

यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

U J V N Limited

(A Govt. of Uttarakhand Enterprise)

"उज्जवल", महारानी बाग, देहरादून - 248006 (उत्तराखण्ड)
"Ujjwal", Maharani Bagh, Dehradun - 248 006 (Uttarakhand)

ISO 9001: 2008 Certified

No. 06/UJVNL/D(HR)

Dated: 06/01/2018

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 marks 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: -

Sl. No.	Categories	Designation	No. of awards
1.	Best Performing Project Award	All the running power houses	01 Power House
2.	Engineer of the year-2017	J.E. to E.D.	01 Men, 01 Women
3.	Personnel of the year-2017	AAO/AO/SO/PS up to ED	01 Men, 01 Women
4.	Best Trainee JE(E&M)	JE (E&M) (Trainee)	01 Trainee
5.	Best Trainee JE(Civil)	JE (Civil) (Trainee)	01 Trainee
6.	Ministerial Employee of the year-2017	OA-III/Jr Astt. /Steno-III to OS/UDA/PA	01 Men, 01 Women
7.	Driver/Technical Staff of the year-2017	Shramik/KushalShramik up to TG-I/Driver	01 Men, 01 Women
8.	Fourth Class Official Staff of the year-2017	Peon/Shramik/Dafadar /Daftari	01 Men, 01 Women
9.	Best UPNL employee of the year 2017	UPNL employees	01 Award

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

Following committee is proposed to decide the awards: -

- | | |
|---|------------------------|
| 1. Shri Purushottam Singh, Executive Director (O&M) | Chairman and Member |
| 2. Md. Gulfishan, Dy. General Manager (Technical) | Member |
| 3. Shri C P Dinkar, Dy. General Manager (Central Accounts Office) | Member |
| 4. Shri Ashish Kumar Jain, Dy. General Manager (Personnel) | Secretary and Member |
| 5. Shri Ankit Arya, Astt. Engineer (Civil)(Trainee) | Facilitator and Member |

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The selected employees shall be rewarded with merit certificate along with a memento and a utility item. However, for the Best Performing Project Award, a trophy and a merit certificate will be awarded.

Annual Awards for Personnel Excellence

Purpose:

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

Selection Criteria:

1. **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.
2. **INITIATIVE**
Nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.
3. **PUNCTUALITY AND RELIABILITY**
Nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.
4. **COOPERATION AND INTER PERSONAL SKILLS**
Nominee conducts his behaviour properly and organizes his or her work activities to operate harmoniously with the work of others to achieve the best possible results for all.
5. **APPLICABILITY OF KNOWLEDGE & /SKILLS**
Nominee exhibits exemplary service in daily work and has made notable contribution to the department and the organisation through his knowledge, skills and competence.
6. **POSITIVE ATTITUDE**
Nominee exhibits a willingness to work in a team setting within and/or outside of his/her assigned department.
7. **SOLUTION ORIENTED APPROACH**
Nominee in adverse conditions, exhibits problem solving capability, and comes out with workable solutions.

Eligibility of Nomination:

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



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 parameters: -

A. TECHNICAL PARAMETERS (50)

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

B. TREND IN EXPENDITURE (25)

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

C. OVERALL DEVELOPMENT OF POWER HOUSE (25)

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


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

The detailed nomination form is annexed. Employees are advised to cite examples highlighting their achievement against the above categories/parameters in their nomination form. Respective General Manager has to ensure that the nomination of the suitable employees shall reach the undersigned office positively by due date.

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.

A committee under the chairman ship of GM or above shall be constituted on year to year basis for finalisation and taking decision for awards. The chairman of committee shall submit the recommendations to the Director HR for awarding the employees/ Project.

Accordingly, employees/ Power houses desiring to apply for above awards shall directly send the nomination in the prescribed format to the Chairman of the committee **before 17th January 2017.**


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

No. 06 /UJVNL/D(HR)

Dated: 06/01/2018

Copy to -

- 1- PS to Managing Director, UJVN Limited, Dehradun.
- 2- Director (Operation/Projects/Finance), UJVN Limited, Dehradun.
- 3- Executive Director (E&M/O&M), UJVN Limited, Dehradun.
- 4- All General Managers, UJVN Limited.
- 5- All Dy. General Managers, UJVN Limited.
- 6- Concerned Committee Members
- ✓ 7- DGM(CIT), to upload the scanned copy on Nigam's website.

Note:- For wider circulation and reach, Hindi version shall follow.

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**EMPLOYEE OF THE YEAR
NOMINATION/SCORING FORM**

NOMINEE:

JOB

TITLE

1	2	3	4	5
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DEPARTMENT

CATEGORY

Gender - Male

Female

PLEASE INCLUDE THE FOLLOWING:

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

1. 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.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

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

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :



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

SCORE (circle one) 1 2 3 4 5 SUPPORTING

COMMENTS/EXAMPLES :

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

SCORE (circle one) 1 2 3 4 5 SUPPORTING

COMMENTS/EXAMPLES :

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

SCORE (circle one) 1 2 3 4 5 SUPPORTING

COMMENTS/EXAMPLES :

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

SCORE (circle one) 1 2 3 4 5 SUPPORTING

COMMENTS/EXAMPLES :

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

8. SCORE (circle one) 1 2 3 4 5 SUPPORTING

COMMENTS/EXAMPLES :

NAME: _____

DESIGNATION: _____

DEPARTMENT: _____

UNIT: _____

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BEST PERFORMING PROJECT AWARD - 2017
EVALUATION SHEET

NAME OF THE PROJECT:

LOCATION:

INSTALLED CAPACITY:

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

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