information Under RTI Act 2005	Monthly	%	100%	60%	10%

**Table No. 19: Administration & Personnel**

**Table No. 19.16 -:Administration- Jr.Engineer/ Assistant Admn. Officer (Enq.) HoD: Secretary (Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1.	Issuance of charge sheet from the date of final decision within 10 days	Monthly	%	100%	60%	10%
2.	Submission of case after receipt of reply to the charge sheet within 10 days	Monthly	%	100%	60%	10%
3.	Submission of case after receipt of comments on reply to the charge sheet within 10 days	Monthly	%	100%	60%	10%
4.	Submission of case after receipt of enquiry report and representation thereon from the delinquent officer/official within 2 months	Monthly	%	100%	60%	10%
5.	Percentage reduction in pendency of Enquiry Cases initiated under Employee (CC&A) Reg. 1962 and ECR, 1976 (opening + New Received during the year-disposed) w.r.t. previous year	Yearly	1 year	50%	20%	30%
6.	Disposal of employee grievances & complaints/ within 15 days from the date of receipt in case matter enquired than within 7 days after receipt of enquiry report.	Monthly	%	100%	30%	5%
7.	Disposal of assembly questions at Nigam level within 3 days from date of receipt (pertaining to enquiry section)	Monthly	%	100%	60%	5%
8.	Provided timely RTI information Under RTI Act 2005	Monthly	%	100%	60%	10%
9.	Providing factual report and assisting the OIC to file reply of court case related to this section	Monthly	%	100%	60 %	10%



**Table No. 19: Administration & Personnel**

**Table No. 19.17      -:Administration- Dy. /AS Secretary (Pension)      HoD: Secretary (Admin)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Disposal of Pension cases for previous year as well as current year	Monthly	%	100%	50%	70%
2	Revision of pension case as per VII Pay Commission of employee's/officers retired from 01.01.2016 to 31.12.2017	Monthly	%	100%	50%	20%
3	Revision of pension case as per VII Pay Commission of employee's / officer's retired prior to 01.01.2016	Monthly	%	100%	30%	10%

**Table No. 19.18 -:Administration- AAO-II-1 (Pension)      HoD: Secretary (Admin)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Checking /Scrutiny of Pension/ Family pension cases of employees retired from AVVNL including the scrutiny of service book, Pay fixations & calculation of Pension, Gratuity & Commutation.	Monthly	%	100%	60%	30%
2	Dealing Fresh Pension/ Family pension cases of employees retired from Nigam including the scrutiny of service book, Pay fixations & calculation of Pension, Gratuity & Commutation.	Monthly	%	100%	40%	20%
3	After Approval forwarding to AO (Pension) for issuing PPO, GPO and Commutation Order as per case		%	100%	90%	10%
4	If any Shortcoming arise, send back to unit office		%	100%	90%	05%
5	Revision of Pension/ Family pension cases of employees retired from AVVNL as per Revised Pension Rules 2008 amended on 01-07-2013 and 7th pay commission as per AVVNL Rules	Monthly	%	100%	50%	10%
6	After Approval forwarding to AO (Pension) for issuing Revise PPO, GPO and Commutation Order as per case		%	100%	50%	10%
7	If any Shortcoming arise, send back to unit office		%	100%	50%	05%
8	Correspondence regarding pension cases regarding Ajmer Discom	Monthly	%	100%	100%	5%
9	Revision of Pension/ Family pension cases of employees retired from AVVNL , Pre 01-01-2016	Monthly	%	100%	40%	05%

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**Table No. 19.19 -:Administration- Jr. Acctt./ Asstt. Admn. Officer (Pension) HoD: Secretary (Admin)**

<b>S.No.</b>	<b>KPI – Definition</b>	<b>Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)</b>	<b>UOM</b>	<b>Target</b>	<b>Cut-off Target</b>	<b>Weig htage</b>
1	Checking /Scrutiny of Pension/ Family pension cases of employees retired from Ajmer Discom including the scrutiny of service book, Pay fixations & calculation of Pension, Gratuity & Commutation within 15 working days from the date of receipt of case.	Monthly	%	100%	40%	40%
2	Revision of Pension/ Family pension cases of employees retired from Ajmer Discom within 15 working days from the date of receipt of case & related correspondence	Monthly	%	100%	50%	30%
3	The Pension/ Family pension cases found in order are sent for necessary sanction of the competent authority	Monthly	%	100%	60%	15%
4	after obtaining the necessary sanction the pension/Family pension cases are sent to AO (Pension), Ajmer for issuing PPO/GPO/CPA	Monthly	%	100%	60%	15%

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**Table No. 19.20 :-Administration- Nodal Officer-RTI HoD: Secretary(Admn.)**

S.No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Monitoring & Supervision of the work of receipt of the applications from the citizens who are willing to get information under RTI Act 2005 in respect of various functions performed by the Nigam. The applications so received have to deliver to the concerned State Public Information Officers to facilitate them to provide the information to the applicant in view of transparency in official work as well as administration.		%	90%	60%	50%
2	As per practice in vough and as decided by the Rajasthan Information Commission all second appeals file before the Rajasthan Information Commission have to send to the Nodal Officer of the department. The Secretary (Admn.) is Nodal Officer in AVVNL. The second appeal received from the Rajasthan Information Commission has to deliver to the concerned SPIOs for submitting their reply to the Rajasthan Information Commission. Also to prepare the reply of second appeal related to this section and pleads them before the Rajasthan Information Commission.		%	90%	60%	25%
3	Where the applicant is not satisfied with the information provided them by the State Public Information Officer. He has right to file first appeal before the Senior officer of the organization under RTI Act. To perform the work as a presenting officer in the cases of first appeals to be made by the appellant before the Managing Director, Director (Fin.) & Secretary (Admn.).		%	90%	60%	15%
4	To Collect the detail data of applications and appeals from the various SPIOs of the AVVNL on monthly basis and to consolidate the information at Nigam level to furnish to the RRVPNL.		%	90%	40%	10%