

TRIPURA STATE ELECTRICITY CORPORATION LIMITED
(A Govt. of Tripura Enterprise)



MEMORANDUM

Tripura State Electricity Corporation Limited (TSECL) is a growth oriented public utility service providing PSU of Tripura whose primary objective is to provide quality services to its consumers. As such, its employees are required to active 24 X 7. But on account of long stagnation in the same post of the organizational hierarchy by majority of the manpower, a large number of employees working in the Corporation seem de-motivated. But TSECL cannot take any step for its employees' promotion since there is a complete ban on promotion by Hon'ble Supreme Court of India and under no circumstances action may be taken in contravention of the order of the Hon'ble Court. Against this backdrop, in its desire to developing Achievement Motivation among the employees to accomplish organizational goal through recognizing exemplary/ meritorious performances of individual employees as well as offices, it is decided to introduce an incentive scheme in the name of "Bidyut Seva Awards – An Incentive Scheme of TSECL" under which there will be 116 annual awards in total as detailed below:

Sl. No.	Name of the Awards	Number of Awards	Composition of the Awards	Remarks
01.	Sarvottam Bidyut Seva Award	36 [12 for Executive employees and 24 for Non-executive employees]	₹25, 000/- in cash, Golden Medal, Citation, and Choice Posting	Awards through Nomination Process (Circle/ Unit Level Awards for individual employees)
02.	Ati Vishisht Bidyut Seva Award	36 [12 for Executive employees and 24 for Non-executive employees]	₹15, 000/- in cash, Silvery Medal, Citation, and Choice Posting	
03.	Vishisht Bidyut Seva Award	36 [12 for Executive employees and 24 for Non-executive employees]	₹10, 000/- in cash, Bronze-coloured Medal, Citation, and Choice Posting	
04.	Best Circle Award	01	₹25, 000/- in cash, Golden Medal, and Citation	MD's Awards for Offices (State Level Awards)
05.	Best Division Award	01	₹25, 000/- in cash, Golden Medal, and Citation	
06.	Best Sub-division Award	01	₹25, 000/- in cash, Golden Medal, and Citation	
07.	Best Section Award	01	₹25, 000/- in cash, Golden Medal, and Citation	
08.	Employee of the Year Award a) For Best Leadership, b) For Best Creative/ Innovative Works, c) For Best Policy Maker, d) For Best Implementing Officer.	04	₹25, 000/- in cash, Golden Medal, Citation, and Choice Posting	MD's Awards for Individual Employees (State Level Awards)

* In addition to the above, list of awardees along with their photos will be uploaded in the official website of TSECL as well as prominently displayed in different offices of the Corporation like Corporate office, Circle offices, Division offices, etc.

Evaluation of employees' performance for the Circle/ Unit Level Awards (Sarvottam Bidyut Seva Award, Ati Vishisht Bidyut Seva Award, and Vishisht Bidyut Seva Award) will be done on 4 (four) parameters namely, 1] Performance w.r.t. Key Performance Indicators (KPIs) with 50% weightage, 2]



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Original/ creative work or response to emergency situation with 25% weightage, 3] Resume/ citation with 20% weightage, and 4] Sports activity/ Cultural activity/ Social service activity with 5% weightage.

Performance evaluation on the basis of KPIs and other three said parameters are completely new concept adopted by the Corporation. KPI is a measurable value that demonstrates how effectively an employee is achieving his/ her assigned job targets in particular and overall organizational goal in general. KPIs will be separate for different wings of the Corporation. There will be 5 KPIs for each wing. Each KPI will carry 10 marks for evaluation and thus, 50 marks in total for 5 KPIs. Marking on each KPI will be done by the concerned Reporting Officers on 5 (five) point scale basis. Details of methodology adopted for evaluation of performance on remaining three parameters and all other pertinent issues of the said incentive scheme including the mechanism adopted for selection of offices and individual employees for State Level Awards is appended herewith as *Annexure – I* for study and functioning accordingly by all the employees working in TSECL.

Nominations for selection of employees for awards purpose will be invited separately in due course of time.

(Dr. M. S. Kele)

Managing Director

Tripura State Electricity Corporation Limited

No.F.CMD/92.0/TSECL/3384-07

Dated, 24 /12/ 2020

Copy to:

1. PS to the Deputy Chief Minister, Government of Tripura for kind appraisal of the hon'ble Minister please.
2. The Principal Secretary, Power Department, Government of Tripura for kind information.
3. Managing Director, Tripura Power Generation Limited for information.
- 4 – 5. The Director (Technical/ Finance), TSECL to fix the quantitative targets on their immediate subordinates as per concerned KPIs in line with organizational goal with a direction to fix such targets downwards till the last employee in the organizational hierarchy.
6. The Company Secretary, TSECL.
7. The General Manager (Finance), TSECL.
- 8-20. The Additional General Manager, Distribution Planning and Coordination (DP & C)/ Commercial and System Operation (C & SO)/ Generation Circle/ Transmission Circle/ EC- I, Agartala/ EC-II, Agartala/ EC-Sepahijala/ EC- Gumati/ EC-Belonial/ EC-Khowai/ EC-Dharmanagar/ EC-Unakoti/ EC- Dhalai for onwards circulation to all Divisions, Sub-divisions and Section Offices so that the message can reach to all the employees working in the Corporation. They are also requested to conduct workshops at different levels so that all the employees working in the Corporation can understand the method of evaluation of employees' performance under different parameters of Key Performance Indicators (KPIs).
- 21-22. The Deputy General Manager (Corporate/ HRD), Corporate Office, TSECL for conducting workshops at different levels to publicize the *Incentive Scheme* so that employees can understand the scheme as well as method of evaluation based on KPIs.
23. The Deputy General Manager (IT), Corporate Office, TSECL to upload the *Incentive Scheme* as annexed herewith in the official website of TSECL.
24. The Project Manager (IT), Corporate Office, TSECL to incorporate the *Incentive Scheme* as annexed herewith in the on-going ERP project of the Corporation.

Managing Director

Tripura State Electricity Corporation Limited

Bidyut Seva Awards

- An Incentive Scheme of TSEIOL

