



यूजेवीएन लिमिटेड
(उत्तराखण्ड सरकार का उपक्रम)

UJVNL Limited

(A Govt. of Uttarakhand Enterprise)

मानव संसाधन विभाग, "यमुना भवन", यमुना कालोनी, देहरादून-248001 (उत्तराखण्ड)

Human Resources Department, "Yamuna Bhawan", Yamuna Colony, Dehradun - 248 001 (Uttarakhand)

दूरभाष / Phone-0135-2530030/2530061/2530584/2530909/2531975 फैक्स / Fax-0135-2530584/2531646 Website: www.ujvnl.com CIN No. U40101UR2001SGC025866

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ISO 9001, 14001 Certified

Letter No. 205 /UJVNL/05/Director HR/DGM(IR)/misc.

Dated: 08 /10/2020

OFFICE MEMORANDUM

Annual Awards Scheme (Amended 2020)

PURPOSE

To recognize an outstanding employee in the respective sphere within the organization and to encourage others to follow them. The purpose of the scheme is to identify and recognize outstanding performers in the organization, reward them once in a year and set a benchmark for others to emulate. Seven parameters have been decided to evaluate the best employee in the respective categories; a detailed evaluation sheet is annexed, wherein the nominee will describe his outstanding performance during the year, substantiating his claim by giving suitable examples.

Selection Criteria:

1. COMMITMENT

A nominee is productive, exhibits a commitment to quality in carrying out job responsibilities and is an asset to his/her department and is proactive in inculcating a culture of learning, performance and achieving excellence in the organization.

2. INITIATIVE

The nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.

3. PUNCTUALITY AND RELIABILITY

The nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

4. COOPERATION AND INTERPERSONAL SKILLS

The nominee conducts his behaviour properly and organizes his or her work activities to operate harmoniously with the work of others to achieve the best possible results for all.

5. APPLICABILITY OF KNOWLEDGE & /SKILLS

The nominee exhibits exemplary service in daily work and has made a notable contribution to the department and the organisation through his knowledge, skills and competence.

6. POSITIVE ATTITUDE

Nominee in adverse conditions exhibits problem-solving capability and comes out with workable solutions.

7. SOLUTION ORIENTED APPROACH

Nominee in adverse conditions, exhibits problem solving capability, and comes out with workable solutions.

ELIGIBILITY FOR NOMINATION:

1. Nominee must be a permanent full-time employee of UJVN Limited except for Best UPNL employee's award & Best Security Guard of the year.
2. An employee can receive this award only once in Nigam's service irrespective of change of nature of work in the organization.

AWARDS:

Categories of Awards

1. Individual category.

Sl. No.	Categories	Designation/Coverage	No. of awards
1.	Best Performing Powerhouse Award (Without RMU)	All the running Powerhouses whose RMU has not been done	01 Powerhouse (Winner) 01 Powerhouse(Runner-up)
2.	Best Performing Powerhouse Award (With RMU)	All the running Powerhouses whose RMU has been done	01 Powerhouse (Winner)
3.	Best Performing Project (Under Construction)	Power Project Under Construction	01 Power Project (Winner)
4.	Engineer of the year (Technical)	AE to GM	02 Male (1-Winner, 1-Runner up) 01 Female (Winner)
5.	Junior Engineer of the year	Junior Engineer (Civil, E&M & IT)	02 Male (1-Winner, 1-Runner-up) 01 Female (Winner)
5.	Personnel of the year (Non-Technical Officers)	AAO/AO/SO/PO/PS to DGM	01 Male(Winner) 01 Female (Winner)
6.	Ministerial Employee of the year	OA-III/JA/Steno-III to OS(SG)/UDA/PA	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
7.	Driver/Technical Staff of the year	Shramik/KushalShramik to TG-I/Driver	03 Male(1-Winner, 1 st Runner- up & 2 nd Runner- up) 01 Female (Winner)
8.	Fourth Class Official Staff of the year	Peon/Shramik/Dafadar /Daftari	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
9.	Best UPNL Employee of the year	UPNL employees	01 Award
10.	Best Security Guard of the year	Security Guard	01 Award

2. Best performing Power house –

All the projects under O&M will be eligible for this award which will be given on the performance of the project during the Financial Year on the basis of the following parameters:-

A. Technical Parameters (50 Marks)

1. Plant Availability
2. Energy Generation
3. PAF/CUF
4. Action on the audit report in the respect of ISO 9001-2008.
5. Loss due to forced and planned outages

B. Trend in Expenditure (25 Marks)

- i) O&M Expenditure for the last three years
- ii) Capital Expenditure
- iii) Repair and Maintenance

C. Overall Development of Powerhouse (25 Marks)

1. Upkeep & Maintenance of Record
 - i) Maintenance of important records such as equipment wise history register, Break down/ Tripping Analysis and other relevant records.
 - ii) Status of action on weed out policy with reference to the record retention schedule of Nigam for optimum utilisation of space and preservation of important records.
2. Upkeep, Cleanliness and Hygiene of the Powerhouse.
3. Horticulture and aesthetics in the Premises of the Powerhouse.
4. Awareness about environmental issues and implementation initiatives.
5. Safety measures implemented and mock drills conducted.

D. Evaluation Criteria for Best performing Power house (Under Construction) – (100 Marks)

1. Percentage of Physical Progress as on 31st March of each Financial Year (50 Marks) w.r.t. KPI
2. Percentage of Financial Progress as on 31st March of each Financial Year (50 Marks) w.r.t. KPI

3. Committee for finalization of awards on yearly basis:-

1. Director (Operations)	(by post)	Chairman and Member
2. General Manager (MD Office)	(by post)	Member
3. General Manager (Accounts)	(by post)	Member
4. Dy. General Manager (Personnel)	(by post)	Secretary and Member
5. Assistant Engineer by nomination		Facilitator and Member

4. Awards

- a). The selected employees shall be rewarded with a merit certificate along with a memento and one utility item.

- b). The Best Performing Power house Award- a trophy, one utility item to respective General Manager and a merit certificate will be awarded.
- c). The Best Performing Power house (Under Construction) Award- a trophy, one utility item to respective General Manager and a merit certificate will be awarded.

General Terms & Conditions:-

- ❖ The detailed nomination forms are annexed for **Individual Award** as 'A' and for **Best Power house Award** as 'B' and **Best Performing Power house (Under Construction) Award** as 'C' in the proposed scheme. Employees/Head of power house are advised to cite examples highlighting their achievements against the above categories/parameters in their nomination forms. Nomination to be sent through proper channel and should reach to the office of Secretary and Member in the prescribed formats (as Annexed 'A' 'B' & 'C') of the above committee latest by 31st August of every year.
- ❖ The awards shall be distributing during **Foundation Day** of Nigam or any other day decided by the management.

Managing Director

Copy to -

1. PS to Managing Director, UJVN Limited, Dehradun.
2. Director (Operation/Projects/Finance), UJVN Limited, Dehradun
3. All Executive Director, UJVN Limited.
4. All General Managers, UJVN Limited.
5. All Dy. General Managers, UJVN Limited.
6. Dy. General Manager (IT), with the request to display the same in the Nigam's Web Site for wider circulation.
7. Company Secretary, UJVNL Ltd. Dehradun.

(Pankaj Kumar)
Director (HR) I/C

EMPLOYEE OF THE YEAR NOMINATION/SCORING FORM

NOMINEE: _____

JOB TITLE _____ DEPARTMENT _____

CATEGORY _____ Gender – Male ☐

Female ☐

PLEASE INCLUDE THE FOLLOWING:

- * A score for each attribute using the following numerical rating system:
1- Below Average. 2- Average. 3- Good. 4- Very Good. 5- Excellent.
- * Supportive statements or examples for each attribute.
Please **attach an additional sheet of paper if you need more writing space.**

1. A nominee is productive, exhibits a commitment to quality in carrying out job responsibilities and is an asset to his/her department and is proactive in inculcating a culture of learning, performance and achieving excellence in the organization.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

2. The nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

3. The nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

4. Nominee conducts his behaviour properly and organizes his or her work activities to operate harmoniously with the work of others to achieve the best possible results for all.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

5. The nominee exhibits exemplary service in daily work and has made a notable contribution to the department and the organisation through his knowledge, skills and competence.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

6. Nominee in adverse conditions exhibits problem-solving capability and comes out with workable solutions.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

7. Nominee in adverse conditions, exhibits problem solving capability, and comes out with workable solutions.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

NAME OF THE EMPLOYEE: _____

DESIGNATION: _____

DEPARTMENT: _____

UNIT: _____

**BEST PERFORMING POWERHOUSE AWARD – 2019-2020
EVALUATION SHEET**

RMU Powerhouse Non RMU Powerhouse

NAME OF THE POWER HOUSE: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks		
A. Technical Parameters (50 Marks)					
A.1.	Plant Availability (10 Marks)				
A.2.	Energy Generation (15 Marks)				
A.3.	PAF/CUF (15 Marks)				
A.4.	Action on the audit report in the respect of ISO 9001-2008 (5 Marks)				
A.5.	Loss due to forced and planned outages (5 Marks) (Maximum points will be awarded for minimum outage)				
B. Trends in Expenditure (25 Marks)			2014-15	2015-16	2016-17
B.1.	i) O&M Expenditure for the last three years				
	ii) Capital Expenditure				
	iii) Repair and Maintenance				
C. Overall Development of Powerhouse (25 Marks)					
C.1.	Upkeep Maintenance of Record				
	i) Maintenance of important records such as equipment wise history register, Break down/Tripping Analysis and other relevant records.(2.5 Marks)				
	ii) Status of action on weed out policy with reference to the record retention schedule of Nigam for optimum utilisation of space and preservation of important records.(2.5 Marks)				
C.2.	Upkeep, Cleanliness and Hygiene of the Power house including ladies. (8 Marks)				
C.3.	Horticulture and aesthetics in the Premises of the Power house(6 Marks)				
C.4.	Awareness about environmental issues and implementation initiatives taken by the plant (3 Marks)				
C.5.	safety measures implemented and mock drills conducted (3 Marks)				

**BEST PERFORMING PROJECT (Under Construction) AWARD – 2019-2020
EVALUATION SHEET**

NAME OF THE POWER PROJECT: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks
A. Physical Parameters (50 Marks)			
A.1	Percentage of Physical Progress as on 31 st March 2020 w.r.t KPI		
B. Financial Parameters (50 Marks)			
B.1.	Percentage of Financial Progress as on 31 st March 2020 w.r.t KPI		

