



यूजेवीएनलिमिटेड

(उत्तराखण्डसरकारका उपक्रम)

U J V N Limited

(A Govt. of Uttarakhand Enterprise)

“उज्जवल”, महारानीबाग, देहरादून- 248006 (उत्तराखण्ड)

“Ujjwal”, Maharani Bagh, Dehradun - 248 006 (Uttarakhand)

ISO 9001 : 2008 Certified

Letter No. C-19/UJVNL/05/EDCH

Dated: 28/06/2021

OFFICE MEMORANDUM

Annual Awards for Best Employees - Year 2021-22

To motivate employees for improved performance of self and the Nigam, a scheme for the best employee award was formulated by OM No.205/UJVNL05//DHR Dated 08.10.2020. To seek nominations in the different categories for the Annual Awards 2021-22 are given as under :-

Categories of Awards

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)
6.	Personnel of the year (Non-Technical Officers)	AAO/AO/SO/PO/PS to DGM	01 Male(Winner) 01 Female (Winner)
7.	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)
8.	Driver/Technical Staff of the year	Shramik/Kushal Shramik to TG-I/Driver	03 Male (1-Winner, 1 st Runner- up & 2 nd Runner- up) 01 Female (Winner)
9.	Fourth Class Official Staff of the year	Peon/Shramik/Dafadar /Daftari	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
10.	Best UPNL Employee of the year	UPNL employees	01 Award
11.	Best Security Guard of the year	Security Guard	01 Award

[Signature]
28/06/21

1. Evaluation Criteria for Best performing Powerhouse –

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)

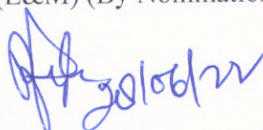
1. Upkeep & Maintenance of Record
 - i) Maintenance of important records such as equipment wise history register, Break down/ Tripping Analysis and other relevant records.
 - ii) Status of action on weed out policy with reference to the record retention schedule of Nigam for optimum utilisation of space 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 Powerhouse (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

2. Committee for finalization of awards on yearly basis (By post) will be as under :-

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 (IR)	(By Post)	Secretary and Member
5. Mr. Vishwajeet Singh Assistant Engineer (T) (E&M) (By Nomination)		Facilitator and Member



3. Awards

- a). **The selected employees** shall be rewarded with a merit certificate along with a memento and one utility item.
- b). **The Best Performing Powerhouse Award-** a trophy, one utility item to respective General Manager and a merit certificate will be awarded.
- c). **The Best Performing Powerhouse (Under Construction) Award-** a trophy, one utility item to respective General Manager and a merit certificate will be awarded.

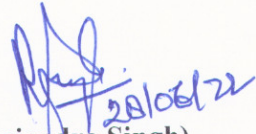
The detailed nomination forms are annexed in the proposed scheme. Employees/Head of powerhouse are advised to cite examples highlighting their achievements against the above categories/parameters in their nomination forms. Nomination to be sent through proper channel and should reach to the office of Secretary and Member in the prescribed formats (as Annexed 'A' 'B' & 'C') of the above committee latest by 30th August 2022.

This is also to be informed that, the committee shall finalise the nominations received for Annual Awards 2021-22 latest by 15th October 2022.

Managing Director

Copy to -

1. PS to Managing Director, UJVN Limited, Dehradun.
2. Director (Operation/Projects/Finance), UJVN Limited, Dehradun
3. Executive Director (E&M/O&M), UJVN Limited, Dehradun
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.


(Rajendra Singh)
Executive Director (P&IR)