



Power Transmission Corporation of Uttarakhand Ltd.
(Government of Uttarakhand Enterprises)

Human Resource and Administration Department

Vidyut Bhawan, Near ISBT Crossing, Saharanpur Road, Majra, Dehradun-248002
Telephone No. 0135-2645249 Fax No. 0135-2645249 email:- hr@ptcul.org

No. 1454/HR&Admn./PTCUL/H-6

Dated: 18.10.2020

Sub: Action to be taken on the minutes of 72nd Board Meeting held on 21.07.2020.

Dy. General Manager (IT),
PTCUL,
Dehradun.

Please take reference of letter No. 1980/MD/PTCUL/BoD dated 06.10.2020 of Managing Director, PTCUL wherein on point no. 4 of agenda item No. 72.06 it is directed to "KPIs should be uploaded on PTCUL's website and flushed in a new link for better transparency and Governance".

In this regard the copy of revised KPI of the Corporation for the FY 2020-21 is being enclosed herewith with the direction to upload the same on the Corporations website as per the above directions on Board.

Annexed: As above.

(Signature)
(P.C. Dhyani) 18/10/2020
Director (HR)

Cc: Managing Director, PTCUL for kind information please.

E.E. (IT), PTCUL

Please ensure uploading today, (with flushing new link as above).

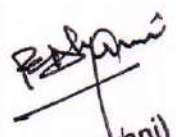
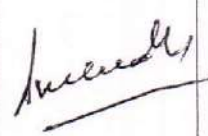
(Signature)
19-10-20
(Sachin Rawat)
D.G.M. (IT), PTCUL

No. 643/IT/PTCUL DGM/ATR 19/10/20

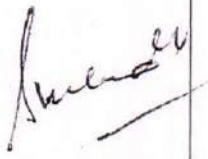
A.N. 379
19.10.20

KPI's 2019-20 & 2020-21 of PTCUL

S.No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoI
			Target	Achievement	Target	
01	02	03	04	05	06	07
1	Transmission Availability	Director (Operation)	99.40%	99.23%	99.40%	<p>Director (Operations) informed vide his letter no. 2470/PTCUL/Dir(Op.)/K.P.I./BoD dated 15-10-2020 that tripping targets for Transmission Lines of PTCUL for the year 2020-21 have been framed. As desired by Shri R.P. Sasmal, Independent Director, BoD, PTCUL, proposed tripping targets for Transmission Lines of PTCUL for the year 2020-21 have been submitted to him.</p> <p><i>Lanjn</i> Director (Operations) PTCUL, Dehradun</p>
2	Transmission Losses	-do-	1.25%	1.21%	1.20%	
3	System Average Interruption Frequency (SAIF)	-do-	0.4/ month	0.26/ month	0.25/ month	
4	System Average Unplanned Interruption Duration (SAUID)	-do-	1.25 hr/ month	0.61 hr/ month	0.50 hr/ month	
5	Capacity Addition of Old Substations	-do-	305 MVA	25 MVA	-	
6	Number of tripping per line per year.	-do-	A new KPI added for FY 2020-21			
7	Substation Capacity Addition (Construction of Substation)	Director (Project)	222 MVA	222 MVA	180 MVA	<p><i>(Anil Kumar)</i> Director (Projects) PTCUL, Dehradun</p>
8	Transmission Lines Addition (Construction of Lines)	-do-	204 Ckm.	201 Ckm.	322.68 Ckm.	
9	Capital works (Commercialization)	-do-	A new KPI added for FY 2020-21		<p>1. 220/33 KV jafarpur S/s (100 MVA) (DPR Cost 75 Crs)</p> <p>2. 220 KV Kashipur-Pantnagar LILO at jafarpur S/s (8.4 Ckm) (DPR Cost 8.34 Crs.)</p> <p>3. 220 D/C Rudrapur (Bharmawari)- Srinagar Line (150 Ckm) (DPR Cost 253 Crs.)</p>	
10	Timely Submission of Tariff and compliance of guidelines to Hon'ble UERC	C&R	30.11.2019	29.11.2019	30.11.2020	

S.No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoD
			Target	Achievement	Target	
01	02	03	04	05	06	07
11	Training Man Days	Director (HR)	3948	1102 (Due to non recruitment & COVID-19 proposed induction & other training could not be held.) Note: Present Director (HR) has joined on 3 rd February 2020.	1171	 (P. C. Dhyanil) Director (HR) Power Transmission Corporation Uttarakhand Ltd. Dehradun
12	KPI targets of 2020-21 must be finalized and assigned to respective officials/employees to lowest level and Formation of Annual Confidential report (ACR) of every employee of PTCUL on the basis of targets of KPI assigned to him every year.	-do-	A new KPI added for FY 2020-21		Till 31 st October of this year and onwards 31 st July for every year subject to the approval of KPI's by BoD.	
13	Timely Preparation of Quarterly Accounts	Director (Finance)	Within 45 days from end of each quarter	Achieved	As per direction of 72 nd BoD, KPI's & Targets is re-casted by Director (F) for the FY 2020-21 which is as follows:	 Surender Babbar Director (Finance) PTCUL
14	Timely submission of Audit replies	-do-	As required	Achieved		
15	Coordination with GoU for release of Equity approved in the budget of GoU.	-do-	Rs. 68 Crores.	Rs .44 Crores.		
16	Timely audit of balance sheet to be put before AGM by 30th September	-do-	By 15 Sept. 2019	Achieved		

Re-cast of KPI of Finance Department

S.No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoD
			Target	Achievement	Target	
01	02	03	04	05	06	07
1	Finance concurrence of proposals for works, supply and other services	Director (Finance)	New KPI's added for FY 2020-21 Note: Present Director (Finance) has joined on 20 th August 2020.		Disposal of the case files / issues within 10 days from the date of receipt of the case files / issues by the respective finance officers delegated to deal with the said proposals while exercising due diligence and following the rules, norms and guidelines as applicable.	 Surender Babbar Director (Finance) PTCUL
2	Finance association in the tender process	-do-		-do-	Proper scrutiny of the tender related proposals either as member of the tender committee and otherwise within the time schedule for finalizing the tenders.	
3	Timely compilation of periodic accounts	-do-		-do-	Finalization of compilation of the quarterly accounts with inter unit reconciliation, bank reconciliation, reconciliation of fixed deposits, reconciliation of sweep in sweep out accounts, reconciliation of accounts with major third parties including UPCL, PGCIL etc. The quarterly accounts should incorporate the value of Capital Work In Progress till the end of the quarter. Also the assets / capital works completed should be incorporated in the quarterly accounts. The quarterly accounts with the aforesaid reconciliation should be completed within 15 days of the following month .	
4	Timely compilation of annual accounts and audit thereof	-do-		-do-	Finalization of compilation of annual accounts with all the requisite reconciliation and scrutiny latest by 30th May of the following financial year and completion of Statutory Audit by 15th July of the following financial year so as to lay the annual accounts of the Company before the share holders of the Company before 30th September of the following financial year. However the timelines for	

S.No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoD
			Target	Achievement	Target	
01	02	03	04	05	06	07
					finalization of annual accounts will depend upon the information required from other units mainly the Projects, C&R, Operations and it is expected that such information shall be provided with in the time desired by the Finance Wing.	
5	Timely payments of contractors, suppliers, other third parties etc.-	-do-		-do-	Subject to the availability of the funds, the payments against the bills and claims of contractors, suppliers, other third parties etc. should be released within 5 working days from the date of passing / clearing the bills / claims while exercising utmost proficiency for the proper management and the control of available funds so as to avoid any loss of interest on the surplus funds.	
6	Association in the commercial and regulatory affairs	-do-		-do-	Timely action for providing input information and data required by C&R Wing of the Company so as to facilitate in the timely preparation of tariff petition and its subsequent proceedings before the regulatory commission by the C&R Wing.	
7	Fund management and control	-do-		-do-	i) Monthly reconciliation of the bank statements, interest received from FDRs to be prepared by 8th working day of the following month and timely action for follow up banks, if required. ii) Preparation of quarterly forecast of funds availability and funds utilization / requisition within 15 days before the beginning of following month.	

Surender
Surender Babbar
 Director (Finance)
 PTCUL



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Telephone No. 0135-2645249 Fax No. 0135-2645249 email:- hr@ptcul.org

No. 1582/HR&Admn./PTCUL/P-4

Dated: 31.10.2020

Sub: Action to be taken on the minutes of 72nd Board Meeting held on 21.07.2020.

**Dy. Genral Manager (IT),
PTCUL,
Dehradun.**

Please take reference of letter No. 1454/HR&Admn./PTCUL/H-6 dated 18.10.2020 wherein it was directed to upload the revised KPI of the Corporation for the FY 2020-21 as per the following directions of the Board :-

"KPIs should be uploaded on PTCUL's website and flashed in a new link for better transparency and Governance."

In continuation to letter No. 1529/HR&Admn./PTCUL/P-4 dated 23.10.2020, Director (Finance), PTCUL has submitted the corrected/updated KPI for FY 2020-21 for the Finance Department, which have been incorporated in the Corporations KPI for FY 2020-21 and annexed herewith with a directions to upload the same to the Corporations website as per the directions given by 72nd BoD.

Annexed: As above.

P.C. Dhyani
(P.C. Dhyani) 31/10/2020
Director (HR)

Cc: Managing Director, PTCUL, Dehradun for Kind information.



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No. 1586/HR&Admn./PTCUL/P-4

Dated: 31.10.2020

Sub: Action to be taken on the minutes of 72nd Board Meeting held on 21.07.2020.

**Genral Manager (Legal & Company Secretary),
PTCUL,
Dehradun.**

Please take reference of letter No. 1455/HR&Admn./PTCUL/H-6 dated 18.10.2020 wherein it was requested to circulate the revised KPI of the Corporation to the Board members.

Further to inform that a letter No. 1529/HR&Admn./PTCUL/P-4 dated 23.10.2020 was sent to all whole time Directors along with Chief Engineer (L-I), PTCUL with a request that if any modifications/suggestions is to be incorporated in the Corporation's KPI circulated earlier for FY 2020-21 could be submitted till 26.10.2020.


Futher to inform that Director (Finance), PTCUL vide Note & order dated 20.10.2020 and 22.10.2020 have provided the revised KPI of Finance Department which have been incoporated in the Corporation's KPI for FY 2020-21 and the same is being forwarded to kindly circulate the same to the Board members for their perusal.

For kind information and further necessary action please.

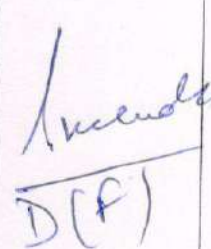
Annexed: As above.

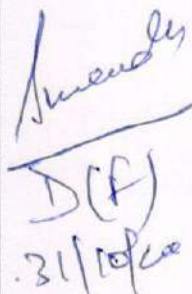

(P.C. Dhyani) 31/10/20
Director (HR)

Cc: Managing Director, PTCUL, Dehradun for Kind information.


(P.C. Dhyani)
Director (HR)

Re-cast of KPI of Finance Department

S.No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoD
			Target	Achievement	Target	
01	02	03	04	05	06	07
1	Finance concurrence of proposals for works, supply and other services	Director (Finance)	New KPI's added for FY 2020-21 Note: Present Director (Finance) has joined on 20 th August 2020.		Disposal of the case files / issues within 10 days from the date of receipt of the case files / issues by the respective finance officers delegated to deal with the said proposals while exercising due diligence and following the rules, norms and guidelines as applicable.	
2	Finance association in the tender process	-do-		-do-	Proper scrutiny of the tender related proposals either as member of the tender committee and otherwise within the time schedule for finalizing the tenders.	
3	Timely compilation of periodic accounts	-do-		-do-	Finalization of compilation of the quarterly accounts with inter unit reconciliation, bank reconciliation, reconciliation of fixed deposits, reconciliation of sweep in sweep out accounts, reconciliation of accounts with major third parties including UPCL, PGCIL etc. The quarterly accounts should incorporate the value of Capital Work in Progress till the end of the quarter. Also the assets / capital works completed should be incorporated in the quarterly accounts. The quarterly accounts with the aforesaid reconciliation should be completed within 45 days of the following quarter.	
4	Timely compilation of annual accounts and audit thereof	-do-		-do-	Finalization of compilation of annual accounts with all the requisite reconciliation and scrutiny latest by 30th May of the following financial year and completion of Statutory Audit by 15th July of the following financial year so as to facilitate the government audit and lay the annual accounts of the Company before the share holders of the Company before 30th September of the following financial year.	

No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoD
			Target	Achievement	Target	
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					However the timelines for finalization of annual accounts will depend upon the information required from other units mainly the Projects, C&R, Operations and it is expected that such information shall be provided with in the time desired by the Finance Wing.	
5	Timely Completion of Tax Audit and Filing of Income Tax Returns	-do-	-do-	-do-	Timely action and follow up to facilitate the completion of tax audit and subsequent filing of income tax return within the statutory time limit laid down under Income Tax Act, 1961 which is normally for a financial year before following 30 th October of the said financial year.	
6	Timely Completion of Cost Audit	-do-	-do-	-do-	Timely action for compiling the requisite data and information required to be included in the specified Performa in terms of Companies (Cost Records and Audit) Rules, 2014 so as to facilitate the completion of Cost Audit by the Cost Auditor appointed by PTCUL and filing of the same before the statutory time limit which normally is six months i.e. by 30 th September of the concerned financial year.	
7	Timely payments of contractors, suppliers, other third parties etc.	-do-	-do-	-do-	Subject to the availability of the funds, the payments against the bills and claims of contractors, suppliers, other third parties etc. should be released within 5 working days from the date of passing / clearing the bills / claims while exercising utmost proficiency for the proper management and the control of available funds so as to avoid any loss of interest on the surplus funds.	
8	Timely Association in the commercial and regulatory affairs	-do-	-do-	-do-	i) Timely action for providing input information and data required by C&R Wing of the Company so as to facilitate in the timely preparation of tariff petition and its subsequent proceedings before the regulatory	

.No.	KPI	Concerned Department	FY 2019-20		FY 2020-21	Consent of concerned Director/HoD
			Target	Achievement	Target	
01	02	03	04	05	06	07
					commission by the C&R Wing. ii) Preparation of monthly bills for wheeling charges and SLDC charges after taking the necessary information and data from the SLDC/C&R wing and forwarding those bills to UPCL/ other parties before the end of the month following the month for which the bills pertain.	
9	Fund management and control	-do-	-do-		i) Monthly reconciliation of the bank statements, interest received from FDRs to be prepared by 8th working day of the following month and timely action for follow up banks, if required. ii) Preparation of quarterly forecast of funds availability and funds utilization / requisition within 15 days before the beginning of following quarter.	<i>[Signature]</i> D(F) 31/10/2020