

**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	<b>Awards through Nomination Process</b> (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	<b>MD's Awards for Offices</b> (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	<b>MD's Awards for Individual Employees</b> (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-Belonia/ 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

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# **Bidyut Seva Awards – An Incentive Scheme of TSECL**

## **1. Preamble:**

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. Employees' motivation is a psychological factor which cannot be upgraded through imposing external forces. One of the ways to develop achievement motivation among the employees working in TSECL may be introduction of an incentive scheme. Against this backdrop, in its desire to motivate both the executive and non-executive employees working in TSECL, Corporation decided to introduce an incentive scheme in the name of "Bidyut Seva Awards" for exemplary/ meritorious performance. In view of the above, following guiding principles are hereby framed to ensure transparency, fairness and non-interference from outside agencies during implementation of the said incentive scheme. These guidelines will be followed as policy of the incentive scheme in letter and spirit.

## **2. Composition of Awards:**

The "Bidyut Seva Awards" will comprise of the following 8 (eight) awards under two categories namely, Circle/ Unit Level Awards and State Level Awards as detailed below:

### **(A) CIRCLE/ UNIT LEVEL AWARDS:~**

- i) **Sarvottam Bidyut Seva Award** : ₹25, 000/- in cash, Golden Medal, Citation, and choice posting\*.
- ii) **Ati Vishisht Bidyut Seva Award** : ₹15, 000/- in cash, Silvery Medal, Citation, and choice posting\*.
- iii) **Vishisht Bidyut Seva Award** : ₹10, 000/- in cash, Bronze-coloured Medal, Citation, and choice posting\*.

### **(B) STATE LEVEL AWARDS:~**

- iv) **Best Circle Award** : ₹25, 000/- in cash, Golden Medal, Citation.
- v) **Best Division Award** : ₹25, 000/- in cash, Golden Medal, Citation.
- vi) **Best Sub-division Award** : ₹25, 000/- in cash, Golden Medal, Citation.
- vii) **Best Section Award** : ₹25, 000/- in cash, Golden Medal, Citation.
- viii) **Employee of the Year Award** : ₹25, 000/- in cash, Golden Medal, Citation, and choice posting\*.
  - a) For Best Leadership,
  - b) For Best Creative/ Innovative Works,
  - c) For Best Policy Maker,
  - d) For Best Implementing Officer.

\* Awardees have to give 5 (five) options against vacancies. Awardees will be eligible for retaining his/ her choice posting for a period of 3 (three) years.

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.

### 3. Classification of Employees:

For the purpose of Circle/ Unit Level Awards (*Sarvottam Bidyut Seva Award, Ati Vishisht Bidyut Seva Award, and Vishisht Bidyut Seva Award*), the classification of employees will be as **Executives** and **Non-executives** basis. The employees of **Level 1 to 9** in the pay matrix as per “Tripura State Civil Services (Revised Pay) Rules, 2018” will be considered as Non-executive employees and the employees of **Level 10 to 17** in the said pay matrix will be considered as Executive employees. Officers of above Level 17 will be in the process of Review and Selection for the said three awards and thus, they will not be entitled for any of the Circle/ Unit Level Awards.

However, any employee (*from Helper to Director*) working in the Corporation except the Managing Director of the Corporation will be eligible for ‘*Employee of the Year Award*’. The Managing Director being the approving authority of all awards will not be entitled for any award.

### 4. Periodicity and quantity of Awards:

The “*Bidyut Seva Awards*” will be given on yearly basis and broadly on the basis of performance of the preceding financial year (April to March) with respect to Key Performance Indicators (KPIs) and other parameters as mentioned in para (6).

For the purpose of Circle/ Unit Level Awards, there will be 12 units eligible for awards covering the entire Corporation including the functional area of TPGL. In each unit, there will be **9** annual awards; **3** for **executives** and **6** for **non-executives**. Accordingly, total number of annual Circle/ Unit Level Awards will be **108** as detailed in Table – 1.

**Table - 1: Quantity of Circle/ Unit Level Awards**

Unit No.	Name of the Unit eligible for awards	Name of the Nodal Officer of the Unit	Number of Awards						Total
			For Executives			For Non-executives			
			Sarvottam Bidyut Seva Award	Ati Vishisht Bidyut Seva Award	Vishisht Bidyut Seva Award	Sarvottam Bidyut Seva Award	Ati Vishisht Bidyut Seva Award	Vishisht Bidyut Seva Award	
01.	Electrical Circle – I, Agartala	AGM, EC-I, Agartala	01	01	01	02	02	02	<b>09</b>
02.	Electrical Circle – II, Agartala	AGM, EC-II, Agartala	01	01	01	02	02	02	<b>09</b>
03.	Electrical Circle – Sepahijala	AGM, EC – Sepahijala	01	01	01	02	02	02	<b>09</b>
04.	Electrical Circle – Gomati	AGM, EC – Gomati	01	01	01	02	02	02	<b>09</b>
05.	Electrical Circle – Belonia	AGM, EC – Belonia	01	01	01	02	02	02	<b>09</b>
06.	Electrical Circle – Khowai	AGM, EC – Khowai	01	01	01	02	02	02	<b>09</b>
07.	Electrical Circle – Dhalai	AGM, EC – Dhalai	01	01	01	02	02	02	<b>09</b>

08.	Electrical Circle – Dharmanagar	AGM, EC – Dharmanagar	01	01	01	02	02	02	09
09.	Electrical Circle – Unokoti	AGM, EC – Unokoti	01	01	01	02	02	02	09
10.	Transmission Circle	AGM, Transmission Circle	01	01	01	02	02	02	09
11.	Generation Circle	AGM, Generation Circle	01	01	01	02	02	02	09
12.	Corporate Office, Commercial & System Operation, Material Management and Central Civil Division <i>(All these offices will be collectively considered as one unit for the purpose of the awards)</i>	AGM (DP&C), Corporate Office, Agartala	01	01	01	02	02	02	09
<b>(a) Number of annual circle/unit level awards for Executives</b>						<b>: 36</b>			
<b>(b) Number of annual circle/unit level awards for Non-executives</b>						<b>: 72</b>			
<b>Total (a + b)</b>						<b>: 108</b>			

As regard to State Level Awards, there will be 4 awards for individual employees irrespective of their level in the organizational hierarchy and 4 awards for offices as detailed below in Table – 2.

**Table – 2: Quantity of State Level Awards**

Sl. No.	Name of the Awards	Number of Awards
01.	Best Circle Award	01
02.	Best Division Award	01
03.	Best Sub-division Award	01
04.	Best Section Award	01
05.	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
<b>Total:</b>		<b>08</b>

Thus, there will be 116 (108 + 08) numbers of Bidyut Seva Awards in total per year under the present incentive scheme with financial implication of ₹20, 00, 000/- (Rupees twenty lacs only).

**5. Nomination/ Award Process for Circle/ Unit Level Awards:**

- i) Both the executive and non-executive employees who are entitled for the awards as per para (3) and feels that they are eligible for any of the award as per evaluation criteria illustrated in para (6) may submit their resume/ citation as per the format appended herewith as *Annexure – I* to his/ her reporting officer. However, if any employee express unwillingness to submit his/ her resume/ citation for what so ever reason but the Reporting officer feels that he/ she is a potential candidate for any award, the Reporting officer may also prepare the resume/ citation for such a candidate. In this context in particular, reporting officer should not be an employee of below **Level 10** in the pay matrix as per “*Tripura State Civil Services (Revised Pay) Rules, 2018*”. In other words, the reporting officer of employees belongs to **Level 1 to Level 9**, must be an employee of **Level 10** or above as per the said pay matrix.
- ii) Reporting Officers and Reviewing Officers will send their evaluation report(s) along with marks obtained by the employees concerned out of total 100 marks as per the format appended herewith as *Annexure – II* and *Annexure – III* respectively and forward the same to the Nodal Officer of the concerned unit as mentioned in Table – 1 under para (4) through proper channel. Officer(s) in the pipeline between Reviewing Officer and Nodal Officer, if any may also review the evaluation report and change the marks with proper justification(s) as per the format appended herewith as *Annexure – IV*. After that, review will be done by the concerned Nodal Officer with the authority to change the marks with proper justification(s) as per the format appended herewith as *Annexure – V*.
- iii) Under the present incentive scheme, there are 9 (nine) awards per year for each unit as mentioned in Table – 1 under para (4); 3 for executive employees [1 (one) *Sarvottam Bidyut Seva Award*, 1 (one) *Ati Vishisht Bidyut Seva Award*, 1 (one) *Vishisht Bidyut Seva Award*] and 6 for non-executive employees [2 (two) *Sarvottam Bidyut Seva Awards*, 2 (two) *Ati Vishisht Bidyut Seva Awards*, 2 (two) *Vishisht Bidyut Seva Awards*]. Nodal Officer of the Unit concerned may nominate maximum 3 (three) names for 1 (one) award in each category namely executive and non-executive i.e. maximum in 1:3 ratio. Thus, a Nodal Officer may nominate maximum 27 (twenty seven) names for the said 9 (nine) awards of his/ her Unit and send the same to the General Manager (HR) of the Corporation.
- iv) But it is **not mandatory** for sending nomination in each and every category, **if eligible candidates are not available** as per para 6(b). However, in case of no nomination has been made by the Nodal Officer for a particular award under any category, he/ she has to communicate the General Manager (HR) in clear term that there is no eligible candidate for that particular award in the particular year for which nominations have been invited by the Corporate office.
- v) Final Selection of candidates for the awards will be done at the Corporate office by the Selection Committee as mentioned under para (7). Members of the Selection committee will evaluate the marking done by the Reporting Officers, Reviewing Officers, and Nodal Officer based on the data/ documents/ records provided by them. Committee members will have the full authority to select a candidate for a different award although he/she has not been originally nominated for the same by



the Reporting Officers, Reviewing Officers and Nodal Officer. **Illustration – 1, Illustration – 2 & Illustration – 3** as given below will provide more clarification on the methodology of selection by the committee concerned at Corporate level.

**Illustration – 1:** Suppose the Nodal Officer of Unit No. 1 has nominated the following names under non-executive category for different awards.

Name of the Award	Names of the employees nominated by the Nodal officer of the Unit	Marks obtained out of 100 after review by the Nodal Officer
Sarvottam Bidyut Seva Award	Mr. A	87
	Mr. B	86
	Mr. C	85
	Mr. D	83
	Mr. E	82
	Mr. F	82
Ati Vishisht Bidyut Seva Award	Mr. G	79
	Mr. H	76
	Mr. I	75
	Mr. J	72
	Mr. K	70
	Mr. L	70
Vishisht Bidyut Seva Award	Mr. M	69
	Mr. N	68
	Mr. O	66
	Mr. P	65
	Mr. Q	64
	Mr. R	63

Committee members will first check the marks provided by the Reporting Officers, Reviewing Officers, and Nodal Officer and finalize the marks of the nominated employees, if required in consultation with the Nodal Officer concerned. Under the above circumstances, if all the above mentioned marks are found correct, then Mr. A and Mr. B will be selected for Sarvottam Bidyut Seva Awards, Mr. C and Mr. D will be selected for Ati Vishisht Bidyut Seva Awards, and Mr. E and Mr. F will be selected for Vishisht Bidyut Seva Award under non-executive category of Unit No. 1.

**Illustration – 2:** Suppose the Nodal Officer of Unit No. 6 has nominated the following names under executive category for different awards.

Name of the Award	Names of the employees nominated by the Nodal officer of the Unit	Marks obtained out of 100 after review by the Nodal Officer
Sarvottam Bidyut Seva Award	None found eligible	Not applicable
		Not applicable
		Not applicable
Ati Vishisht Bidyut Seva Award	Mr. P	77
	Mr. Q	74
	Mr. R	71

Vishisht Seva Award	Bidyut	None found eligible	Not applicable
			Not applicable
			Not applicable

Committee members will first check the marks provided by the Reporting Officers, Reviewing Officers, and Nodal Officer and finalize the marks of the nominated employees, if required in consultation with the Nodal Officer concerned. Under the above circumstances, if the marks of Mr. P and Mr. R are found correct but the marks of Mr. Q is found wrong and finalized as 70 instead of 74, then Mr. P and Mr. R will be selected for Ati Vishisht Bidyut Seva Award, and Vishisht Bidyut Seva Award respectively under executive category of Unit No. 6. However, nobody will be given Sarvottam Bidyut Seva Award under executive category of Unit No. 6 as there is no eligible candidate for the same.

**Illustration – 3:** Suppose the Nodal Officer of Unit No. 12 has nominated the following names under non-executive category for different awards.

Name of the Award	Names of the employees nominated by the Nodal officer of the Unit	Marks obtained out of 100 after review by the Nodal Officer
Sarvottam Bidyut Seva Award	Mr. U	86
	Mr. V	84
	Mr. W	80
	None found eligible	Not applicable
	None found eligible	Not applicable
	None found eligible	Not applicable
Ati Vishisht Bidyut Seva Award	None found eligible	Not applicable
	None found eligible	Not applicable
	None found eligible	Not applicable
	None found eligible	Not applicable
	None found eligible	Not applicable
	None found eligible	Not applicable
Vishisht Bidyut Seva Award	Mr. X	69
	Mr. Y	67
	Mr. Z	63
	None found eligible	Not applicable
	None found eligible	Not applicable
	None found eligible	Not applicable

Committee members will first check the marks provided by the Reporting Officers, Reviewing Officers, and Nodal Officer and finalize the marks of the nominated employees, if required in consultation with the Nodal Officer concerned. Under the above circumstances, let us suppose the marks of all the nominated employees have been found correct except the marks of Mr. X which has been finalized as 71 instead of 69, then Mr. U and Mr. V will be selected for Sarvottam Bidyut Seva Awards, Mr. W and Mr. X will be selected for Ati Vishisht Bidyut Seva Awards, and Mr. Y and Mr. Z will be selected for Vishisht Bidyut Seva Award under non-executive category of Unit No. 12.

- vi) There will not be any restriction in nominating/ selecting the name of the same employee in successive years. However, fresh faces may be given preference.
- vii) In case of any tie in marking, preference will be given to the employee who is senior with respect to age. Even if there exists any tie, preference will be given to the employee whose academic career is better.
- viii) If an employee worked in two or more Units as defined in *Table – 1* under para (4) in the preceding financial years, he/ she will submit Resume/ Citation to all the preceding reporting officers and if his nomination reaches at Corporate office from multiple Units, average of his/ her marks will be considered by the Selection Committee for final evaluation.
- x) In case of nomination of any Deputy General Manager (DGM) for any award, Nodal Officer concerned will not have any authority to further review on the report of the Reviewing Officer as the Reviewing Officer of DGM is General Manager whose position is above than the position of Nodal Officer (*an Additional General Manager*) in the organizational hierarchy. Similarly, if any employee's Reporting Officer/ Reviewing Officer is holding a position above the position of the Nodal Officer in the organizational hierarchy, the Nodal Officer will not have any authority to modify the marks of Reporting Officer/ Reviewing Officer. However, the Selection Committee as defined in para – (7) may modify the marks of such employees logically and amicably.
- xi) PA/ PS to any Director/ Managing Director will be evaluated by the concerned Director/ Managing Director only being their Reporting Officer. Concept of review of marks by the Reviewing Officer and Nodal Officer will not be applicable in such cases. Only the Selection Committee as defined in para – (7) may modify the marks of PA/ PS.
- xii) Finally, if any such situation arises which is not properly illustrated herein, the Selection Committee as defined in para (7) will have the absolute power to resolve the issue logically and amicably.

**6. Evaluation & Eligibility Criteria for Circle/ Unit Level Awards:**

The evaluation and eligibility criteria for the Circle/ Unit Level Awards (*Sarvottam Bidyut Seva Award, Ati Vishisht Bidyut Seva Award, and Vishisht Bidyut Seva Award*) including marking system thereof are detailed below:

- (a) There will be a system of marking on the following four parameters.

**[Total Marks: 100]**

- |   |      |
|---|------|
| i) Performance w.r.t. Key Performance Indicators (KPIs)         | : 50 |
| ii) Original/ creative work or response to emergency situation  | : 25 |
| iii) Resume/ citation   | : 20 |
| iv) Sports activity/ Cultural activity/ Social service activity | : 05 |

Parameter-wise details of marking systems are illustrated below.

i) **Performance w.r.t. Key Performance Indicators (KPIs) (full marks: 50)** ~ A Key Performance Indicator (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 as mentioned in *Annexure – VI*. 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 officer on 5 (five) point scale basis as detailed below:

- If performance w.r.t. a KPI is considered as ‘**Excellent**’ : **10 marks**
- If performance w.r.t. a KPI is considered as ‘**Very Good**’ : **8 marks**
- If performance w.r.t. a KPI is considered as ‘**Good**’ : **6 marks**
- If performance w.r.t. a KPI is considered as ‘**Average**’ : **4 marks**
- If performance w.r.t. a KPI is considered as ‘**Poor**’ : **2 marks**

Accordingly, marks on 5 KPIs will be provided to determine the total marks obtained on KPI parameter by an employee whose name is to be considered for nomination for any award. The *Illustration – 4* as given below will clarify this issue in a better way.

**Illustration – 4:** Suppose Mr. P has been evaluated by his Reporting Officer as ‘*Excellent*’ in 2 KPIs, ‘*Very Good*’ in 1 KPI, and ‘*Good*’ in remaining 2 KPIs. So, he will get 40 marks out of 50 in KPI parameter  $[(2 \times 10) + (1 \times 8) + (2 \times 6) = 40]$ .

ii) **Original/ creative work or response to emergency situation (full marks: 25)** ~ Original/ creative work or response to emergency situation during preceding financial year will be considered. System of marking on this criteria will be as below:

- **10 marks** for each Original/ creative work subject to maximum 25 marks.
- **5 marks** for each response to emergency situation subject to maximum 25 marks.

iii) **Resume/ citation (full marks: 20)** ~ For each officer/ official recommended for any award, a detailed resume/ citation authored by the employee concerned and duly authenticated and reviewed by the Reporting and Reviewing Officers respectively should be provided. Here employee concerned will indicate inter alia his/ her contribution to the Corporation during entire service life. If any employee express unwillingness to submit his/ her resume/ citation for what so ever reason but the Reporting officer feels that he/ she is a potential candidate for any award, the Reporting officer may also prepare the resume/ citation for such a candidate. Marking on resume/ citation will be on 5 (five) point scale basis as detailed below to be done by the concerned Reporting Officer. Reviewing Officer will have the full authority to change the marking on resume/ citation that has been given by the Reporting Officer with proper justification. Similarly, the Nodal Officer will have the full power to modify the marks given by the Nodal Officer with proper justification. However, the Selection Committee at the Corporate office as mentioned in para (7) will be the ultimate authority to provide final mark on this criterion.

- If the resume/ citation is considered as ‘**Excellent**’ : **20 marks**

- If the resume/ citation is considered as 'Very Good' : 16 marks
- If the resume/ citation is considered as 'Good' : 12 marks
- If the resume/ citation is considered as 'Average' : 08 marks
- If the resume/ citation is considered as 'Poor' : 04 marks

**iv) Sports activity/ Cultural activity/ Social Service activity (full marks: 05) ~**

Participation in Sports & Cultural activities or Social Service activities during preceding financial year will be considered. Marks for Sports & Cultural activities or Social Service activities will be distributed as detailed below:

- Full **5 marks** for any participation in sports/ cultural activity at National or International level;
- **3 marks** for each participation in sports/ cultural activity at State level subject to maximum 5 marks;
- **2 marks** for each participation in sports/ cultural activity at District level subject to maximum 5 marks;
- **2 marks** for each social service activity subject to maximum 5 marks.

(b) Eligibility for different awards will be as below:

- i) Marks obtained by the employees  $\geq 80$  will be eligible for nomination of *Sarvottam Bidyut Seva Award*,
- ii) Marks obtained by the employees  $\geq 70$  will be eligible for nomination of *Ati Vishisht Bidyut Seva Award*, and
- iii) Marks obtained by the employees  $\geq 60$  will be eligible for nomination of *Vishisht Bidyut Seva Award*.

(c) If there are some employees whose performances are below expectation, this should be brought to their notice for further improvement.

**7. Composition of the Selection Committee for Circle / Unit Level Awards:**

On receipt of nominations from the Nodal Officers, final selections will be done at Corporate Office. The Composition of the Selection Committee will be as below for recommending the list of awardees:

- |  |            |
|--|------------|
| a) Director (Technical), TSECL                         | - Chairman |
| b) Director (Finance), TSECL                           | - Member   |
| c) General Manager (HR), TSECL                         | - Member   |
| d) General Manager (Technical), TSECL                  | - Member   |
| e) General Manager (Finance), TSECL                    | - Member   |
| f) Company Secretary & Nodal Officer (Legal), TSECL    | - Member   |
| g) Deputy General Manager (HR & IR)/(Corporate), TSECL | - Convener |

**Notes:** 1] During the meeting of the Selection Committee, the concerned Nodal Officer(s) may be asked to remain present in the meeting as Presenting Officer of the concerned cases, if needed.

2] Only in case of Generation Circle, list of awardees may be finalized and approved by the Managing Director, TPGL constituting a similar Selection Committee, if so desired and communicate the same to the MD, TSECL for the award purpose.



**8. Approving Authority for Circle / Unit Level Awards:**

The Managing Director (MD), TSECL will approve the final list of awardees for Circle/ Unit Level Awards based on the recommendation of the Selection Committee except the cases of Generation Circle. However, it is not obligatory for the MD to approve the list as recommended by the Selection Committee. He/ She will have the complete discretionary power to change the list of awardees, if so desired.

**9. Selection of Offices/ Individual Employees for State Level Awards:**

- (a) On the basis of performance in the preceding financial year with special emphasis on revenue realization, stoppage of pilferage, AT & C and T & D loss reduction, etc.; the Managing Director, TSECL will select the offices for Best Circle Award, Best Division Award, Best Sub-division Award, and Best Section Award. There is no need for any nomination form any end for this purpose.
- (b) Exemplary/ meritorious performance of individual employees that attracted the attention of the Managing Director, TSECL will be eligible for the 'Employee of the Year Award'. The Managing Director, TSECL will have the complete discretionary power to select the employees(s) for this awards. There is no need of any nomination form any end for this purpose. During field visit and visit to other offices, the Managing Director may select such candidate(s) on spot also. These 4 (four) 'Employee of the Year Awards' will be distributed for Best Leadership, Best Creative/ Innovative Works, Best Policy Maker, and Best Implementing Officer.
- (c) However, it is **not mandatory** for selecting offices/ individual employees for State Level Awards, **if eligible offices/ individual candidates are not available.**

**10. Cancellation/ postponement of the Scheme:**

On account of financial crunch, the Managing Director, TSECL may take decision at any point of time on postponement/ cancellation of this incentive scheme as an austerity measure.

**11. Implementation of the Scheme:**

- a) The above guidelines for implementation of the *Bidyut Seva Awards scheme* will be effective with effect from the date of its approval in TSECL Board.
- b) Fairness and transparency in providing marks to the subordinate employees should be ensured by all concerned. There should not be any kind of nepotism at any level in evaluation process in the interest of overall organizational culture.

**12. Review of the Scheme:**

Effectiveness of this incentives scheme will be reviewed biennially and modification(s) will be made accordingly, if needed.

**Format for Resume/ Citation**

Affix Recent Coloured Passport Size Photograph
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1. Name of the official and Contact Mobile/  
Telephone number :
2. Father's name :
3. Mother's name :
4. Name of the spouse :
5. Designation :
6. Place of posting :
7. Name of the unit :  
*(As per Table – 1 under para (4) of Bidyut Seva Awards Scheme)*
8. Category :  
*(Executive/ Non-executive as per para (3) of Bidyut Seva Awards Scheme)*
9. Employee's Level :  
*(As per Pay Matrix of the "Tripura State Civil Services (Revised Pay) Rules, 2018")*
10. Gender (Male/ Female) :
11. Whether belongs to ST/ SC (Yes/ No) :  
*(If yes, self-attested copy of the certificate is to be attached)*
12. Date of Birth :  
*(Self-attested copy of the age proof certificate is to be attached)*
13. Date of entry in service :
14. Date of entry in the present post :

**15. Details of academic and professional qualifications, if any:**

Degree	Name of University/ Institution	Year of passing	% of Marks	Class/ Division
<b>i) Academic Qualifications:</b>				
<b>ii) Professional Qualifications:</b>				

16. **Details of National level/ State level/ District level participation in sports during the preceding Financial Year, if any** :  
(Self attested copies of the relevant document(s) to be attached)
17. **Details of National level/ State level/ District level participation in cultural activities during the preceding Financial Year, if any** :  
(Self attested copies of the relevant document(s) to be attached).
18. **Details of Social Service Activities during the preceding Financial Year, if any** :  
(Self attested copies of the relevant document(s) to be attached, if any)
19. **Details of original/ creative work(s) during the preceding Financial Year, if any** :
20. **Details of response to the emergency situation(s) during the preceding Financial Year, if any** :
21. **Details of employee's contribution to the organization during entire service life** :
22. **Any other information that employee desires to express/ communicate** :

**Signature of the employee\* (with date)**

*\* The Reporting officer may also prepare the resume/ citation of the potential subordinates, if the employee concerned is unwilling to submit the same.*

**Enclo:**

1. Self-attested copy of the age proof certificate.
2. Self-attested copy of the ST/ SC certificate, if applicable.
3. Self-attested copies regarding National level/ State level/ District level participation in sports/ cultural activities or Social Service activities, if any during the preceding Financial Year.
4. Document(s) related to original/ creative work, if any.



## Format for Reporting Officer's Report

1. Name & Designation of the Reporting Officer :

2. Level of the Reporting Officer :

*[Not below Level 10 as per Pay Matrix of the "Tripura State Civil Services (Revised Pay) Rules, 2018"]*

3. (a) Whether the entries made by the employee concerned in his Resume/ Citation are correct or not (Fully correct/ Partially correct/ Not at all correct) :

(b) If partially correct, please specify the list of corrections :

4. (a) Has there been any disciplinary case/ criminal case/ departmental proceedings against the official at any time (Yes/ No) :

(b) If yes, details thereof :

5. Quantitative evaluation of the employee concerned on different parameters in terms of marking to determine the suitability of the candidate for any award as per para – 6(a) of the incentives scheme :

Sl. No.	Name of the parameter	Maximum marks	Marks obtained	Remarks, if any
1.	Performance w.r.t. Key Performance Indicators (KPIs)	50		Marks to be allotted as per <i>para – 6 (a) (i)</i> of the incentives scheme
2.	Original/ creative work or response to emergency situation	25		Marks to be allotted as per <i>para – 6 (a) (ii)</i> of the incentives scheme
3.	Resume/ citation	20		Marks to be allotted as per <i>para – 6 (a) (iii)</i> of the incentives scheme
4.	Sports activity/ Cultural activity/Social Service activity	05		Marks to be allotted as per <i>para – 6 (a) (iv)</i> of the incentives scheme
<b>Total (1+2+3+4)</b>		<b>100</b>		

6. (a) Whether the candidate eligible for any award as per para – 6(b) of the incentives scheme (Yes/ No) :

(b) If yes, name of the award for which nomination recommended (Sarvottam Bidyut Seva Award/ Ati Vishisht Bidyut Seva Award/ Vishisht Bidyut Seva Award) :

7. Special Remarks, if any :

**Dated Signature of the  
Reporting Officer with Seal**

**Enclo:**

1. Resume/ Citation authored by the employee concerned/ Reporting Officer as per format along with required enclosures as mentioned therein.
2. Certified copies of document(s) related to response to emergency situation, if any and if available. In absence of any document, statement/ acceptance of the Reporting Officer will be considered as final.
3. Details of KPI evaluation sheet (*done by the Reporting Officer*).

**Format for Reviewing Officer's Report**

1. Name & Designation of the Reviewing Officer :

2. (a) Whether agreed with the evaluation of the Reporting Officer (Yes/No) :

(b) If No, details of modified evaluation with rationale thereof :

Sl. No.	Name of the parameter	Maximum marks	Modified marks obtained	Rationale behind the modification of marks
1.	Performance w.r.t. Key Performance Indicators (KPIs)	50		
2.	Original/ creative work or response to emergency situation	25		
3.	Resume/ citation	20		
4.	Sports activity/ Cultural activity/Social Service activity	05		
	<b>Total (1+2+3+4)</b>	<b>100</b>		

3. Special Remarks, if any :

**Dated Signature of the Reviewing Officer with Seal**

**Enclo:**

1. Reporting Officer's Report along with enclosures therein.

**Format for Report of the Officer(s) between Reviewing  
Officer and Nodal Officer, if any**

1. Name & Designation of the Officer between  
Reviewing Officer and Nodal Officer :

2. (a) Whether agreed with the evaluation of the  
Reviewing Officer (Yes/No) :

(b) If No, details of modified evaluation with  
rationale thereof :

Sl. No.	Name of the parameter	Maximum marks	Modified marks obtained	Rationale behind the modification of marks
1.	Performance w.r.t. Key Performance Indicators (KPIs)	50		
2.	Original/ creative work or response to emergency situation	25		
3.	Resume/ citation	20		
4.	Sports activity/ Cultural activity/Social Service activity	05		
	<b>Total (1+2+3+4)</b>	<b>100</b>		

3. Special Remarks, if any :

**Dated Signature of the Officer between  
Reviewing Officer and Nodal Officer with Seal**

**Enclo:**

1. Reviewing Officer's Report along with enclosures therein.

**Format for Nodal Officer's Report**

1. Name & Designation of the Nodal Officer :

2. (a) Whether agreed with the evaluation of the Reviewing Officer/ Officer between Reviewing Officer and Nodal Officer (Yes/No) :

(b) If No, details of modified evaluation with rationale thereof :

Sl. No.	Name of the parameter	Maximum marks	Modified marks obtained	Rationale behind the modification of marks
1.	Performance w.r.t. Key Performance Indicators (KPIs)	50		
2.	Original/ creative work or response to emergency situation	25		
3.	Resume/ citation	20		
4.	Sports activity/ Cultural activity/Social Service activity	05		
	<b>Total (1+2+3+4)</b>	<b>100</b>		

3. Special Remarks, if any :

**Dated Signature of the Nodal Officer with Seal**

**Enclo:**

1. Reviewing Officer's Report/ Report of the Officer between Reviewing Officer and Nodal Officer along with enclosures therein.

## List of Key Performance Indicators (KPIs)

### KPIs for Engineering wing:

#### **Planning:~**

1. Planning for achievement/ progress in respect of Capex utilization, implementation of new schemes, developmental works/ activities;
2. Planning for achievement of physical/ financial targets in respect of Government sponsored schemes/ projects;
3. Integrated planning for construction of new lines, sub-stations, etc. and augmentation of existing lines, sub-stations, etc.;
4. DPR preparation and completion of tendering process in time
5. Preparation of progress reports and other reports/ official documents.

#### **Distribution:~**

1. Reduction of AT & C losses by adopting 100% accurate billing of all consumers and 100% collection thereof along with outstanding arrears and reduction of T & D Losses by maximization of LT less system and use of modern system for system reliability;
2. Reduction of all types of transformer failure rate;
3. Improvement in the reliability of the system;
4. Customers' satisfaction;
5. Timely completion of Central/ State sponsored projects and other projects.

#### **Transmission:~**

1. System Reliability;
2. Maintenance of Tower lines;
3. Maintenance of sub-station equipments;
4. Reduction of Transmission Loss;
5. Timely completion of Central/ State sponsored projects and other projects.

#### **Generation:~**

KPIs for Generation wing will be identified by the Managing Director of Tripura Power Generation Limited.

#### **Tariff & Commercial:~**

1. Accurate billing;
2. Energy auditing of the system;
3. Successful implementation of tariff;
4. Reduction of commercial complaint;
5. Successful implementation of commercial related policy.

#### **System Operation:~**

1. Power purchase cost optimization;
2. System availability;
3. Successful implementation of DSM;

4. Coordination with central agency for different grid related issue and its implementation;
5. Proper energy accounting.

#### **Material Management:~**

1. Achievements in respect of approving of schemes and arrangements of funds for the purpose;
2. Finalization of material management budget;
3. Achievement of targets in respect of repair of damaged distribution transformers in the workshops;
4. Proper inventory of the materials/ auction of the scrap;
5. Ensure availability of material and minimization of storage following the principle of Just in Time (JIT).

#### **Civil wing:~**

1. Assist contractors and ensure compliance to all project schedules;
2. Ensure efficient interpretation of all design drawings and install all Quality Control procedures in projects;
3. Administer all operation for contractors' field activities and prepare all reports on everyday basis;
4. Perform regular inspection to check progress of all projects.
5. Monitor and implement all safety protocols for projects for assign areas.

#### **KPIs for HR wing:**

1. Developing and implementing HR strategies and initiatives aligned with the overall Corporate strategy;
2. Managing the Recruitment and Selection process;
3. Developing achievement motivation among the employees and nurturing a positive working environment in the Corporation;
4. Bridge management and employee relations by addressing demands, grievances or other issues.
5. Development of human capital through assessing employees' training needs, designing training programs and conducting Training and Development programmes.

#### **KPIs for Finance wing:**

1. Compilation of Accounts
2. Reconciliation of Bank Statement
3. Filing of all Direct and Indirect Tax Returns
4. Updating all the records in Tally Software
5. Disposal of Agency Bills

### **KPIs for IT wing:**

1. Maintenance of existing centralized IT enabled (*Data Centre based*) billing system and extension of the same in the remaining area of TSECL;
2. Roll out of smart metering system, pre-paid metering system including vending and operation and maintenance of Smart Grid pilot system including extension thereof;
3. Proficiency in implementation of ERP system in TSECL;
4. Identifying the need for up-gradation of configurations or installation of new systems;
5. Developing an IT enabled system to evolve a synergy effect in TSECL through effective and efficient functioning of its different wings.

### **KPIs for Vigilance – cum – Intelligence wing:**

1. Number of pilferage detected, disconnection made, penalty imposed and revenue realized as per the provision of the Electricity Act, 2003;
2. Number of enquiries investigated;
3. Collecting intelligence about the corrupt practices committed or likely to be committed by the employees;
4. Developing a culture in the Corporation to work in accordance with law;
5. Preventive vigilance, Punitive vigilance, Surveillance and detection.

### **KPIs for PS/ PA:**

1. Shorthand skill, Typing speed and proficiency in Computer operation;
2. Communication skills and Organizing skills;
3. Diary management and Client scheduling;
4. Database creation and maintenance;
5. Loyalty and confidentiality.

### **KPIs for Line staffs:**

1. Response to Consumers' Calls;
2. Reduction of Feeder Faults;
3. Detection of Hook Lines/ Theft of Power, Recovery of Penalty/ Arrear Bills, and Disconnection/ Temporary Disconnection/ New Connection;
4. Reduction of Transformer Failure/ Replacement of Energy Meter;
5. Observance of Safety Protocols.

### **KPIs for Operating staffs:**

1. Punctualities in attending Shift Duties as per Roster Duty Chart;
2. Carrying out jobs relating to operations of the indoor/ outdoor equipments and checking of Transformer, CT, PT, Breakers, Isolators, Battery Bank, Meters, and other equipments of control room, sub-station/generating station including analysis thereof;



3. Attending Telephone calls, Calls on PLCC/ VHF set, etc. and keeping records in prescribed Log Sheets and other Registers;
4. Checking and keeping ready all fire fighting equipments in sound condition to fight fire hazards;
5. Observance of Safety Protocols.

**KPIs for Establishment staffs:**

1. Drafting quality of notes, letters, memos, office orders, circulars, etc.;
2. Skill in Computer operation and Typing speed;
3. Proficiency in Administrative tasks and Errands;
4. Database preparation and maintenance;
5. Problem-solving skills as per FR & SR and other Rules.