



**UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**  
C-16, Vidyut Sadan, Sector-6, Panchkula (Haryana)

From  
The General Manager/Admn.,  
UHBVNL, Panchkula.

**Urgent**

To

1. All CGMs/CEs in UHBVNL
2. All GMs/SEs in UHBVNL. Panchkula.
3. All FA/CAOs/CAs in UHBVNL.
4. Dy. Secy. /Technical, CCO, Co. Secretary, UHBVNL, Panchkula.
5. All Executive Engineers in UHBVNL.
6. All AEs/AEEs in UHBVNL.
7. All Under Secretaries/ADO/Sectional Heads in UHBVNL.

Memo No. Ch- /UH/HR-II/QR/L/Gen.  
Dated: 17.11.2008

**Subject:- Inviting comments on introduction of New Annual Performance Regulation, New Annual Performance Report Proforma and functions, duties and responsibilities of an engineering officers.**

Please refer the subject cited.

In this regard, it has been decided to review the performance of Engineering officers in a more improved way and for this we intend to introduce the following regulation/reports etc.:-

- a) Functions, duties & responsibilities of Engineering officers.
- b) New Annual Performance Regulations.
- c) New Annual Performance Report Proforma.

Before the above regulations, APR Proforma & chart of functions, duties and responsibilities of our Engineering officers are introduced in the Nigam, all are requested to send their comments on the above to have a wider/comprehensive look on the subject.

All such comments may please be sent to this office within a month positively.

For details please consult our website [www.uhbvn.com](http://www.uhbvn.com)

This issues in pursuance of the decision taken by the BOD's in their meeting held on 4.11.08.

DA/Please see website

**Under Secretary/HR-II**  
**For GM/Admn., UHBVNL, Panchkula.**

**Endst. No.Ch-**

**/UH/HR-II/QR/L/Gen.**

**Dated: 17.11.08**

A copy of the above is forwarded to the XEN/IT, UHBVNL, Panchkula for information and further necessary action.

**DA/Hard and Soft copy**

**Under Secretary/HR-II**  
**For GM/Admn., UHBVNL, Panchkula.**

**Endst. No.Ch-**

**/UH/HR-II/QR/L/Gen.**

**Dated:17.11.08**

A copy of the above is forwarded to GM/Admn, DHBVNL, Hisar, he is requested to give his comments also in this regard.

DA/AS above.

**Under Secretary/HR-II  
For GM/Admn., UHBVNL, Panchkula.**

**CC:**

1. FC&PS to Govt. of Haryana, Power Deptt. Chandigarh.
2. SPS to Chairman, Power Utilities, Panchkula.
3. SPS to Managing Director, UHBVNL, Panchkula.
4. PS to Director (Tech-I & II)/Finance, UHBVNL, Panchkula.
5. PA to GM/Admn., UHBVNL, Panchkula.
6. Company Secy. UHBVNL, Panchkula w.r.t. his memo No. 2521/CS/UH/BOD (120.22) dated 10.11.08 and No. 2520/CS/UH/BOD (120.21) dated 10.11.08.

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**UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**

**Annual Performance Report  
Of  
Engineering Officers**

**Name of Officer** \_\_\_\_\_

**Report for the year/period ending** \_\_\_\_\_

## General Instructions I

1. The Annual Performance Report is an important document. It provides the basis and vital inputs for assessing the performance of an officer and for his/her further advancement in career.
2. The Officer reported upon, the Reporting Officer and the Accepting Officer should therefore undertake the duty of filling out the form with a high sense of responsibility.
3. Before writing the APR the Reporting Officers should read UHBVNL Employees Annual performance Report Regulation-2008 issued vide Notification No. \_\_\_\_\_ dated \_\_\_\_\_
4. Performance appraisal through performance reports should be used as a tool for human resource development. Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential.
5. Report is certainly not meant to be a fault-finding process but a development one. The Reporting Officer and the Accepting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
6. The reporting Officer/Management shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for compilation during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets / goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.
7. The APR has following parts
  - Part I**            **General Information of Employee**
  - Part II**          **Duties & Responsibilities of Officer**
  - Part III**        **Self Assessment Report**
  - Part IV**        **Assessment by Reporting Officer & Accepting Officer**
  - Part V**        **Review by Managing Director**
8. Kindly go through the General Instructions II at the end to understand the weightage and point system used in report for rating of the officer.

**PART I**

**UTTAR HARYANA BIJLI VITRAN NIGAM**

**Annual Performance Report**

Name of Officer \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of joining the Nigam Service \_\_\_\_\_

Report for the year/period ending \_\_\_\_\_

1. General Information

Latest Photograph  
of Officer to be  
pasted here

(To be written by the Officer Himself)

NAME IN FULL	FATHER'S NAME
Rank	Present Scale
Whether Previous year APR submitted (Yes/No)	Any Disciplinary Action (Yes/No)
	Short Details and Last year APR status
Period of Extraordinary Leave/Half Pay leave etc during the period of report	Reasons for leave
	Charge Given to (Officer name)

2. Educational/professional examination (s) passed & training undergone since joining the department

S.NO	EXAMINATION/TRAINING PASSED	WHETHER THE TRAINING/EXAMINATION WAS NIGAM SPONSORED	WHETHER THE TRAINING/EXAMINATION HELP SHARPEN THE SKILLS OF THE EMPLOYEE IN PERFORMING HIS/HER PRESENT JOB

3. Information regarding Transfer Note/Order

S.NO	PRESENT POST LOCATION OF EMPLOYEE	PERIOD SINCE AT PRESENT LOCATION	PREVIOUS LOCATION	WHETHER THE EMPLOYEE WAS TRANSFERRED /PROMOTED

**(These columns is to be filled by Administration department)**

S.NO	TRANSFER ORDER NO./DATE	TRANSFER(PERSONAL REQUEST OR OTHER ) GIVE SHORT DETAILS

4. Whether property return submitted?  
(Give reference No. & date and name  
of office to which submitted)

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**Station**

**Date**

**Signature**

## **PART-II**

### **Duties & Responsibilities of Officer**

1. Duties and Responsibilities of the officers shall be as mentioned in the “ UHBVN Duties & Responsibilities of Engineering Officers Regulation 2008”
2. APR has been designed in accordance to duties and responsibilities mentioned in the regulations.
3. In some cases reporting officer have been allowed to rate the officer on his own discretion and no prefixed weightage is there for some of the parameters, this is in order to deal with the subjectivity of the nature of job.
4. The targets must be provided by the reporting officer/Management before the beginning of the reporting year.



### **PART-III**

### **Self Assessment Report**

- ❖ This part has to be filled in by the Officer Himself
- ❖ Text in blue indicates the column or entries (Rating of the officer) to be filled in by the Reporting officer only once the officer has completed filling the required form
- ❖ Please read carefully the instructions given at the end of the report before filling the entries
- ❖ Targets for the Reporting year need to be set by the reporting officer/Management before the start of year.
- ❖ *The reporting officer wherever he feels necessary may alter the maximum point specified to certain parameters or may change the parameters slightly, keeping the overall weightage constant as 70:30 for Part III & Part IV respectively.*
- ❖ *In case the provided columns do not cover all the activities performed by the officer and he may wish to include some other information which may enhance his assessment, space provided as **Any additional information** must be used. In such case Reporting officer shall be required to rate the officer as per information provided keeping the overall weightage constant as 70:30 for Part III & Part IV respectively.*
- ❖ Biannual self assessment forms are also attached after General instruction II

## **Form A – For engineering officers of Operation Wing**

1. Based on the achievement in previous year , target in reporting year and the actual achievement in the reporting year the following is to be filled and the points to be given as specified in clause 4 of General Instructions II
- a.)

<b>Revenue &amp; Cost KPIs</b>					
<b>S.no</b>	<b>Parameter</b>	<b>Achievement in last year</b>	<b>Target for this year</b>	<b>Achievement in percentage</b>	<b>Rating as per clause 4 of General instruction II</b>
1	Billing Efficiency				
2	Collection Efficiency				
3	Revenue realization(Rs)				
4	Recovery from Disconnection(Rs)				
5	MAS accounts				
6	AT&C Losses				
<b>Total ( out of 30 )</b>					
Note: For AT&C loss reduced targets need to be set.					

Remarks (for not achieving the target) \_\_\_\_\_

- b.) Technical & Customer Handling

(I)

<b>Technical &amp; Customer Handling KPIs</b>					
<b>S.no</b>	<b>Parameter</b>	<b>Number in last year</b>	<b>Target for this year</b>	<b>Achievement in percentage</b>	<b>Rating as per clause 4 of General instruction II</b>
1	Release of new connections				
2	Fuse replacement				
3	Line breakdown				
4	Meter Replacement				

5	Transformer Damage				
Total ( Out of 25)					
Note: For Fuse replacement, Line breakdown & Transfer damage, reduced target need to be set.					

Remarks (for not achieving the target) \_\_\_\_\_

(II) The rating in the following is to be given as clause 4 of General Instructions II

TOTAL NUMBER OF COMPLAINTS IN THE REPORTING PERIOD	
Percentage Increase/Decrease in number of complaints	
Percentage of complaints where Receipt has been Given	
Percentage of complaints where SoP has been adhered	
Rating	

Remarks (for not achieving the target) \_\_\_\_\_

Rating (out of 5) \_\_\_\_\_

C.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE YEAR	AUDIT PARAS ADDED DURING THE YEARS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF YEAR
1.				
2.				

Rating (out of 5) \_\_\_\_\_

d.) Whether all the registers/files/completion report etc submitted

\_\_\_\_\_

Rating (out of 5)

\_\_\_\_\_

Any Additional Information

\_\_\_\_\_

e.) Total assessment points out of 70 (a+b+c+d)

\_\_\_\_\_

**Form B – For engineering officers of PD&C Wing**

1. Based on the performance in terms of both new and augmentation of various items as mentioned below by planning wing is to be assessed as below:

a.)

Planning Wing					
S.no	Parameter	Achievement in last year	Target for this year	Achievement in percentage	Rating as per clause 5 of General instruction II
1	Substation				
2	Distribution Transformers				
3	Feeders segregation/Bifurcation				
4	Poles				
5	Total Lines (LT) in Km				
6	Total Lines (HT) in Km				
Total ( Out of 30 )					

Remarks (for not achieving the target) \_\_\_\_\_

b.)

Planning Wing (Augmentation)					
S.no	Parameter	Achievement in last year	Target for this year	Achievement in percentage	Rating as per clause 5 of General instruction II
1	Substation				
2	Distribution Transformers				
3	Feeders segregation/Bifurcation				
4	Poles				
5	Total Lines (LT) in Km				
6	Total Lines (HT) in Km				
Total ( Out of 30 )					

Remarks (for not achieving the target) \_\_\_\_\_

2. Considering the subjectivity of the duties performed by the Design wing the performance assessment by the reporting officer will not include predefined point system but will be based on the following entries as filled by the officer.

c.)

Design Wing					
S.no	Project/ Item	NIT issued on dated A	Contract issued on dated B	Lapse period A-B Days	Specification Finalized
1					
2					
3					
4					
5					
Note: Reporting officer shall assess the performance based on number of projects handled, lapse period and specification finalized and thus will give the rating on his discretion					Total( Out of 50)

Remarks (for not achieving the target) \_\_\_\_\_

d.)

Construction and Civil Wing							
S.no	Project/ Item	NIT issued on dated A	Contract issued on dated B	Lapse period A-B Days	Target completion Date	Actual Completion date	Lapse period
1							
2							
3							

4							
5							
Note: Reporting officer shall assess the performance based on number of projects handled, lapse period and specification finalized and thus will give the rating on his discretion						Total( Out of 50)	

Remarks (for not achieving the target) \_\_\_\_\_

e.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE YEAR	AUDIT PARAS ADDED DURING THE YEARS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF YEAR
1.				
2.				

Rating \_\_\_\_\_

f.) Whether all the registers/files/completion report etc submitted

\_\_\_\_\_

Rating \_\_\_\_\_

Any Additional Information \_\_\_\_\_

f.) Total Out of 70 ((a+b)/c/d +e+f) \_\_\_\_\_

### **Form C – For engineering officers of Material Management Wing**

1. Officers in the procurement and material management wing need to fill in the following entries after doing the calculations (formulas provided in clause 7 of General Instruction II)

a.)

<b>Material Management KPIs</b>					
<b>S.no</b>	<b>Parameter</b>	<b>Last Year</b>	<b>Target for this year</b>	<b>Achievement in percentage</b>	<b>Rating as per clause 7 of General instruction II</b>
1	Procurement Efficiency				
2	Average time taken for preparation of bidding documents				
3	Average time taken for evaluation of bidding documents				
4	Time taken to complete annual indenting process				
5	Number of NIT/PO issued				
<b>Total ( Out of 50)</b>					

Remarks (for not achieving the target) \_\_\_\_\_

b.)

<b>SR. NO.</b>	<b>AUDIT PARAS PENDING AT THE BEGINNING OF THE YEAR</b>	<b>AUDIT PARAS ADDED DURING THE YEARS</b>	<b>AUDIT PARAS DECIDED/SETTLED</b>	<b>AUDIT PARAS PENDING AT THE END OF YEAR</b>
1.				
2.				

**Total (Out of 10)** \_\_\_\_\_



c.) Whether all the registers/files/completion report etc submitted

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**Rating (out of 10)** \_\_\_\_\_

Any Additional Information \_\_\_\_\_

**Total (out of 70) (a+b+c)** \_\_\_\_\_

**Form D – For engineering officers of Commercial Wing**

a.)

Commercial KPIs					
S.no	Parameter	Last Year	Target for this year	Achievement in percentage	Rating as per clause 4 of General instruction II
1	Billing Efficiency				
2	Penalty Bill Raised				
3	Release of Connections/Independent feeders				
4	Number of Sales circulars issued				
5	Others ( Independent feeders cases etc)				
Total (out of 50)					

**Total (Out of 50)** \_\_\_\_\_

Remarks (for not achieving the target) \_\_\_\_\_

b.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE YEAR	AUDIT PARAS ADDED DURING THE YEARS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF YEAR
1.				
2.				

**Total (Out of 10)** \_\_\_\_\_

c.) Whether all the registers/files/completion report etc submitted

\_\_\_\_\_

**Total (Out of 10)** \_\_\_\_\_

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Any Additional Information \_\_\_\_\_

**Total (out of 70) (a+b+c)** \_\_\_\_\_

**Form E – For engineering officers of M&P and Energy Audit Wing**

a.)

M&P and EA Wing					
S.no	Parameter	Last Year	Target for this year	Achievement in percentage	Rating as per clause 4 of General instruction II
1	Number of HT meters checked				
2	Number of Substations checked				
3	Number of substation commissioned				
4	Number of loss revenue/theft cases detected				
5	Number of LT meters checked				
6	Number of transformers checked for load balancing				
Total ( Out of 60 )					

Whether the periodic checking is in adherence to already designed Calendars for checking of HT/LT/Substation meters etc \_\_\_\_\_

Remarks (for not achieving the target) \_\_\_\_\_

b.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE YEAR	AUDIT PARAS ADDED DURING THE YEARS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF YEAR
1.				
2.				

Rating (out of 5) \_\_\_\_\_

c.) Whether all the registers/files/completion report etc submitted

\_\_\_\_\_

**Total (Out of 5)** \_\_\_\_\_

Any Additional Information \_\_\_\_\_

**Total (out of 70) (a+b+c)** \_\_\_\_\_

**Form F – For engineering officers of STORES**

a.)

**Physical Checking**

For Engineering Officers of Store ( Physical Checking )						
S.no	Parameter	Last Year	This year	Percentage Increase/Decrease	Remark	Rating as per Clause 10
1	Number of Transformers repaired					
2	Number of new transformers tested					
3	Number of MCB checked					
4	Loss of Material					
5	Whether store items are inspected regularly?					
6	Whether proper and timely indents are sending to MM department?					

Remarks (for not achieving the target) \_\_\_\_\_

b.)

Sr. No.	AUDIT PARAS/ENQUIRY PENDING AT THE BEGINNING OF THE YEAR	AUDIT PARAS ADDED DURING THE YEARS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF YEAR
1.				
2.				

c.) Whether all the registers/files/completion report etc submitted

\_\_\_\_\_

**Total (out of 70)** \_\_\_\_\_

**Form G- For Engineering officer of Vigilance org.**

a.)

SR. NO.	TARGET FIXED FOR DETECTION OF THEFT MONTH WISE	TARGET ACHIEVED	RATING AS PER CLAUSE 8 OF GENERAL INSTRUCTION II
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
<b>Total ( Out of 60 )</b>			

Remarks (for not achieving the target) \_\_\_\_\_

b.)

NUMBER OF ENQUIRIES AT THE BEGINNING OF YEAR	
Number of Enquiries added during the year	
Number of Enquiries Finalized	
<b>Rating ( Out of 5 )</b>	

c.) Whether all the registers/files/completion report etc submitted

\_\_\_\_\_

**Rating (out of 5)** \_\_\_\_\_

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Any Additional Information \_\_\_\_\_

**Total (out of 70)** \_\_\_\_\_



### **Form H – For engineering officers of SYSTEM OPERATION**

1. Engineering Officers of SO wing shall be assessed based on the UI drawl by the Nigam. It shall be considered for month wise UI drawl

a.)

MONTH	UI DRAWL(MW)	WHETHER UI DRAWL IS IN RANGE	DEVIATION FROM RANGE	RATING AS PER CLAUSE 9 OF GENERAL INSTRUCTION II
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
<b>Total ( Out of 60)</b>				

Remarks (for not achieving the target) \_\_\_\_\_

b.)

SR. NO.	AUDIT PARAS/ENQUIRY PENDING AT THE BEGINNING OF THE YEAR	AUDIT PARAS ADDED DURING THE YEARS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF YEAR
1.				
2.				

**Rating** \_\_\_\_\_

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c.) Whether all the registers/files/completion report etc submitted

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**Rating (out of 5)** \_\_\_\_\_

Any Additional Information \_\_\_\_\_

**Total (out of 70)** \_\_\_\_\_

**PART-IV Assessment by Reporting Officer and Accepting officer**

In respect of Sh. \_\_\_\_\_ Designation \_\_\_\_\_  
 for the period \_\_\_\_\_

Name of Reporting Officer		Name of Accepting officer	
Designation of Initiating Officer		Designation of Accepting officer	

a.)

Note: To be filled by Reporting Officer

HOW FAR DO YOU AGREE WITH THE SELF ASSESSMENT OF THE EMPLOYEE?(TICK ONE)		KINDLY FILL THE EMPLOYEE PERFORMANCE IN TERMS OF ACHIEVING TARGETS? ( OUT OF 70 )
Completely Agree		
Agree		
Neutral		
Disagree		
Completely Disagree		

To be filled in by Reporting officer					
S.no	Quality or Characteristics	Honest/ Non discriminatory (Yes/No)	Dishonest/ Discriminatory (Yes/No)	Please give documentary evidence in case of dishonesty/ Discrimination	Action taken or not (give short details)
1	Honesty /Integrity				
2	Attitude towards caste & community				

Note: In case the employee is found to be indulging in dishonest/discriminatory practices, the MD reserves the right to change the overall rating of the employee.

General KPIs (To be filled in by Reporting officer and Accepting officer as per clause 2 of General Instruction II )				
S.no	Quality or Characteristics	Reporting Officer Assessment	Accepting Authority Assessment	Total Points (Out of 10)
1	Technical Intelligence (If any training gained or provided or whether any paper written/ Contribution to manuals etc)			
2	Computer Knowledge			
3	Safety Code Examination			
4	Relation with peers and superiors/juniors			
5	Appreciation / Disciplinary action			
6	Discipline/Regularity/Punctuality			
	Total(Out of 60)			

Note: The total out of 60 is to be divided by two to have total points out of 30

Note: For any appreciation letter 5 point is to be given and for Disciplinary action zero point is to be given.

b) Total Points (Out of 30) \_\_\_\_\_

c) Total Points (a+b) (Out of 100) \_\_\_\_\_

d) General Remarks by Reporting Officer \_\_\_\_\_

(General Health of employee etc)

e) General Remarks by Accepting Officer \_\_\_\_\_

(General Health of employee etc)

Reporting Officer

Accepting Authority

Signature

Signature

**PART-V****Review by Managing Director**

Note: Following two tables is to be filled in by Accepting officer for final assessment of the employee and for final review of the Managing Director.

S.NO	ASSESSMENT	POINTS
1	Targets achieved in reporting period as assessed by Reporting officer ( Out of 70 )	
2	Assessment by Reporting and Accepting officer ( Out of 30)	
	<b>Total Points (Out of 100) (1+2)</b>	

Based on the above calculated Points the Overall assessment of the employee can be finalized as below (Tick one)

MORE THAN 80 POINTS	<b>EXCELLENT</b>	
70-80 points	<b>VERY GOOD</b>	
60-70 points	<b>GOOD</b>	
50-60 points	<b>FAIR</b>	
Less than 50 points	<b>POOR</b>	

**Decision of Managing Director**

**Note: MD has to give final rating of employee in terms of Excellent, Very good etc and comments if any**

Signature  
(Seal)

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**(FOR OFFICE USE)** \_\_\_\_\_

Average remarks have been communicated

Vide No. \_\_\_\_\_ Date \_\_\_\_\_

**GM/Administration**

## General Instructions II

1. The rating of the employee must be done using the five grades as  
Excellent  
Very Good  
Good  
Fair  
Poor
2. In general but not in all cases the grade may mean following points  

Excellent	5 Points
Very Good	4 Points
Good	3 Points
Fair	2 Points
Poor	1 Point

The reporting officer must rate the employee using this proportion only in case the maximum point to be provided is more than 5.

3. Grade 'Excellent' should be sparingly given and only in exceptional cases.
4. Following instructions may be followed in order to fill the tables
  - ✓ For the achievement of 100% targets and an increase over previous year achievement – Excellent Grade may be given which shall mean 5 points
  - ✓ For the achievement of 80% targets and an increase over previous year achievement – Very Good Grade may be given which shall mean 4 points
  - ✓ For the achievement of 70% targets and an increase over previous year achievement – Good Grade may be given which shall mean 3 points
  - ✓ For the achievement of 50% targets – Fair Grade may be given which shall mean 2 points
  - ✓ For the achievement of less than 50% targets – Poor Grade may be given which shall mean 1 Point
    - ✚ Target reduction is to be provided for AT&C losses, O&M cost, Fuse replacement, Line breakdown, Transformer Damage in form A
  - ✓ For number of complaints also the grading must be done as per the instructions provided above. However the reporting officer may use his discretion too after considering the adherence to SoP etc



5. The Audit Paras must be rated though sole discretion of the reporting officer.
6. The rating/grading for engineering officers in PD&C shall be done in the same way as provided in clause 4.
  - ✚ For design wing: Reporting officer shall assess the performance based on number of projects handled, lapse period and specification finalized and thus will give the rating on his discretion
  - ✚ For Civil Wing: Reporting officer shall assess the performance based on number of projects handled, lapse period and specification finalized and thus will give the rating on his discretion
7. The rating/grading for engineering officers in MM shall be done in the same way as provided in clause 4. The entries to be filled in using following
  - ✓ Procurement efficiency = No. of tenders finalized in a given period for the Discom as a whole/Total No. of tenders initiated within the Discom during the same period
  - ✓ Average time taken for preparation of bid documents = Sum of total time taken to prepare bidding documents for all tenders issued during the quarter/ Total number of tenders issued during the quarter
  - ✓ Average time taken for evaluation of bidding documents = Sum of time taken for bid evaluation for all tenders within a given quarter/total tenders evaluated in the quarter
  - ✓ Time taken to complete annual indenting process = Date of finalization of store wise list of material requirements - Date of issue of circular from CoS to field offices
8. The month wise theft detection targets as already provided must be assessed. The achievement percentage assessment may follow the instructions as given in clause 4
9. UI range shall be set up in advance and the ratings may be given based on deviation from range as

Within Range	-	Excellent
10% Deviation	-	Very Good
10%-20% Deviation	-	Good/Fair
More than 20%	-	Poor
10. The reporting officer as per his discretion shall rate the officer and check the entries filled by the officer.

## Biannual Self Assessment Forms

### Form A1- For engineering officers of Operation Wing

1. Based on the achievement in previous Reporting period , target in reporting period and the actual achievement in the reporting period the following is to be filled and the points to be given as specified in clause 4 of General Instructions II

a.)

Revenue & Cost KPIs					
S.no	Parameter	Achievement in last reporting period	Target for this period	Achievement in percentage	Rating as per clause 4 of General instruction II
1	Billing Efficiency				
2	Collection Efficiency				
3	Revenue realization(Rs)				
4	Recovery from Disconnection(Rs)				
5	MAS accounts				
6	AT&C Losses				
Total ( out of 30 )					
Note: For AT&C loss reduced targets need to be set.					

Remarks (for not achieving the target) \_\_\_\_\_

b.) Technical & Customer Handling

(I)

Technical & Customer Handling KPIs					
S.no	Parameter	Number in last reporting period	Target for this period	Achievement in percentage	Rating as per clause 4 of General instruction II
1	Release of new connections				
2	Fuse replacement				

3	Line breakdown				
4	Meter Replacement				
5	Transformer Damage				
<b>Total ( Out of 25)</b>					
Note: For Fuse replacement, Line breakdown & Transfer damage, reduced target need to be set.					

Remarks (for not achieving the target) \_\_\_\_\_

(II) The rating in the following is to be given as clause 4 of General Instructions II

TOTAL NUMBER OF COMPLAINTS IN THE REPORTING PERIOD	
Percentage Increase/Decrease in number of complaints	
Percentage of complaints where Receipt has been Given	
Percentage of complaints where SoP has been adhered	
<b>Rating</b>	

Remarks (for not achieving the target) \_\_\_\_\_

**Rating (out of 5)** \_\_\_\_\_

C.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE REPORTING PERIOD	AUDIT PARAS ADDED DURING THE REPORTING PERIOD	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF PERIOD
1.				
2.				

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Rating (out of 10) \_\_\_\_\_

Any Additional Information \_\_\_\_\_

e.) Total assessment points out of 70 (a+b+c) \_\_\_\_\_

### **Form B1 – For engineering officers of PD&C Wing**

1. Based on the performance in terms of both new and augmentation of various items as mentioned below by planning wing is to be assessed as below:

a.)

<b>Planning Wing</b>					
<b>S.no</b>	<b>Parameter</b>	<b>Achievement in last period</b>	<b>Target for this period</b>	<b>Achievement in percentage</b>	<b>Rating as per clause 5 of General instruction II</b>
1	Substation				
2	Distribution Transformers				
3	Feeders segregation/Bifurcation				
4	Poles				
5	Total Lines (LT) in Km				
6	Total Lines (HT) in Km				
<b>Total ( Out of 30 )</b>					

Remarks (for not achieving the target) \_\_\_\_\_

b.)

<b>Planning Wing (Augmentation)</b>					
<b>S.no</b>	<b>Parameter</b>	<b>Achievement in last Period</b>	<b>Target for this Period</b>	<b>Achievement in percentage</b>	<b>Rating as per clause 5 of General instruction II</b>
1	Substation				
2	Distribution Transformers				
3	Feeders segregation/Bifurcation				
4	Poles				
5	Total Lines (LT) in Km				
6	Total Lines (HT) in Km				
<b>Total ( Out of 30 )</b>					

Remarks (for not achieving the target) \_\_\_\_\_

2. Considering the subjectivity of the duties performed by the Design wing the performance assessment by the reporting officer will not include predefined point system but will be based on the following entries as filled by the officer.

c.)

Design Wing					
S.no	Project/ Item	NIT issued on dated A	Contract issued on dated B	Lapse period A-B Days	Specification Finalized
1					
2					
3					
4					
5					
Note: Reporting officer shall assess the performance based on number of projects handled, lapse period and specification finalized and thus will give the rating on his discretion					Total( Out of 50)

Remarks (for not achieving the target) \_\_\_\_\_

d.)

Construction and Civil Wing							
S.no	Project/ Item	NIT issued on dated A	Contract issued on dated B	Lapse period A-B Days	Target completion Date	Actual Completion date	Lapse period
1							
2							
3							

4							
5							
Note: Reporting officer shall assess the performance based on number of projects handled, lapse period and specification finalized and thus will give the rating on his discretion						Total( Out of 50)	

Remarks (for not achieving the target) \_\_\_\_\_

e.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE PERIOD	AUDIT PARAS ADDED DURING THE PERIODS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF PERIOD
1.				
2.				

Rating \_\_\_\_\_

Any Additional Information \_\_\_\_\_

f.) Total Out of 70 ((a+b)/c/d +e) \_\_\_\_\_

### **Form C1 – For engineering officers of Material Management Wing**

1. Officers in the procurement and material management wing need to fill in the following entries after doing the calculations (formulas provided in clause 7 of General Instruction II)

a.)

<b>Material Management KPIs</b>					
<b>S.no</b>	<b>Parameter</b>	<b>Last Period</b>	<b>Target for this Period</b>	<b>Achievement in percentage</b>	<b>Rating as per clause 7 of General instruction II</b>
1	Procurement Efficiency				
2	Average time taken for preparation of bidding documents				
3	Average time taken for evaluation of bidding documents				
4	Time taken to complete annual indenting process				
5	Number of NIT/PO issued				
<b>Total ( Out of 50)</b>					

Remarks (for not achieving the target) \_\_\_\_\_

b.)

<b>SR. NO.</b>	<b>AUDIT PARAS PENDING AT THE BEGINNING OF THE PERIOD</b>	<b>AUDIT PARAS ADDED DURING THE PERIODS</b>	<b>AUDIT PARAS DECIDED/SETTLED</b>	<b>AUDIT PARAS PENDING AT THE END OF PERIOD</b>
1.				
2.				

**Total (Out of 20)** \_\_\_\_\_



Confidential

Any Additional Information \_\_\_\_\_

c.)

**Total (out of 70) (a+b)** \_\_\_\_\_

**Form D1 – For engineering officers of Commercial Wing**

a.)

Commercial KPIs					
S.no	Parameter	Last Period	Target for this Period	Achievement in percentage	Rating as per clause 4 of General instruction II
1	Billing Efficiency				
2	Penalty Bill Raised				
3	Release of Connections/Independent feeders				
4	Number of Sales circulars issued				
5	Others ( Independent feeders cases etc)				
Total (out of 50)					

**Total (Out of 50)** \_\_\_\_\_

Remarks (for not achieving the target) \_\_\_\_\_

b.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE PERIOD	AUDIT PARAS ADDED DURING THE PERIODS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF PERIOD
1.				
2.				

**Total (Out of 20)** \_\_\_\_\_

Any Additional Information \_\_\_\_\_

c.)

**Total (out of 70) (a+b)** \_\_\_\_\_

**Form E1 – For engineering officers of M&P and Energy Audit Wing**

a.)

M&P and EA Wing					
S.no	Parameter	Last Period	Target for this Period	Achievement in percentage	Rating as per clause 4 of General instruction II
1	Number of HT meters checked				
2	Number of Substations checked				
3	Number of substation commissioned				
4	Number of loss revenue/theft cases detected				
5	Number of LT meters checked				
6	Number of transformers checked for load balancing				
Total ( Out of 60 )					

Whether the periodic checking is in adherence to already designed Calendars for checking of HT/LT/Substation meters etc \_\_\_\_\_

Remarks (for not achieving the target) \_\_\_\_\_

b.)

SR. NO.	AUDIT PARAS PENDING AT THE BEGINNING OF THE PERIOD	AUDIT PARAS ADDED DURING THE PERIODS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF PERIOD
1.				
2.				

Confidential

Rating (out of 10) \_\_\_\_\_

Any Additional Information \_\_\_\_\_

c.) **Total (out of 70) (a+b)** \_\_\_\_\_

**Form F1 – For engineering officers of STORES**

a.)

**Physical Checking**

For Engineering Officers of Store ( Physical Checking )						
S.no	Parameter	Last Period	This Period	Percentage Increase/Decrease	Remark	Rating as per Clause 10
1	Number of Transformers repaired					
2	Number of new transformers tested					
3	Number of MCB checked					
4	Loss of Material					
5	Whether store items are inspected regularly?					
6	Whether proper and timely indents are sending to MM department?					

Remarks (for not achieving the target) \_\_\_\_\_

b.)

Sr. No.	Audit Paras/Enquiry Pending at the Beginning of the Period	Audit Paras Added during the Periods	Audit Paras Decided/Settled	Audit Paras Pending at the End of Period
1.				
2.				

**Form G1- For Engineering officer of Vigilance org.**

a.)

<b>SR. NO.</b>	<b>TARGET FIXED FOR DETECTION OF THEFT MONTH WISE</b>	<b>TARGET ACHIEVED</b>	<b>RATING AS PER CLAUSE 8 OF GENERAL INSTRUCTION II</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>Total ( Out of 60 )</b>			

Remarks (for not achieving the target) \_\_\_\_\_

b.)

NUMBER OF ENQUIRIES AT THE BEGINNING OF PERIOD	
Number of Enquiries added during the Period	
Number of Enquiries Finalized	
<b>Rating ( Out of 5 )</b>	

c.)

<b>SR. NO.</b>	<b>AUDIT PARAS/ENQUIRY PENDING AT THE BEGINNING OF THE PERIOD</b>	<b>AUDIT PARAS ADDED DURING THE PERIODS</b>	<b>AUDIT PARAS DECIDED/SETTLED</b>	<b>AUDIT PARAS PENDING AT THE END OF PERIOD</b>
1.				
2.				

Confidential

**Rating (Out of 5)** \_\_\_\_\_

Any Additional Information \_\_\_\_\_

**Total (out of 70)** \_\_\_\_\_

**Form H1 – For engineering officers of SYSTEM OPERATION**

1. Engineering Officers of SO wing shall be assessed based on the UI drawl by the Nigam. It shall be considered for month wise UI drawl

a.)

MONTH	UI DRAWL(MW)	WHETHER UI DRAWL IS IN RANGE	DEVIATION FROM RANGE	RATING AS PER CLAUSE 9 OF GENERAL INSTRUCTION II
1				
2				
3				
4				
5				
6				
<b>Total ( Out of 60)</b>				

Remarks (for not achieving the target) \_\_\_\_\_

b.)

Sr. NO.	AUDIT PARAS/ENQUIRY PENDING AT THE BEGINNING OF THE PERIOD	AUDIT PARAS ADDED DURING THE PERIODS	AUDIT PARAS DECIDED/SETTLED	AUDIT PARAS PENDING AT THE END OF PERIOD
1.				
2.				

**Rating** \_\_\_\_\_

Any Additional Information \_\_\_\_\_

**Total (out of 70)** \_\_\_\_\_



# **UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**



## ***Employees Annual Performance Report Regulation, 2008***

**UTTAR HARYANA BIJLI VITRAN NIGAM**  
Plot C-16, SECTOR-6,  
VIDYUT SADAN, PANCHKULA  
HARYANA

# UTTAR HARYANA BIJLI VITRAN NIGAM

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**EMPLOYEES ANNUAL PERFORMANCE REPORT REGULATIONS,  
2008**

The Uttar Haryana Bijli Vitran Nigam is pleased to make the following regulations pertaining to the 'Annual Performance of employees' of Nigam.

## **REGULATION NO.1:**

### **SHORT TITLE & COMMENCEMENT**

- 1.1 These regulations may be called "Uttar Haryana Bijli Vitran Nigam Employees Annual Performance Report Regulations, 2008".
- 1.2 These regulations shall come into force at once.
- 1.3 These Regulations shall be applicable to all the employees of the UHBVNL including the employees working in the Nigam on Deputation etc.

## **REGULATION NO.2:**

### **DEFINITIONS**

2.1 In these Regulations, unless the context otherwise requires:-

- (1) "Nigam" means the Uttar Haryana Bijli Vitran Nigam formed and incorporated under the Companies Act, 1956 and shall include its successors and assign.
- (2) "Managing Director" means the Managing Director of the Nigam appointed by the Govt. under Article 31 of the Articles of Association of the Nigam
- (3) "Directors" means the Directors, whether whole time or part time or others, for the time being of the company or, as the case may be.
- (4) "Government" means the Government of the State of Haryana.
- (5) "Service" means a service constituted in connection with the affairs of the Nigam.
- (6) "Regulations" means UHBVN Employees Annual Performance Regulations, 2008.

2.2 In construing these Regulations, the singular shall include the plural and vice versa.

### **REGULATION NO.3:**

#### **REGULAR AND PUNCTUAL REPORTING OF REPORTS**

- 3.1 It is essential that all officers should write Annual Performance Reports on the work and conduct of their subordinates regularly and punctually. Not only a separate Annual Performance Report file for every person should be opened but it should also be kept up to date.
- 3.2 It must be remembered that the Annual Performance Reports file of a person is used for various purposes e.g. promotion, crossing of efficiency bar, punishment, appeals, memorials or in dealing with the question whether his services have been really approved for the purpose for a full pension. If, it is not carefully maintained and kept up-to-date, it will result into the record being losing of much of its value, and in fact the very purpose for which it is maintained will be largely defeated.
- 3.3 When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the Annual Performance Report file. Similarly the final result of the disciplinary proceedings should also be recorded. As during the period of suspension of an officer mostly has no immediate superior and there tend to be gaps in APRs and it is the responsibility of the authority which keeps the file to ensure that entries regarding such period are invariably made.

#### ***Terms of writing the Annual Performance Reports***

- 3.4 The Annual Performance Reports of Non-gazetted staff shall be written annually.
- 3.5 The Annual Performance Reports of gazetted officers shall be written on the basis of biannual (6 months) self-performance-assessment report of each. The base of biannual self-performance-assessment report shall be quantified on monthly self-performance-assessment report of each officer. The quantified monthly self-performance-assessment and biannual self-assessment report Performa's in respect of the officers shall be circulated separately (the format of the performa remains same).

#### ***Procedure of dealing the APR***

- 3.6 For the officers of AE and above level the procedure of dealing the APRs will involve three stages only i.e. Reporting Officer, Accepting Authority and Managing Director.

- 3.7 The work & conduct of an officer whether in the office or in the field, will be reported on by the Reporting officer and Accepting authority. Managing director shall review the APR once it is filled in by Reporting Officer and Accepting Authority.
- 3.8 Managing Director shall have power to decide on the final rating of the employee.
- 3.9 The Annual Performance Reports of the Head of Departments will be written by the Director concerned in charge of the wing. The Managing Director will be accepting authority in such cases
- 3.10 For the employees below AE level the procedure shall involve Reporting officer and Accepting authority only.

## NOTES

Each gazetted officer of the Nigam will submit his self-performance-assessment report biannually to the Reporting Officer. The Reporting Officer concerned will examine the said assessment report and convey the defects, if any noticed, with the advice to improve his working under intimation to his next superior officer. The biannual assessment of each officer will be the base of writing Annual Performance Reports of the officers.

Reporting Officer means – “the immediate next senior officer of the official reported upon”

Accepting Authority means- “the immediate next superior officer of the Reporting Officer”

### 3.11 Form of Annual Performance Report/Self Assessment of Employees

Category of Officers	Form of ACR	Form of Biannual self assessment
Engineering Officers of Operation wing	A	A1
Engineering Officers of PD&C wing	B	B1
Engineering Officers of MM wing	C	C1
Engineering Officers of Commercial wing	D	D1
Engineering Officers of M&P and Energy Audit wing	E	E1
Engineering Officers of Stores wing	F	F1
Engineering Officers of Vigilance wing	G	G1
Engineering Officers of System Operation wing	H	H1
Officers on Accounts Org. & General side	UHBVNL A-2	UHBVNL AG A-2
For Non-Gaz. Technical Estt	UHBVNL A-3	-

For Ministerial Estt. Including storekeepers and Estt. In the account Org.	UHBVNL A-4	-
For Drawing Estt.	UHBVNL A-5	-
For Drivers	UHBVNL A-6	-

### ***Reporting Schedule***

#### **Reporting Year- Financial Year**

ACR Form to be given to officer reported upon	Officer to return the self assessment form by	Time schedule for reporting authority to complete ACR	Time schedule for accepting authority to complete APR and get it reviewed by MD
1 <sup>st</sup> April	7 <sup>th</sup> April	15 <sup>th</sup> April	30 <sup>th</sup> April

- 3.12 The Reports must reach the Cadre Controlling Authority/Authorities prescribed for maintaining the APRs of concerned category by the 1st week of May each year. A certificate should be furnished by the 1st May of each year by all the Accepting Authorities to such Authorities concerned to show that Annual Performance Reports have been written in the cases of all employees in their respective Circles/ Administration.
- 3.13 The Accepting Authority will ensure that the Annual Performance Report of the members of service, duly completed are sent to the Authority maintaining the APRs within the stipulated time/period.
- 3.14 If Annual Performance Report relating to the financial year is not recorded by 31st August of the following year; no remarks shall be recorded thereafter. The service of the member will be assessed on the basis of overall record and quarterly-performance-assessment of the year concerned, if he had given his self-assessment in time.
- 3.15 The member of service reported upon shall, while forwarding his self appraisal to the Reporting Officer, endorse a copy thereof to the Accepting Authority and keep a record of the same, as evidence that he had submitted the same in time.
- 3.16 The Reporting Officer shall record his comments in the Annual Performance Report for the officer reported upon within the stipulated time and send it to the Accepting Officer.



- 3.17 In case the Reporting Officer fails to submit the Annual Performance Report to the Accepting Officer within the stipulated period, the Accepting Officer shall treat APR as deemed "Good". The Accepting Officer shall also keep a note of the failure of the Reporting Officer to submit the APR of his subordinate in time for an appropriate entry in the APR Form of such Reporting Officer.
- 3.18 The Accepting Officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting and Accepting authorities are recorded without fail by the 30th April of the year following the year of assessment.
- 3.19 The Accepting Officer shall send APR to the Cadre Controlling Authority/Authority prescribed to maintain the APRs by 31st May of the year- In case the APR does not reach such authority by stipulated time, the remarks in the APR will be recorded by the Cadre Controlling Authority that the APR has been deemed "Good". The Cadre Controlling Authority will take note of delay in submitting the APR by the Accepting Authority.

## **REGULATION NO.4:**

### **POINTS FOR THE GUIDANCE FOR THE REPORTING OFFICERS**

- 4.1 The Reporting Officers should record their remarks against the various entries appears in the forms with great care in an impartial and honest manner. The remarks, when recorded, should specifically indicate the defects, if any, in the officers/officials reported on, for which a separate entry exists in each form. The following aspect may be kept in mind:-
- 4.2 “Some Reporting Officers are in the habit of mentioning minor defects of the subordinate just because availability of the column in the APR. On the whole the Nigam is of the view that minor defects should be brought to an officer/official(s) notice by way of advice and proper guidance so that the concerned officer/official may show some improvement. Instead of mentioning the minor defects in APRs, it is better to bring in the knowledge of subordinate official/officers verbally. Minor defects need not to be mentioned in an Annual Performance Report, unless these have been repeatedly brought to the subordinate’s attention, in writing.

#### ***Report Regarding Integrity***

- 4.3 A special mention should invariably be made regarding the integrity of the officer/official, to which the Nigam attaches the great importance. It should be clearly stated whether the person concerned is suspected of corruption or is believed to be corrupt and this opinion should be supported with reasons, which may be in the possession of the Reporting officer.
- 4.4 Reporting officers must be very careful and conscious while commenting on this matter, as any negative or hasty remarks in this respect, not based on any authentication, may lead to create problems at a later stage. The reporting officers must be honest and frank and he should intimate regarding the same to the officer/official regarding his doubtful integrity/honesty quiet frankly. Normally, the reporting authorities should give their remarks in the Annual Performance Reports on the basis of their personal knowledge or assessment. There can, however, be occasion when a reporting authority receives complaints against an officer. It will not be appropriate for a reporting authority to make mention of such complaints in the Annual Performance Reports without trying to sift the truth. In such a case, he should give an indication whether he trust the complaint to be true or false, or that it is premature for him to form a definite opinion.

- 4.5 Some Reporting Officers are in the habit of making non-committal remarks like “No complaints” against the entry relating to integrity/honesty. The Nigam wants this practice to stop henceforth. Reporting officers should give a definite opinion on the integrity/honesty of their subordinates while writing their Performance reports i.e. “beyond doubt” or “doubtful”. The opinion of the Reporting Officers on the integrity/honesty of their subordinates should be supported by specific reasons in both the events.
- 4.6 Further some instances have been noticed in which officers/officials are being processed against serious charges of corruption, on the one hand, and, on the other, their Annual Performance Reports for the same period certify their integrity/honesty to be good. It is felt that contradiction of this type arises only because reporting officers are failing in their duty to make entries in the column relating to integrity/honesty forthrightly and with a full sense of responsibility. In case an officer/official has been given a good report for integrity/honesty, which is later proved to be wrong, the reporting officer will face the ruth of Nigam’s displeasure. Further in such case, the inference would be that either he did not exercise proper supervision or he was also a party with his subordinates. The intention of the Nigam is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.
- 4.7 Procedure to be followed where a reporting authority is related to the officer to be reported upon
1. When the reporting officer is the first reporting authority, he should be competent to record his remarks, but while doing so, he should clearly mention that he is related to the officer/official reported on and bring out the exact nature of relationship.
  2. When the reporting officer is not the original reporting authority, he need not normally write any remarks. If however, he feels that, for some reasons, he must enter some remarks, he should, while doing so, act as under (1) above

### ***Minimum Period***

- 4.8 Minimum Period for which a Reporting Officer should have seen the work of a subordinate before reporting on him is as below:

- 4.9 No reporting officer should record his remarks in the Annual Performance Report of an officer/official under him, unless he has seen his work and conduct for at-least three months. If the officer/official has served under the reporting authority for less than three months, the opinion of the officer, under whom he has previously served, should be incorporated in the report, care being taken to indicate how far the opinions expressed are based on personal knowledge and how far on reports of other officer. However, if during the period of reporting year, the stay of reporting officers remains less than three months in the financial year, the reporting officer whose tenure remains maximum will record his remarks in the Annual Performance Report of an officer/official.
- 4.10 If during a period under report the Reporting Officer remains the same but there is change in Accepting Authority, the report will not be split up. Only one report will be written up and submitted to the Cadre Controlling Authority by the Accepting Authority under whom he worked for maximum period.

**Recording of remarks on the occasion of relinquishment of charge by Reporting Officer**

- 4.11 An officer may, if he had not done so previously, record remarks on the A.P.R. file of officers/officials subordinate to him within six months of his relinquishing charge of his post or office, as the case may be.

**Annual Performance Reports not to be shown to the officers/ officials reported on**

- 4.12 The Annual Performance Reports, being Performance should not be shown to the individual(s) concerned, whether they are officers or subordinates.
- 4.13 The remarks of the APR should invariably be communicated to each employee irrespective of the fact whether these are good or bad because every employee has right under the provision of Right to Information Act 2005 to know the remarks recorded by his senior officer in his ACR. The following procedure should, however, be followed in communicating good and bad remarks

### ***Issue of Letters of Appreciation***

- 4.14 The good work of an officer should be recognized by a letter of appreciation. It should, however, be noted that such letters are not to be issued indiscriminately, but this should be done in really deserving cases to encourage good work. The criteria for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of one's routine duties with more than average ability and industry. Commendation loses much of its value if it is too easily won and it is essential that the greatest care should be taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.
- 4.15 It should also be noted that there should be no undesirable tendency among the officers/officials to approach the higher authorities for getting remarks out of the way on their personal files. The fact of any such approach, if made, should in fact be reported in the Annual Performance Report. The Performance remarks on the work of the Nigam's employees will, however, be recorded by the competent authority in the normal course when due, i.e., in Annual Performance Reports. The Officers/official shall, on no account, request for remarks, in personal files from their other superiors.

### ***Communication of Good Remarks***

- 4.16 Good Remarks, against the Nigam's employee in the Annual Performance Report should invariably be communicated by the Cadre Controlling Authority maintaining the APRs. However, much attention should be paid to the manner and method of communication of remarks to let the officer/official know briefly (in a sentence or part sentence) the general impression of his APR. For example, it can be said, his work has been assessed as of a good/ very good/outstanding standard of efficiency & competence

### ***Communication of Adverse Remarks***

- 4.17 Adverse Remarks, against the Nigam's employee in the Annual Performance Report should invariably be communicated by the Cadre Controlling Authority, so that he may make an attempt to remove the defects or get an opportunity of making representations, if he so likes. In case, the adverse remarks are not communicated to the affected officer/official by 31st August of the following year of assessment, the adverse remarks in his Annual Performance Report will be considered ineffective and APR for the year shall be deemed to be "Good". However, the following general principles should be adopted in this respect:-

- 4.18 When report is based on the individual opinion as noted by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority, which need be considered from the point of view of communication.
- 4.19 An officer/official should not at any time be kept ignorant where his service is not considered satisfactory, negative remarks should be communicated promptly and should indicate in proper language the nature of the defects in question;
- 4.20 The Cadre Controlling Authority should carefully consider the defects to be communicated. Where a defect is more of the general nature then it should not be communicated, as it will result into discouragement of the officer/official. For instance, the repeated reference regarding the low IQ/over sensitiveness of the officer/official may discourage the concerned employee and ultimately it will affect his working.
- 4.21 The reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the officer/official concerned;
- 4.22 In case the Board or Head of an office or other officer suspends the remarks, judgment should not be communicated to the concerned employee.
- 4.23 More attention should be paid to the manner and method of communication in order to ensure that the advice/warning/censure administered, whether orally or in writing, shall be beneficial to the officer/official concerned, to improve his working in future.
- 4.24 Any remarks on an officer/official's report, which shows that he had taken steps to remove defects, to which his attention has been drawn in previous year, should be communicated to him so that he may know that his efforts to improve have not gone unnoticed. Keeping the above principles in view the adverse remarks recorded by the reporting authorities in Annual Performance Reports should invariably be communicated to the officer/ officials concerned.
- 4.25 It is further added that the existing practice of conveying only adverse remarks in such communications is rather discouraging and leaves the officer/official concerned guessing regarding the remarks in his APRs. To avoid anxiety on this account, it has been decided that the general total impression of his report including the areas of improvement should be communicated.

## **REGULATION NO.5:**

### **REPRESENTATION AGAINST ADVERSE REMARKS**

- 5.1 There is strong tendency among officers/officials at all levels not to take adverse remarks in the right spirit. They indulge in all kinds of pressure to get such remarks expunged. Such tendency produces ill effects in regard to the recording of remarks, without fear or favour by reporting officers and such practice must strictly and firmly be discouraged and eliminated, if possible.
- 5.2 It is normally forgotten that the basic purpose of maintaining a record of annual remarks in regard to an officer/official's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of the officer/official in discharging the responsibilities, which he has been called upon to tackle from time to time. This record is meant to enable the Nigam to assess the total worth of an individual officer/official over a period of years with a view to utilizing him in the best way possible for the public service. Primarily, therefore, the record of an officer/official is a document internal to the Nigam to be utilized for promotions, crossing of Efficiency Bar, postings and transfers, encouragement and caution, etc.
- 5.3 This main purpose of the record must be kept in mind that it is a cumulative assessment of an officer/official's worth, to be utilized for the Nigam purposes and for public ends and it is only incidentally a means of bringing to the officer/official's notice the defects, which he should consciously endeavour to improve.
- 5.4 Ordinarily, therefore, one should not enter into any controversy with officers/ officials in the matter of adverse remarks communicated to him on the basis of his Annual Performance Reports. After all it is the duty and privilege of a senior officer to report on the work & conduct of those working under him.
- 5.5 Occasionally, however, a case arises where the adverse remarks are not made bonafide, or are based on a patent error of fact. An examination of the representation is, therefore, called for and this should not be turned down automatically. Where the preliminary examination of the representation does not prima-facie establish that the adverse remarks are malafide, or based on a patent error of fact, there should be little hesitation in disposing off the representation on the general policy referred to above.

- 5.6 Where, however, it appears prima-facie that the remarks are not bonafide or that these are based on a clear error of fact, the representation should be examined on merits. If, as a result, it is found that the adverse remarks were not justified, after obtaining the orders of the Cadre Controlling/Appointing Authority, a note should be recorded on a Annual Performance Report by such authority, expunging the remarks, and the officer/official concerned should be informed of the action taken, and the reporting officer should also be suitably warned, especially where malafide intention is indicated. Recourse to expunction of remarks may be had only in cases of exceptional character after observing the procedure laid down above.
- 5.7 There may also be border-line cases, in which there may be some substance in the adverse remarks conveyed to the official/officer and also some justification for the representation made by the officer/official against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the A.P.R. file after obtaining the orders of the highest administrative authority.
- 5.8 The Nigam does not encourage representations against adverse remarks given in Annual Performance Reports by the competent authorities. If, however, a representation is made, it should not be entertained, unless it is received within three months from the date of the letter communicating adverse remarks to the officers/officials concerned.

### *Authority Competent*

- 5.9 The Cadre Controlling/Appointing Authority of the respective categories of post will be the competent authority to consider such a representation, who, if satisfied would amend, correct or even expunges adverse remarks. The decision of the competent authority on such a representation will invariably be communicated to the concerned employee promptly.
- 5.10 Formal comments of the relevant Reporting Officer(s) and Accepting Officers should invariably be obtained before passing final orders on representation against adverse remarks.



*Appeal Against the decision of the competing authority*

- 5.11 Every employee of the Nigam shall be entitled to appeal against the decision of the competent authority to expunge adverse remarks in the APR. Appeal should not be entertained, unless it is received within 45 days from the date of the letter communicating the decision of the competent authority to the officer/official concerned. The appeal against the decision may be addressed direct to the appellate authority.
- 5.12 The Managing Director, UHBVNL will be appellate authority to consider and decide the appeal cases of non-gazetted employees of the Nigam and the Committee of Whole Time Directors of UHBVNL will be the appellate authority in the cases of gazetted employees of the Nigam.

## **REGULATION NO.6:**

### **NATURE OF DOCUMENTS/ COMMUNICATIONS WHICH NEED TO BE PLACED IN ANNUAL PERFORMANCE REPORT FILES**

- 6.1 Besides the Annual Performance Reports on the work and conduct of an officer/ official concerned, copies of documents/communications specified below, should also be placed in the Annual Performance Reports file:-
1. All orders imposing any of the penalties prescribed under (Punishment & Appeal) Regulations of the Nigam.
  2. All communications conveying adverse remarks or appreciation of the Nigam (as distinct from commendatory letters of personal nature issued by authorities other than the Nigam).
  3. Where a pending enquiry finds mention in the Annual Performance Report of an officer, it is incumbent upon the authority maintaining the Annual Performance Report file of that officer to ensure that the result of the enquiry is also recorded in the A.P.R. file.

#### ***Authority Competent to Convey Adverse/positive Remarks***

- 6.2 The Cadre Controlling Authorities/Authorities prescribed to maintain the APR files will receive Annual Performance Reports and convey adverse remarks contained therein in respect of the employees of the Nigam whose Annual Performance Report files are maintained by them. The adverse remarks must be conveyed through a Registered A.D. letter or against a dated acknowledgement to local officer/officials. This would help in determining the period of three months fixed for making any representation against adverse remarks.

#### **Placing of copies of letters of Appreciation in the Annual Performance Reports File**

- 6.3 Only those letters of appreciation by the Nigam should find their way to the Annual Performance Reports file of an employee, which deal with the outstanding nature of his performance as an employee, on an overall assessment of his work and conduct during the year, in the light of the remarks recorded in his Annual Performance Reports.

- 6.4 The Annual Performance Reports files should not be burdened with copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by the Nigam in recognition of any special help that might have been rendered by the officers/official concerned on a particular occasion, e.g. a local exhibition and visit of V.I.P. etc.

## REGULATION NO.7:

### CUSTODY OF ANNUAL PERFORMANCE REPORT

7.1 Without prejudice to the right of the Appointing authority to issue any special instruction to meet administrative exigencies it has been decided that the annual Performance report files of the different categories will remain in the custody of the following authorities:

Member and Heads of Department	Managing Director
Class-I, Class-II & other Gazetted Officers	SE ( Administration)
Non-gazetted staff	
Deputy Supdts, PS, P.As , Assts, Stenographers, Steno-Typists, Clerks & holder of the similar posts in the Head office	-do-
Divisional Accountants, S.A.S Accounts and selection grade clerks	Chief Account Officer
Internal Auditors and Audit clerks	Chief Auditor
Circle Supdts, Circle Asstts, Divisional head clerks and UDC in Subordinate offices	Chief Engineer Concerned
Line Supdts, Sub station Operators etc on Technical side	Chief Engineer Concerned
Chief Draftsmen, Circle Head Draftsmen, Draftsmen on the drawing side	Chief Engineer Concerned
Head Store-keeper and store keeper on the store keeping side	Chief Engineer Concerned
Linesman, clerks, Meter Readers, Junior draftsmen/Tracers, Asst Sub/station attendants, Sub station Attendants and Asstt store keepers	SE Concerned
Other staff not mentioned above	Appointing authorities

7.2 The Nigam observed that, very often, Annual Performance Reports are neither written promptly by the recording authorities nor due importance is attached to the proper maintenance of Annual Performance Report files, which are valuable service records of the employees of the Nigam. To remove this state of affairs, it has been further decided that if time frames are not followed by Reporting Officers or Accepting Officers and if self-performance-assessment has been submitted in time the APR will be treated as "Good".

7.3 The Nigam would like to urge again that the officers recording remarks in Annual Performance Reports should realize the value and importance of such reports in making or adversely affecting the careers of officers/officials reported upon. While superior officers have the fullest freedom and the right to record their opinion about the work and conduct of their subordinates, in doing so, they should be guided solely by considerations of merit, justice and fair-play. No personal consideration and approaches or recommendations of any kind should be allowed to supervene and their conscience alone should be their guide in this matter.

***Time frame index***

ACR Form to be given to officer reported upon	Officer to return the self assessment form by	Time schedule for reporting authority to complete ACR	Time schedule for accepting authority to complete APR and get it reviewed by MD
1 <sup>st</sup> April	7 <sup>th</sup> April	15 <sup>th</sup> April	30 <sup>th</sup> April

**GM/Administration**

**UHBVN (Panchkula)**

**UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**



***UHBVN Duties and Responsibilities of  
Engineering Officers Regulation, 2008***

**UTTAR HARYANA BIJLI VITRAN NIGAM**  
Plot C-16, SECTOR-6,  
VIDYUT SADAN, PANCHKULA  
HARYANA

# UTTAR HARYANA BIJLI VITRAN NIGAM

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## **DUTIES AND RESPONSIBILITIES REGULATIONS**

The Uttar Haryana Bijli Vitran Nigam is pleased to make the following regulations governing duties and responsibilities of Engineering officers in Nigam.

**REGULATION NO.1: SHORT TITLE & COMMENCEMENT AND SCOPE**

- 1.1 These regulations may be called The Uttar Haryana Bijli Vitran Nigam “Duties and Responsibilities of Engineering Officers Regulations, 2008”
- 1.2 These shall come into force at once

**Scope**

- 1.3 These Regulations shall apply to every Nigam Engineering officer of class I & II in all engineering wings.
- 1.4 Duties and Responsibilities of senior engineering officers are defined in these regulations, wherein the duties and responsibilities of some officers are not defined, Officers are supposed to work as per the responsibilities pertaining to their wing and in accordance with defined duties and responsibilities of their seniors.
- 1.5 Head of the wing or department is responsible for each activity performed by the wing and it is also the duty of the sub ordinates to ensure that all the activities pertaining to the wing are performed as a whole.

## **REGULATION NO.2: DEFINITIONS**

2.1 In these Regulations, unless the context otherwise requires:-

- (1) “Nigam” means the Uttar Haryana Bijli Vitran Nigam formed and incorporated under the Companies Act, 1956 and shall include its successors and assign.
- (2) “Managing Director” means the Managing Director of the Nigam appointed by the Govt. under Article 31 of the Articles of Association of the Nigam
- (3) “Directors” means the Directors, whether whole time or part time or others, for the time being of the company or, as the case may be.
- (4) “Employee” means a person appointed to any service or post in connection with the affairs of the Nigam.
- (5) “Government” means the Government of the State of Haryana.
- (6) “Commission” means the Haryana Electricity regulatory Commission.
- (7) “Service” means a service constituted in connection with the affairs of the Nigam.

## **REGULATION NO.3:**

### **DUTIES AND RESPONSIBILITIES OF COMMERCIAL WING**

#### **Chief Engineer Commercial**

- 3.1 CE Commercial reports to concerned Director and Managing Director of the Nigam. He is responsible for framing, implementing and monitoring of Sales policies as per Regulatory Commission and Government.
- 3.2 Responsibility is headed by CE and is divided under Engineering officers in Commercial, Billing and Project & Monitoring and Accounts Officer.

#### **Commercial**

- 3.3 Engineering officers under Commercial shall have following responsibilities
1. Framing and implementing sales policy for agriculture and other industries, Tariff implementation
  2. New tube well connections
  3. Conditions of supply
  4. Renewable energy and issues related to Consumer policies
  5. Load sanction issues of Large Industries
  6. Revenue Management
  7. Collection Efficiency
  8. Defaulters Management
  9. Monitoring of AT&C Losses
  10. Metering issues
  11. Empanelment of energy meters for consumers
  12. Shifting of meters outside premises, surcharge waiver schemes
  13. Project Monitoring: Engineer Project Monitoring is responsible for devising & monitoring strategies related to land, new connections, pending applications for release of connections, attending consumer complaints, court cases, consumer governance forums and Theft detection.

## **Billing**

3.4 Engineering officers under Billing shall have following responsibilities

1. Bill preparation
2. Commercial dept is responsible for monitoring the contract with outsourcing agencies across 11 circles
3. Issues related to meter billing collection
4. Meter reading, Bill distribution and collection

## **Project Monitoring**

3.5 Engineering officers under Project Monitoring shall have following responsibilities

1. Engineer Project Monitoring is responsible for devising & monitoring strategies related to land
2. New connections
3. Pending applications for release of connections
4. Attending consumer complaints, court cases, consumer governance forums and
5. Theft detection

## **REGULATION NO.4:**

### **DUTIES AND RESPONSIBILITIES OF M&P AND ENERGY AUDIT WING**

#### **Chief Engineer M&P and Energy Audit**

4.1 CE M&P and Energy Audit reports to concerned Director and Managing Director of the Nigam. He is responsible for managing metering in HT, LT and substation levels.

4.2 All the engineering officers in this wing must work to get done the following functions

4.3 HT Metering

1. To draw a calendar of testing of all H.T services and see that the periodical testing of H.T services is implemented. He should ensure that the seasonal loads like ice factories, khandasari, sugar factories etc., are programmed for testing during the first month of the commencement of the season.
2. To attend personally periodical testing of meters with CMD 1000 KVA and above.
3. To inspect all H.T service with a contracted demand (CMD) 1 MVA and above once in six months and H.T services with CMD above 500 KVA but below 1 MVA once in a year and ensure that all the guidelines given by the DISCOM from time to time for upkeep of H.T services is implemented.
4. To inspect all H.T services where metering system is reported failure and get the defective metering rectified and metering restored within 24 hours preferably but not later than a period of three days.
5. To attend personally the testing and release of all new H.T services and ensure that all the guide lines issued by the DISCOM from time to time for upkeep of H.T services is implemented.

4.4 LT Metering

1. To draw a calendar and ensure periodical testing of LT services with C.T's once in a year.
2. To ensure that all meters received in stores is tested as per standards.
3. To procure required spares and arrange rectification of all sick meters.

4. To maintain rolling stock of H.T meters, L.T meters, C.Ts, P.Ts, C.T-P.T sets.

#### 4.5 Substations

1. To ensure that all the relays in the substations are tested once in every year.
2. To approve the relay settings at all 33/11 KV substations considering the fault levels and relay settings approved by Superintending Engineer/Grid Operation for upstream of the equipment.
3. To ensure testing of all meters at the substations once in six months particularly the energy meters for proper energy audit.
4. To test and commission the protective equipment of all breakers, power transformers, capacitor banks etc.
5. To test the vacuum circuit breakers with HV test kit once in a year.
6. To inspect all sub-stations once in six months and check earth resistance condition of station batteries & chargers etc.

### **Chief Engineer Energy Audit**

- 4.6 Energy Audit department is headed by CE EA and reports to concerned Director and Managing Director
- 4.7 Energy Accounting and audit is reviewed by the CE EA
- 4.8 The main functions under energy accounting as described under are performed by the staff under EA wing and is reported to CE and SE EA
- 4.9 Energy auditing and accounting involves following
- 4.10 Company level energy audit: The main purpose of energy accounting at the company level is to cross check the company's energy input against energy input details provided by the Transmission unit/HVPN.
- 4.11 Sub-transmission level energy audit and Division/sub-division level energy measurement: The purpose of the sub-transmission level energy audit is to ascertain extent of technical losses taking place from procurement to dispatching in the 11KV feeders (i.e. substation level). Sub-division level audit shall help in segregating losses for each administrative unit of the company for performance analysis.

4.12 Feeder level energy audit: Feeder level audit shall help in ascertaining losses in each 11 kV feeder taking place from point of dispatch up to the HT consumers and distribution transformer level. In addition to identifying 11KV feeders with high technical losses, this also helps in identifying leakages/ thefts taking place at the HT consumer level.

4.13 Distribution Transformer level energy audit: Calculation of percentage unbilled energy / units lost at each DT in order to monitor and prioritize the loss reduction efforts for yielding the best results.

4.14 All the responsibilities may require following duties

1. Identification of high loss making areas, for initiating corrective action;
2. Identification of overloaded segments of the network for necessary capacity additions in the system;
3. Keeping a regular check on the metering systems at various levels in the system and the consumer level; and
4. Facilitate initiatives for monitoring of quality of supply through indices like SAIFI, CAIDI, & SAIDI etc. at various levels of the T&D system by providing necessary data bank.



## **REGULATION NO.5:**

### **DUTIES AND RESPONSIBILITIES OF MATERIAL MANAGEMENT WING**

#### **Chief Engineer Material Management**

- 5.1 The Chief Engineer MM is responsible to ensure the effective procurement and material management of equipment and spares of the projects, operation and maintenance functions. He would be reporting directly to the concerned Director and Managing Director.
- 5.2 Specifically his responsibilities are as enumerated below:
1. Responsible for ensuring availability of material for meeting construction and O&M targets and preempting shortages.
  2. Responsible for ensuring that materials, spares, equipment and machinery are procured, received and stored effectively.
  3. Responsible for stores and purchase activity.
  4. Responsible for ensuring that the process of issuing material is smooth so that the material reaches the end user in time.
  5. Responsible for developing and implementing effective policies on purchase and procurement as well as material and inventory management.
  6. Responsible for reviewing and monitoring the gross material budget.
  7. Responsible for development alternative vendors and suppliers for vital imported spares.
  8. Responsible for effective co-ordination of transport and custom clearance of materials.
  9. Responsible for ensuring the proper disposal of scrap.
  10. Responsible for proper inspection and quality control of the incoming material.
  11. Responsible for ensuring the development of competence in techno-managerial areas of material management in accordance with organizational requirements.

5.3 CE shall also ensure that new technological and managerial innovation must be employed in the Nigam in a customized way for better management of materials.

5.4 In order to achieve the above objectives, the following statutory functions are prescribed.

1. Procurement efficiency in the department needs to be continuously increasing
2. Average time taken for preparation of bidding documents must be reduced continuously.
3. Average time taken for evaluation of bidding documents must be reduced continuously.
4. Time taken to complete annual indenting process must be reduced continuously.

### **Superintending Engineer**

5.5 SE shall be reporting directly to CE and shall be responsible for following activities in the Material management wing

#### **Purchase**

1. Purchase budget shall be responsibility of the SE. It may involve following
2. Approval of financial budget
3. Estimation of annual consolidated indents of equipments and material
4. Receipt of indents from all the circles

#### **Procurement Management**

1. Tender invitation
2. Bid evaluation
3. Placing of purchase Order
4. Facilitation of inspection- Third party or own
5. Dispatch and receipt of material

### **Stores Management**

1. Receipt of Material can be from the following sources:
  - a. Vendors
  - b. Store to Store Transactions
  - c. Material Buy out from other Power Utilities
  - d. Supplier in case of repair of material within Warranty period
2. Material issue to sub divisions after checking the availability at other stores
3. Disposal of obsolete materials
4. Ensure the safety of the stores
5. Coordination with HVPN to get the expansion and other work done at the stores.

### **XEN**

- 5.6 XEN shall report directly to SE and shall be responsible to perform all the activities required in his/her concerned department under SE.
- 5.7 The duties & responsibilities of XEN shall be sub part of activities mentioned as above in clause 5.5.
- 5.8 XEN is also responsible for parameters mentioned as above in clause 5.4

### **Assistant Engineer**

- 5.9 AE shall report directly to XEN/SE and shall be responsible to perform all the activities required in his/her concerned department under XEN.
- 5.10 The duties & responsibilities of AE shall be sub part of activities as mentioned in regulations 5.5 above.
- 5.11 AE shall be responsible for data acquisition and management
- 5.12 AE is also responsible for parameters mentioned as above in clause 5.4

## **REGULATION NO.6:**

### **DUTIES AND RESPONSIBILITIES OF OPERATION WING**

#### **Chief Engineer Operation**

- 6.1 The highest rank in operation wing shall be Chief Engineer who shall be reporting directly to Concerned Director and Managing Director of Nigam.
- 6.2 Nigam shall have two number of Chief Engineer Operation heading Panchkula and Rohtak Zone.
- 6.3 The Chief Engineer is responsible for efficient, effective, integrated and economical functioning of the organization in the operation wing of DISCOM with regard to distribution, sale of power achieving return of assets, deployment of man power, proper utilization of materials, etc., as per policies laid down by the DISCOM, keeping in view the long range objectives and plans.
- 6.4 The Chief Engineer shall Coordinate the works of Superintending engineers of the circles under his control, guide them and closely monitor various activities with reference to the transmission, distribution including monitoring for implementation of Capital Investment works, the consumer servicing, billing and revenue collection, and implementation of DSM measures regularly.
- 6.5 The Chief Engineer shall also co-ordinate flow of materials to various points in the circles under his control optimizing inventory ensuring efficient use of materials by suitable planning, indenting, watching receipts and issues, deploy man power to extract maximum output as per policies laid down by DISCOM, maintain best industrial relations with the employees by following DISCOM's policies in service matters, welfare measures.
- 6.6 In order to achieve the proper functioning of the wing, the following statutory functions are prescribed.
  1. Inspection of each circle office once in a year.
  2. Inspection of any one Division Office in each circle in a year selecting optimal performing division.
  3. Inspection of any one sub-division office in each circle in a year selecting sub-optimal performing sub-division.
  4. Inspection of any one Section Office in each division in a year in respect of review of meter readings, prompt operation of disconnection lists, maintenance of distribution transformers, and

power transformers, review in interruption registers, records of services, L.T. Layouts, accounting of meters, Demand Drafts, work order closing and fuse off calls registers, etc.

5. Inspection of District Stores: Once in 6 months for disposal of unserviceable and obsolete material for general upkeep of stores and accounts etc
6. Inspection of Sub-Station: 33KV Sub-station wherever repetitive failure of Power Transformers and other equipments occurs.
7. Review of meter reading registers:
  - a) L.T. High value services and all Industrial services: Once in a year
  - b) H.T. Services less than 1000 KVA: Half yearly.
  - c) H.T. services of 1000K VA and above: Quarterly
8. Inspection of H.T Services:
  - a) Above4 MVA – Once in a year and whenever abnormalities in metering including failure of metering equipment are reported.
  - b) Others: Whenever repetitive complaints are received.

6.7 Following duties to be performed by the sub ordinates are the areas covered under the guidance and power of Chief Engineer. He is also responsible for proper adherence of duties and responsibilities mentioned here under.

### **Superintending Engineer Operation**

- 6.8 The Superintending Engineer is responsible to the Chief Engineer for the administration and general professional control of the entire system and of the officers of the DISCOM sub-ordinate to him
- 6.9 The administration of an Electricity Supply System in a district will be under the charge of a Superintending Engineer. He is also responsible for the efficient management of the undertaking as a commercial concern and in accordance with the commercial policy laid down by the DISCOM. He will be responsible for the commercial propaganda and all other work carried out in the interests of popularizing the energy conservation programme.
- 6.10 Following areas must be covered under the guidance and power of SE

1. Sale of energy and achievements of targets in release of services, revenue billing and collection of revenues, review of stuck-up and burnt meters and ensuring prompt replacement with special emphasis on high value services.
2. Identifying area where pilferage is prevalent and taking steps to eradicate the same by arranging continuous raids and prosecuting the offenders.
3. Ensuring review of meter readings, attending to exceptional on top priority with special emphasis on high value services.
4. Drawing up a programme and implementing it for quick realisation of arrears of revenue.
5. Ensuring hundred percent collections of current month demand raised and at least 2% of the arrears per month.
6. Operation and maintenance of 33 KV, 11 KV, L.T Lines, Sub-stations and Distribution and Power Transformers. Ensuring scheduled patrolling of lines and special patrolling consequent to tripping, pre-monsoon inspections, timely tree clearances and rectification of faults for total avoidance of breakdowns. All equipment at all sub-stations to be kept in trim condition and properly maintained as per schedules. Station batteries along with all protective features are to be ensured for providing protection to lines and equipment. Auxiliaries such as Fans, Pumps, O.L.T.C Gears, Compressors (where available) are to be in working condition always. Special attention to be taken on earthing system in sub-station and recording of earth resistance for every 6 months.
7. System improvements, review of low voltage pockets, and peak readings reached on lines and power transformers and making proposals, for enhancements, new sub-stations, installation of capacitor banks etc. Also proposals towards reduction in system losses are to be made keeping system configuration in view.
8. Construction works such as minor and major extensions.
9. Rural electrification and urban extensions.
10. Constant review of failure of equipments and follow up of repairs and also to take steps towards avoidance of failures.
11. Procurement of decentralized materials for works.
12. Budgeting and budgetary control, compilation of accounts in the Zone, pre- audit, Review of circle P & L Account, Divisional Profit & Loss A/c to control cost and increase revenue for the company to

meet the Target Set in.

13. Implementing policies, objectives and programmes set up by the DISCOM, monitoring progress there on and reporting to DISCOM.
14. See that accidents are avoided by reviewing all cases and ensuring that remedial actions are taken.
15. Review of Internal Audit/Statutory Audit/CAG Audit findings in the operational and revenue areas and evolve necessary action to avoid/minimize the occurrence of such situation.
16. Marketing / Market development for demand increase or new demand with proper strategy strictly follow the guidelines enunciated in the tariff order of HERC and also follow the directives of regulator, which may be communicated from time to time.
17. Ensuring preparation of estimates for electrification of un electrified habitations and get it sanctioned by REC.
18. Ensuring the disposal of unserviceable, obsolete and scrap material lying in the stores.
19. Ensuring the release of new services with in schedule time.
20. Ensuring proper inter action with consumers & public by conducting meetings with consumers (both LT & HT), people representatives, constitution wise & sub-station wise meetings. Obtain feed back for proper planning of works.
21. Ensuring implementation of directives issued by HERC every year.
22. To over see performance orientation activities of employees by emphasizing on individual performance for organizational growth. To over see welfare policies and training activities to develop employee motivation and employee satisfaction.
23. To inspect all call centres established in his jurisdiction during their inspections in that area.

6.11 Yard Sticks: The following yard sticks are prescribed for reasonably good performance:

1. Distribution Transformers: Reducing the failure rate failures by 2% per annum and gradually reduce to a minimum of 5%.
2. L.T Revenue arrears: Less than 15 days demand.
3. 33 KV breakdowns: One per year per feeder.

4. 11 KV breakdowns : Not more than 4 per year per feeder
  5. Equipment failures, capacitor banks, Power Transformers, Switch Gear : Nil
  6. Burnt meters: Nil
  7. H.T Metering defects to be rectified within 7 days.
  8. Sub-Transmission Losses : 15% over an year to start with and gradually reduce thereafter to 12%
  9. Collection of L.T Revenue: 100% of current demand plus 2% of arrears.
  10. Collection of H.T revenue: 100% and no arrears except those involved in litigation and installments.
  9. Generally directs and supervises the maintenance of the distribution system, ensures that adequate supplies of spare parts, replacements and maintenance supplies are on hand, reviews maintenance procedures and supervises their application to ensure that the DISCOM's system components are maintained in accordance with good electric utility practice.
- 6.12 Recommends through budgets capital, replacement, maintenance and operating expenditures for the efficient operation and maintenance of the power system. Manages the implementation of budgets when approved.
  - 6.13 Makes recommendations to management on matters of policy and procedures in connection with operational matters in the DISCOM.
  - 6.14 Liaises with consultants on matters affecting operations and construction.
  - 6.15 Directs and generally supervises the telecommunications necessary for the dispatch and control of the power system.
  - 6.16 Directs the development and introduction of advanced sub-station and line construction technology, including the use of hydraulically-quipped trucks and hot line techniques.
  - 6.17 Provides operational expertise for all parts of the DISCOM.
  - 6.18 Assist in labor negotiations and human resources matters as required.
  - 6.19 Recording of plans and drawings: The SE of the System shall keep on record in his office. The following plans or such or them as are required in his system:



1. Copies of all standard plans of buildings, completed plans, sections and elevations of every building under his charge, the boundaries of the ground attached to any buildings being distinctly shown.
  2. Detailed drawings including foundations, where practicable, of all other civil works in the system as actually completed and the boundaries of the ground attached to such works.
- 6.20 He will review the registers of financial irregularities and commercial work done and will bring to the notice, the cases of incompetence or other disqualification for public duties and in like manner all instances of extraordinary zeal and ability. He will further exercise such powers of punishment, promotion, and control as are conferred on him under the statutory rules.
- 6.21 A register of incumbents of charges shall be maintained in the Circle Office showing the period of incumbency of each DISCOM officers or Accounts establishment. The divisional engineer shall maintain similar incumbency registers in their offices in respect of their subordinate executive staff.
- 6.22 On assuming charge, every officer shall make it his business to acquaint himself with the works and the special features of the items in his charge. The officer shall count; weight or measure selected stores in order to test the accuracy of their accounts and should minutely examine the works in progress as to their quality and as to their accordance with the sanctioned plans and estimates. He shall further to through the books, registers and ledger accounts and report on any arrears or confusion that may come to his notice. The above are the general instructions relating to the functions of each officer. If the relieving officer fails to bring to the notice of his superior within a reasonable period (say, three months) any deficiency or defect in work, stores accounts, etc., taken over, he will be held responsible for the same so far as he was in a position to ascertain it.
- 6.23 The relieved officer should give the relieving officer a memorandum showing all the works in hand, the orders remaining to be compiled with, and matter of importance relating to operation, maintenance, load and other items in his charge. All matters which particularly require the attention of the relieving officer should be detailed with full explanation of any peculiarity.
- 6.24 An officer must not delay making over charge after arrival of the relieving officer; nor must he, without the permission of his immediate superior officer, leave the station before the arrival of his successor. The relieving officer will take up the expenditure of cash and stores from and for the first day of the month during which the relief took place, and submit the next monthly accounts in the same manner as if he has been in charge during the whole month. But the relieved officer remains responsible that proper explanation is forthcoming for transactions during his incumbency.

- 6.25 In the case of an executive charge becoming vacant by the death or sudden departure of the officer in-charge, the next senior officer of the DISCOM should assume charge and proceed with the normal work.
- 6.26 It is an object of great importance to secure as far as possible continuity in procedure or practice in regard to cases and matters actually under settlement and to this end the Superintending Engineer and Accounts Officer should make special mention about such matters in their notes to successors.
- 6.27 Forms of questionnaire shall be drawn up and issued with the approval of the Superintending Engineers for guidance of officers preparing transfer notes.
- 6.28 They should be merely taken as indicating the general lines on which transfer notes should be prepared and should not be considered to be exhaustive.
- 6.29 It is the duty of the Superintending Engineer to inspect the important works in his area, to satisfy himself that the system of management is efficient and economical and that the instructions of the financial branch as regards works, operation, stock and accounts are strictly observed and that the executive and administrative work of the system is satisfactorily performed.
- 6.30 He shall satisfy himself that the staff employed (Provincial as well as work charged) is actually necessary and adequate. He will exercise concurrent control with the Senior Accounts Officer and ensure that the subordinate officers watch carefully the expenditure on works, operation and maintenance expenses, and growth of load and sales of electrical energy in the area under their control.
- 6.31 When submitting to the Chief Engineer any report, design or estimate, the Superintending Engineer will invariably state his own opinion and recommendation.
- 6.32 He is responsible for the engineering features of design and the rates in estimates prepared or sanctioned by him.
- 6.33 The Superintending Engineer is responsible for reporting without delay the probability of any excess over estimates not within his powers of sanction and should arrange for prompt revision of the estimates whenever necessary.
- 6.34 In all accident cases the Superintending Engineer has to critically analyze the detailed investigation reports submitted by the Divisional Engineer/Assistant Divisional Engineer and furnish his specific remarks discussing remedial measures to be taken both administratively and technically in order to prevent reoccurrence of such accidents along with compensation proposals, if any within 30 days from the date of accidents.

- 6.35 The Superintending Engineer should immediately report to the Chief Engineer any serious loss of immovable property caused by any accident or unusual occurrence within his jurisdiction, and ensure compliance of IE Rules wherever deficiencies are noticed.
- 6.36 Immediately after work is finished the Superintending Engineer will arrange to close its account and prepare the completion report if required by the rules. In this connection it will be his duty to see that the works are not protracted beyond a reasonable time and the completion reports are not unduly delayed.
- 6.37 The Superintending Engineer will be in general charge of the purchase of stores and their disposal within his limits of his powers and subject to stores purchase rules and instructions issued from time to time.
- 6.38 All interruptions of large works in progress or serious stoppage to Electrical power service should be reported to the Chief Engineer by the Superintending Engineers according to the orders which may be issued by the Chief Engineer from time to time, the causes and probable durations of service interruption being duly explained.
- 6.39 While the Senior Accounts Officer of the circle will be responsible for the direct supervision of all accounting work relating to the undertaking and for all receipts and disbursements, and direct charge of the operating and revenue accounts of the undertaking. The Superintending Engineer will retain his general responsibility for the financial results shown and will exercise general supervision over the Senior Accounts Officers work in relation to them. The Senior Accounts Officer will also act as a Financial Adviser to the Superintending Engineer.
- 6.40 The Superintending Engineer should generally supervise and control the correct assessment and realization of such revenue as is assessed or collected in the electric system including the revenue due to the Government. The Senior Accounts Officer will be responsible for the detailed assessment and collection of the revenue and shall maintain such records and accounts for the purpose as may be prescribed.

Note:—The Superintending Engineer will decide all cases of doubt involving technical interpretation in the matter of billing for energy supplied. If the decision involves a deviation from any rule prescribed by DISCOM, orders of the competent authority should be taken. When metering is in dispute, however, the case will be dealt with in accordance with the provisions of the terms and conditions of supply notified by the DISCOM from time to time.

- 6.41 The formation of the accounts and revenue office or the Circle office and the controlling organization of the system is intended for intensive and effective internal control and to relieve the Superintending Engineer of the bulk of the accounts, revenue and allied financial work, giving him the necessary help and advice for the financial administration of the system. The Superintending Engineer is however responsible for seeing that the work of the Circle office is efficiently performed and controlled by the Senior Accounts Officer and that the field officers observe the instructions promptly.
- 6.42 He shall personally review the monthly financial progress reports on the operation of the various undertakings and will comment on any marked variation in revenues and in operation or maintenance expenses. In addition he should ensure timely collection of service line charges/development charges from the consumers/authorities responsible for payment for such works.
- 6.43 The Senior Accounts Officer and the Superintending Engineer should assist each other in rendering the management of departmental accounts as perfect as possible. To this end, during inspections, the Superintending Engineer or the Senior Accounts Officer will examine the registers and other account and measurement books, the mode of preparation of estimates, Contractor's accounts and agreements, the system of recording plans and papers and office work generally. He is expected to communicate freely and personally with his officers and to advise them in the performance of their duties.
- 6.44 The Superintending Engineer shall review Meter Reading Registers of the following category of services and shall take immediate action to safeguard the DISCOM revenues.
1. L.T Services (which are not high value)
  2. L.T high value services and all industrial services Half yearly
  3. H.T services with a CMD of less than Quarterly and check readings
  4. 1000 KVA for 10 services per month.
  5. H.T Services with a CMD of 1000 KVA: Check readings for all services and above in one year.
- 6.45 The Superintending Engineer shall review the following exception reports generated by the Private Accounting Agency/in-house computer, CAT cell. if the service is repeated more than three times in a year and shall take appropriate action to safeguard the DISCOM revenues.
1. Disconnected services showing progressive readings.
  2. Negative readings.

3. Meter stuck up (H.T and L.T).
  4. Meter burnt.
  5. Services not existing (HV).
  6. Meter changes.
  7. Low PF in case of H.T services.
  8. Maximum demand low or high in case of H.T Services.
  9. Un metered due to CT/PT or meter defects in H.T Services.
- 6.46 The Superintending Engineer shall ensure that the services under disconnection for more than 3 months are dismantled after due procedure.
- 6.47 The Superintending Engineer should conduct district wise, division wise, subdivision wise, section wise, 11 KV feeder wise, and distribution transformer wise, energy audit, arrive at line losses and take remedial actions to plug the sources of losses and reduce them.
- 6.48 Inspection of Offices and other than his office
1. Inspection of each division office -Once in a year
  2. Inspection of 3 3/11 KV sub-stations - Once in a year
  3. Inspection of District Stores - Once in three months
  4. HT services above 1000 KVA & upto 4 MVA: Once in a year and whenever abnormalities in metering including failure of metering equipment are reported.

### **XEN Operation**

- 6.49 XEN Operation will report to the SE concerned and shall be responsible for following duties in his area of service.

- 6.50 XEN is responsible for the execution and management of all technical and field works in his jurisdiction. The XEN is also expected to assist in the commercial work and to keep himself and the Superintending Engineer informed of all commercial, industrial and rural development. He will co-operate with the Senior Accounts Officer of the system and give him all legitimate support in rendering the management of the accounts of the Division as efficient as possible. He will be responsible to see that prompt attention is paid by all his staff in complying with the instructions issued from the Circle Office on all financial and accounting matters.
- 6.51 A register of incumbents of charges shall be maintained in the Circle Office showing the period of incumbency of each DISCOM officers, or Accounts establishment. The XEN shall maintain similar incumbency registers in their offices in respect of their subordinate executive staff.
- 6.52 On assuming charge, every officer shall make it his business to acquaint himself with the works and the special features of the items in his charge. The officer shall count; weight or measure selected stores in order to test the accuracy of their accounts and should minutely examine the works in progress as to their quality and as to their accordance with the sanctioned plans and estimates. He shall further go through the books, registers and ledger accounts and report on any arrears or confusion that may come to his notice. The above are the general instructions relating to the functions of each officer. If the relieving officer fails to bring to the notice of his superior with in a reasonable period (say, three months) any deficiency or defect in work, stores accounts, etc., taken over, he will be held responsible for the same so far as he was in a position to ascertain it.
- 6.53 He will generally control and will appoint and also dismiss in the case of the O&M establishments for who he is the appointing authority.
- 6.54 The XEN is responsible for seeing that proper measures are taken to preserve all the buildings and works in his charge. He must keep accurate plans of all DISCOM lands borne on the registers of the DISCOM and ensure that his subordinates are acquainted with the boundaries.
- 6.55 All lands should be demarcated, wherever that has not been done, and this work should be carried out by the subordinates of the DISCOM in consultation with the Officers of the Revenue Department.
- 6.56 The XEN of the system shall keep on record in his office the following plans are such of them as are required in his system.
- 6.57 Accurate plans of all electrical and mechanical equipment in the system. Maps showing distributions and the tapping arrangements including extensions to existing feeders.
- 6.58 Copies of all specifications used.

- 6.59 All estimates sanctioned from year to year.
- 6.60 He should report immediately to the Superintending Engineer any serious loss of immovable property caused by any accident or unusual occurrence in accordance with the rules in force as required by the Andhra Pradesh Financial Code.
- 6.61 He should conduct investigation in all departmental fatal accidents within five days and send investigation report within 15 days from the date of accident to the Chief Engineer/Operation, and the Superintending Engineer.
- 6.62 He is responsible for the Engineering features of designs and the rates in estimates prepared or forwarded by him.
- 6.63 He is prohibited from commencing any work, or spending any public funds without, the sanction of the competent authority or from making any other than trifling deviations from sanctioned designs in the course of execution except in the case of emergency.
- 6.64 All interruptions of works in progress or to the electric power service should be immediately reported by the XEN to the Superintending Engineer, the probable causes and duration of such interruptions being duly explained.
- 6.65 The XEN are in entire charge of all the works in their jurisdiction and to this end it is their duty to see that the administration is financially sound within their areas.
- 6.66 **Administration:** The offices of the Assistant Divisional Engineers and the Section Officers will be inspected by the Superintending Engineer as and when convenient and the office of the Divisional Electrical Engineers will be inspected not less than once a year. He will inspected whether the several registers and returns are properly maintained, whether the progress reports, interruption reports and load record statements are concurrently written up and whether the Divisional Engineers and the Asst. Divisional Engineers are exercising their checks efficiently and discharging their duties satisfactorily. He will further see that the stores are properly maintained and obsolete materials are not over stored, that not more than the required spares and tools and plant are kept in.
- 6.67 **Technical & Commercial:** They will review the register of works, check measure as many major works as possible concurrently as the works are proceeded with; satisfy that the designs and specifications are correctly followed ; that deviations wherever necessary are brought to his notice for approval by competent authority. They should at least inspect once in six months all the H.T. services in their jurisdiction and report to the Superintending Engineer any important feature detected. The commercial activity of each sub-division is a main feature for the development of load and the Divisional Engineers should ensure that this item is well realized by the Assistant Divisional Engineers and sufficient progress in investigation made by them.

- 6.68 **Financial:** The Assistant Divisional Engineers are primarily responsible for all financial matters, expenditure and revenue. However the Divisional Engineers should during their inspections check the initial records of all accounts, works, stores, spares, tools and plant, imprest accounts, measurement books, collections, petty cash books, etc., and take prompt action to communicate to the Superintending Engineer cases wherever negligence, or oversight would result in loss of revenue or property, unprofitable outlay, etc. They should also check the register of meters, history of services, etc. The Divisional Engineers should be primarily responsible for the spending of appropriations and see that there are no excesses or lapses.
- 6.69 Identifying area where pilferage is prevalent and taking steps to eradicate the same by arranging continuous raids and prosecuting the offenders. Ensuring review of meter readings, attending to exceptional on top priority with special emphasis on high value services.
- 6.70 Drawing up a programme and implementing it for quick realization of arrears of revenue.
- 6.71 Ensuring hundred percent collections of current month demand raised and at least 2% of the arrears per month.
- 6.72 Construction works such as minor and major extensions.
- 6.73 Rural electrification and urban extensions.
- 6.74 Constant review of failure of equipments and follow up of repairs and also to take steps towards avoidance of failures.
- 6.75 Procurement of decentralized materials for works.
- 6.76 Budgeting and budgetary control, compilation of accounts in the circle, pre-audit. Review of circle P & L Account, Divisional Profit & Loss A/c to control cost and increase revenue for the company to meet the Target Set in.
- 6.77 Implementing policies, objectives and programmes set up by the DISCOM, monitoring progress there on and reporting to DISCOM.
- 6.78 See that accidents are avoided by reviewing all cases and ensuring that remedial actions are taken.
- 6.79 Review of Internal Audit/Statutory Audit/CAG Audit findings in the operational and revenue areas and evolve necessary action to avoid/minimize the occurrence of such situation.
- 6.80 Marketing / Market development for demand increase or new demand with proper strategy.



- 6.81 Ensuring preparation of estimates for electrification of un electrified habitations and get it sanctioned by REC.
- 6.82 Ensuring the release of new services with in schedule time.
- 6.83 Ensuring preparation of estimates for electrification of un electrified habitations and get it sanctioned by REC.
- 6.84 Conducting Division wise, Sub-Division wise, Section wise P & L statements every month and take remedial action to plug the revenue losses.
- 6.85 Ensuring that the performance standards as envisaged in the citizen charter are implemented.
- 6.86 Ensuring disposal of unserviceable absolute and scrap material lying in the stores.
- 6.87 Ensuring the release of new services with in schedule time.
- 6.88 Ensuring proper inter action with consumers & public by conducting meetings with consumers (both LT & HT), people representatives, constituency meetings, sub-station wise meetings. Obtain feed back for proper planning of works.
- 6.89 Ensuring implementation of directives issued by HERC every year.
- 6.90 To take all steps necessary to develop performance orientation among employees to ensure that welfare policies and training activities are carried out for employee motivation and satisfaction.
- 6.91 To inspect all call centres established in his jurisdiction once in a month and initiate stringent action against defaulters.

### **SDO Operation**

- 6.92 SDO Operation shall report to the XEN concerned and shall be responsible for execution and management of all technical and field works in his sub division.
- 6.93 He should check measure all important works like utilization of conductors in his area and at least 24 works in a year and maintain a register for the purpose and produce it to Audit.
- 6.94 He should see that the initial accounts of works are properly maintained by the Section Officers and that the works accounts are not long kept open by the Field Officers to admit of slow creeping in of discrepancies in the accounts.
- 6.95 The SDO shall review Meter Reading Registers of the following category of services and shall take immediate action to safeguard the Revenues of the DISCOM.

1. L.T. Services (which are not high value) -Half Yearly
  2. L.T. H.V. Services and all Industrial: Quarterly and check readings 40 per month.
  3. H.T. readings 1000 KVA & above: Monthly and check readings of all services in one year.
  4. Consumption too high (over 120% of month) (H.V. Services)
  5. Consumption too low (below 80% month) (H.V.Services)
  6. Readings not furnished
  7. Door lock
  8. Disconnected services showing progressive readings (L.V. Services)
  9. Negative readings (L.V. Services)
  10. Comparison of consumption for similar units per HP
  11. Meter stuck up (L.V)
- 6.96 Operation and maintenance of 33KV, 11KV, LT Lines, Substations and distribution and power transformers. Ensuring schedule patrolling of lines and special patrolling consequent to tripping, pre-monsoon inspections, timely tree clearances and rectification of faults for total avoidance of breakdowns. All equipment at all sub-stations to be kept in trim condition and properly maintained as per schedules. Station batteries along with all protective features are to be ensured for providing protection to lines and equipment. Auxiliaries such as Fans, Pumps, O.L.T.C Gears, Compressors (where available) are to be in working condition always.
- 6.97 System improvements, Review of low voltage pockets, and peak readings reached on lines and power transformers and making proposals, for enhancements, new sub-stations, installation of capacitor banks and AVBs etc. Also proposals towards reduction in system losses are to be made keeping system configuration in view.
- 6.98 Following are the responsibilities that shall extend from CE TO SDO
1. AT&C Losses
  2. Billing efficiency

3. Collection efficiency
4. Revenue Realization
5. Line breakdown
6. Transformer Damage
7. O&M cost etc

6.99 Annual confidential Report of an engineering officer in Operation wing may have the above mentioned key performance indicators for assessment of the employees.

## **REGULATION NO.7:**

### **DUTIES AND RESPONSIBILITIES OF PLANNING DESIGN & CONSTRUCTION WING**

#### **Chief Engineer PD&C**

7.1 The Chief Engineer PD&C is responsible for the planning and design of construction projects. He would be reporting directly to the concerned Director and Managing Director. Specifically his responsibilities are as enumerated below:

1. Responsible for presenting the annual estimates of operation works and capital expenditure to the Board of Directors.
2. Ensure a balanced and well-planned expansion of the distribution system to meet the growing load requirements and effective utilization of power, through proper system planning.
3. Primary liaison between the organization and key contractors.
4. Responsible for ensuring economical design of substations, transformers, lines and other facilities that comply with the requisite quality and safety standards.
5. Responsible for supervising the construction of substations and distribution lines and installation of transformers according to the approved budget and time schedule.

#### **Superintending Engineer Construction**

7.3 SE reports directly to CE and shall have following duties to perform

1. Responsible for ensuring availability of the required material and pre-empting any material shortage.
2. Responsible for ensuring periodic monitoring of the inventory levels and their proper usage as per project plans.
3. Responsible for ensuring that the safety rules and regulations are strictly followed at the project sites.
4. Responsible for ensuring the development of competence in techno-managerial areas related with projects in accordance with organizational requirements.
5. Responsible for calling Tenders for construction of capital works &

finalize the tenders with in the schedule.

6. Responsible for sending the monthly progress report, regular instructions etc., on the activities of project wing.
7. Directs and generally supervises the selection and recommendation for approval of proposals of engineering consultants.

## **XEN & AE**

7.4 XEN and AE shall report directly to SE and CE. They shall be responsible for performing the activities as guided by their seniors in respective areas of work. Some of the responsibilities as mentioned as under

1. Load forecasts and economic analyses in order to determine parameters for power system design.
2. Establishment of general design criteria, policies and standards for engineering and construction projects and reviews and approves major designs and equipment alternatives.
3. Engineering projects for cost/benefit considerations and adherences to design standards.
4. Acquisition and management of data for APDRP & RGGVY
5. Tendering for turnkey projects and evaluation of bids etc

## **REGULATION NO.8:**

### **DUTIES AND RESPONSIBILITIES OF REGULATORY AFFAIRS WING**

#### **Superintending Engineer RA**

- 8.1 The Superintending Engineer (Regulatory Affairs) is responsible for overseeing the regulatory aspects of the organization. He is responsible for the tariffs, licensing and legal compliance of the DISCOM. He would be reporting directly to the concerned Director and Managing Director.
- 8.2 Specifically his responsibilities as enumerated below:
1. Primary liaison between the HERC, Government and Transmission Corporation.
  2. Responsible for providing HERC with regulatory compliance reports and representing the company in various HERC hearings.
  3. Responsible for ensuring that all the requirements related to the execution of the power purchase agreement with the transmission organization are met in a timely manner.
  4. Ensuring licensing and legal compliance with all conditions laid down by HERC.
  5. Responsible for fixing the tariff rates and filing as per the guidelines of HERC.
  6. Responsible for reviewing the model licenses.
  7. Responsible for ensuring that all the requirements like regular reporting, responding to one-time queries, etc., relating to the regulatory affairs are fulfilled in time.
  8. Overseeing accurate power forecasting.
  9. Responsible for designing measures to make DISCOM more efficient in responding to regulatory requirements.
  10. Responsible for proactively monitoring the ensuring compliance of all the regulatory requirements place on DISCOMs.
  11. Responsible for ensuring the development of competence in techno-managerial areas related with regulatory aspects in accordance with organizational requirements.

## **XEN RA**

12. XEN RA Shall report directly to SE RA and shall be responsible for following
13. XEN RA shall assist/Perform all the activities required to undertake responsibilities as provided above in 8.2(1) to 8.2(10)

## **REGULATION NO.9:**

### **DUTIES AND RESPONSIBILITIES SYSTEM OPERATION & POWER PURCHASE**

#### **Chief Engineer System Operation**

- 9.1 System Operation department is headed by CE SO and reports to concerned Director and Managing Director
- 9.2 Power Purchase is also responsibility of head of the wing/department other than
1. Forecast, Coordinate & monitor the purchase of power from HVPN in association with Account Wing
  2. To monitor and control the power consumption by various circles under UHBVN as per quota fixed by HVPN
  3. To monitor the real time operating parameters of UHBVN system and take the measures for controlling of the system.
  4. To introduce the power regulatory measures as imposed by HVPN as per system requirement

#### **Superintending Engineer System Operation**

- 9.3 Following functions needs to be performed by SE SO.
1. Design of Power regulatory measures as per the need of the season and make sure the adherence of the PRM in each circle of the Nigam
  2. A range of deviation from scheduled drawl is to be designed for different seasons.
  3. Range of UI must also be designed which must not exceed.

#### **XEN System Operation**

- 9.4 XEN SO shall report directly to SE SO and shall be responsible for proper functioning of all the activities under system operation.
- 9.5 He must ensure that the communication system between the Head quarter and field offices/Substations for Load management be reliable.



- 9.6 He shall have all the responsibilities as mentioned above in 9.2 & 9.3 and must arrange and maintain all the data requirements to perform these activities.

### **AE System Operation**

- 9.7 AE SO shall report directly to XEN SO and assist him with data maintenance.
- 9.8 He must ensure that the communication system between the Head quarter and field offices/Substations for Load management be reliable.