



यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

U J V N Limited

(A Govt. of Uttarakhand Enterprise)

“उज्ज्वल”, महारानी बाग, देहरादून – 248006 (उत्तराखण्ड)
“Ujjwal”, Maharani Bagh, Dehradun - 248 006 (Uttarakhand)

ISO 9001 : 2008 Certified

No. 10 /UJVNL/D(HR)

Dated: 16th Jan 2017

Office-Memorandum

Subject- Annual Awards for best employees.

In continuation to this office Office-Memorandum No. 244/UJVNL/D(HR) dated 28th December, 2016 the date of submission of nomination for Annual Awards for best employees was 16th January, 2017. Due to inadequate applications received in this office, the date for submission the same is extended to 20th January, 2017. Therefore, all HODs are requested to project such employees who are fulfilling all the parameters as given in the previous Office Memorandum and are the star performer of their respective unit.

Encl.: As above.


(Dr. A.C. Joshi)
Director (HR)

Copy to -

- 1- PS to Managing Director, UJVN Limited, Dehradun.
 - 2- Director (Operation/Projects/Finance), UJVN Limited, Dehradun.
 - 3- Executive Director (HR) with a remark to co-ordinate the activity as above.
 - 4- Executive Director (E&M/O&M), UJVN Limited, Dehradun.
 - 5- All General Managers, UJVN Limited.
- Dy. General Manager (IT), with the request to display the same in the Nigam's Web Site for wider circulation.

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"Ujjwal", Maharani Bagh, Dehradun - 248 006 (Uttarakhand)

ISO 9001 : 2008 Certified

No. 244/UJVNL/D(HR)

Dated: 28/12/16

Office-Memorandum

Subject- Annual Awards for best employees.

In order to motivate employees for improved performance of self and the Nigam, scheme for best employee award has been formulated. UJVN Limited wishes to recognise and honour the star performers in the organisation. The scheme will enable the employees to establish performance bench mark across various categories in the organisation. This will facilitate a work culture conducive to performing excellence in the organisation. The awards shall be given in the following categories :-

1. Individual category.

Sl. No.	Categories	Designation	No. of awards
1.	Engineer of the year-2016 .	J.E. to E.D.	01 Men, 01 Women
2.	Personnel of the year-2016	AAO/AO/SO/PS to ED	01 Men, 01 Women
3.	Ministerial Employee of the year-2016	OA-III/JA/Steno-III to OS/UDA/PA	01 Men, 01 Women
4.	Driver/Technical Staff of the year-2016	Shramik/Kushal Shramik to TG-I/Driver	01 Men, 01 Women
5.	Fourth Class Official Staff of the year-2016	Peon/Shramik/Dafadar /Daftari	01 Men, 01 Women

The individual employee shall be evaluated on seven parameters.

i) **COMMITMENT**

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

ii) **INITIATIVE**

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

iii) **RELIABILITY**

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

iv) **ROLE MODEL:**

Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.

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KNOWLEDGE & SKILLS:

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

vi) WILLINGNESS

Nominee exhibits a willingness to work in a team setting within and/or outside of his/her assigned department.

vii) PROBLEM SOLVER

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

2. Best performing Project –

All the projects under O&M will be eligible for this award which will be given on the performance of the project during the calendar year in the following six parameters:-

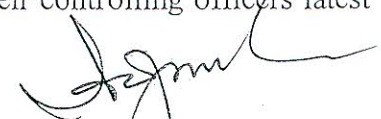
- a) Plant Availability
- b) Energy Generation
- c) PAF/CUF
- d) Plant Load Factor
- e) Auxiliary (Aux. Consumption Transformation Loss)
- f) Loss due to Forced and planned outages.

Respective General Manager of the best performing Plant will be given the running trophy for the year under evaluation.

The detailed nomination form is annexed. Employees are advised to cite examples highlighting their achievement against the above seven categories/parameters in their nomination form.

.The award is open to each and every employee of the organisation right from fourth class to ED level. Nominations are invited from all such employees who consider themselves worthy of it and have also shown zeal to outperform others & set example for the co-workers/employees.

Those employees who feel that they deserve the above awards are requested to fill the enclosed form and submit to Executive Director (HR) through their controlling officers latest by 16th January, 2017.


(Dr. A.C. Joshi)
Director (HR)

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- 6- All Dy. General Managers, UJVN Limited.