

Letter No. 2490

Dated: 11 / 08/ 2026

OFFICE MEMORANDUM**Nomination for Annual Awards for Best Employees / Best Power Houses - Year 2025-26**

To motivate employees for improved performance of self and the Nigam, a scheme for the best employee award was amended by OM No. M-2262/UJVNL05/DHR Dated 21.08.2024. To seek nominations in the different categories for the Annual Awards 2025-26 are given as under: -

Categories of Awards

Sl. No.	Categories	Designation/Coverage	No. of awards
1.	Best Performing Powerhouse Award (Without RMU)	All the running Powerhouses whose RMU has not been done	01 Powerhouse (Winner) 01 Powerhouse (Runner-up)
2.	Best Performing Powerhouse Award (With RMU)	All the running Powerhouses whose RMU has been done	01 Powerhouse (Winner)
3.	Best Performing Project (Under Construction)	Power Project Under Construction	01 Power Project (Winner)
4.	Best Performing Project (SHP-Working)	Small Hydro Power Project - Working	01 Power Project (Winner)
5.	Best Performing Project (SHP-Under Construction)	Small Hydro Power Project Under Construction	01 Power Project (Winner)
6.	Engineer of the year (Technical)	All Engineers up to ED	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
7.	Junior Engineer of the year	Junior Engineer (Civil, E&M & IT)	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
8.	Personnel of the year (Non-Technical Officers)	All Officers up to ED	01 Male (Winner) 01 Female (Winner)
9.	Ministerial Employee of the year	OA-III/JA/Steno-III to OS(SG)/UDA/PA	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
10.	Driver/Technical Staff of the year	Shramik/Kushal Shramik to TG-I/Driver	03 Male (1-Winner, 1 st Runner- up & 2 nd Runner- up) 01 Female (Winner)
11.	Fourth Class Official Staff of the year	Peon/Shramik/Dafadar /Daftari	02 Male(1-Winner, 1-Runner-up) 01 Female (Winner)
12.	Best UPNL Employee of the year	UPNL employees	01 Award
13.	Best Security Guard of the year	Security Guard	01 Award

(Ashish Kumar Jain)

Executive Director (HR)

1. Evaluation Criteria for Best performing Powerhouse –

All the projects under O&M will be eligible for this award which will be given on the performance of the project during the Financial Year on the basis of the following parameters :-

A. Technical Parameters (50 Marks)

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

B. Trend in Expenditure (25 Marks)

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

C. Overall Development of Powerhouse (25 Marks)

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 Powerhouse
3. Horticulture and aesthetics in the Premises of the Powerhouse
4. Awareness about environmental issues and implementation initiatives
5. Safety measures implemented and mock drills conducted

D. Evaluation Criteria for Best performing Powerhouse (Under Construction) – (100 Marks)

1. Percentage of Physical Progress as on 31st March of each Financial Year (50 Marks) w.r.t KPI
2. Percentage of Financial Progress as on 31st March of each Financial Year (50 Marks) w.r.t KPI

2. Committee for finalization of awards on yearly basis (By post) will be as under :-

- | | | |
|--|-----------|------------------------|
| 1. Director (Operations) | (By Post) | Chairman and Member |
| 2. General Manager (MD Office) | (By Post) | Member |
| 3. Dy. General Manager (Accounts) (CPO) | (By Post) | Member |
| 4. Dy. General Manager (IR) | (By Post) | Secretary and Member |
| 5. Mr. Naveen Joshi Executive Engineer (MPP) (E&M) (By Nomination) | | Facilitator and Member |


(Ashish Kumar Jain)
Executive Director (HR)

3. Awards

- a). **The selected employees** shall be rewarded with a merit certificate along with a memento and one utility item.
- b). **The Best Performing Powerhouse (With RMU & Without RMU)/Project (Working) / Small Hydro Project (Working) Award-** a trophy, one utility item to respective General Manager and a merit certificate will be awarded.
- c). **The Best Performing Project (Under Construction)/ Small Hydro Project (Under Construction) Award** - a trophy, one utility item to respective General Manager and a merit certificate will be awarded.

The detailed nomination forms are annexed in the proposed scheme. Employees/Head of powerhouse are advised to cite examples highlighting their achievements against the above categories/parameters in their nomination forms. Nomination to be sent through proper channel and **forwarded through their respective Directorate/Head of the Department only**. The nominations should reach to the office of Secretary and Member in the prescribed formats (as Annexed 'A', 'B', 'C', 'D' & 'E') of the above committee latest by 10th September 2026.

This is also to be informed that, the committee shall finalise the nominations received for Annual Awards 2025-26 latest by 15th October 2026.

Managing Director

Copy to -

1. PS to Managing Director, UJVN Limited, Dehradun.
2. Director (Projects) / (Operation), UJVN Limited, Dehradun
3. Executive Director (Finance/E&M/O&M/Civil), UJVN Limited, Dehradun
4. All General Managers, UJVN Limited.
5. All Dy. General Managers, UJVN Limited.
6. Dy. General Manager (IT), with the request to display the same in the Nigam's Web Site for wider circulation.
7. Company Secretary, UJVN Limited, Dehradun


(Ashish Kumar Jain)
Executive Director (HR)

**EMPLOYEE OF THE YEAR (2025-2026)
NOMINATION/SCORING FORM**

NOMINEE:

JOB TITLE _____ DEPARTMENT _____

CATEGORY _____

Gender – Male ☐

Female ☐

APAR SCORE for Financial Year -

Overall Marks obtained in Performance Appraisal Report (PAR) (Employees Covered under KPIs)	Evaluation of Annual Confidential Report (ACR) by final authority	Maximum Marks
91-100	Outstanding/Excellent	5.0
81-90	Very Good	4.0
66-80	Good	3.0
50-65	Satisfactory	2.0
Below 50	Unsatisfactory	NIL

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. A nominee is productive, exhibits a 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 organization.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :



**(Ashish Kumar Jain)
Executive Director (HR)**

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

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

3. The 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 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.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :



(Ashish Kumar Jain)
Executive Director (HR)

5. The nominee exhibits exemplary service in daily work and has made a 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 :

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.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

NAME OF THE EMPLOYEE: _____

DESIGNATION: _____ **DEPARTMENT:** _____

UNIT/OFFICE: _____

Recommendation By Controlling Head: -	
Recommendation By Concerned Executive Director: -	
Recommendation By Concerned Director: -	


(Ashish Kumar Jain)
Executive Director (HR)

BEST PERFORMING POWERHOUSE AWARD – 2025-2026**EVALUATION SHEET**

RMU Powerhouse _____ Non RMU Powerhouse _____

NAME OF THE POWERHOUSE: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks		
A. Technical Parameters (50 Marks)					
A.1.	Plant Availability (10 Marks)				
A.2.	Energy Generation (15 Marks)				
A.3.	PAF/CUF (15 Marks)				
A.4.	Action on the audit report in the respect of ISO 9001-2008(5 Marks)				
A.5.	Loss due to forced and planned outages (5 Marks) (Maximum points will be awarded for minimum outage)				
B. Trends in Expenditure (25 Marks)			2023-24	2024-25	2025-26
B.1.	i) O&M Expenditure for the last three years				
	ii) Capital Expenditure				
	iii) Repair and Maintenance				
C. Overall Development of Powerhouse (25 Marks)					
C.1.	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 Marks)				
	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 Marks)				
C.2.	Upkeep, Cleanliness and Hygiene of the Powerhouse including ladies. (8 Marks)				
C.3.	Horticulture and aesthetics in the Premises of the Powerhouse (6 Marks)				
C.4.	Awareness about environmental issues and implementation initiatives taken by the plant (3 Marks)				
C.5.	safety measures implemented and mock drills conducted (3 Marks)				


 (Ashish Kumar Jain)
 Executive Director (HR)

BEST PERFORMING PROJECT (Under Construction) AWARD – 2025-2026**EVALUATION SHEET**

NAME OF THE POWER PROJECT: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks
A. Physical Parameters		(50 Marks)	
A.1	Percentage of Physical Progress as on 31 st March 2026 w.r.t KPI		
B. Financial Parameters		(50 Marks)	
B.1.	Percentage of Financial Progress as on 31 st March 2026 w.r.t KPI		



(Ashish Kumar Jain)
Executive Director (HR)

BEST PERFORMING POWERHOUSE (SMALL HYDRO PROJECT -WORKING)
AWARD – 2025-2026
EVALUATION SHEET

NAME OF THE POWERHOUSE: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks		
A. Technical Parameters (50 Marks)					
A.1.	Plant Availability (10 Marks)				
A.2.	Energy Generation (15 Marks)				
A.3.	PAF/CUF (15 Marks)				
A.4.	Action on the audit report in the respect of ISO 9001-2008(5 Marks)				
A.5.	Loss due to forced and planned outages(5 Marks) (Maximum points will be awarded for minimum outage)				
B. Trends in Expenditure (25 Marks)			2023-24	2024-25	2025-26
B.1.	i) O&M Expenditure for the last three years				
	ii) Capital Expenditure				
	iii) Repair and Maintenance				
C. Overall Development of Powerhouse (25 Marks)					
C.1.	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 Marks)				
	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 Marks)				
C.2.	Upkeep, Cleanliness and Hygiene of the Powerhouse including ladies. (8 Marks)				
C.3.	Horticulture and aesthetics in the Premises of the Powerhouse(6 Marks)				
C.4.	Awareness about environmental issues and implementation initiatives taken by the plant (3 Marks)				
C.5.	safety measures implemented and mock drills conducted (3 Marks)				

(Ashish Kumar Jain)
Executive Director (HR)

**BEST PERFORMING PROJECT (SMALL HYDRO PROJECT-Under Construction)
AWARD – 2025-2026**

EVALUATION SHEET

NAME OF THE POWER PROJECT: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks
A. Physical Parameters		(50 Marks)	
A.1	Percentage of Physical Progress as on 31 st March 2026 w.r.t KPI		
B. Financial Parameters		(50 Marks)	
B.1.	Percentage of Financial Progress as on 31 st March 2026 w.r.t KPI		



(Ashish Kumar Jain)
Executive Director (HR)



यूजेवीएनलिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

U J V N Limited

(A Govt. of Uttarakhand Enterprise)

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

ISO 9001 : 2008 Certified

Letter No. **M-2262**

Dated: **21** / 08/ 2024

OFFICE MEMORANDUM

Nomination for Annual Awards for Best Employees / Best Power Houses - Year 2023-24

To motivate employees for improved performance of self and the Nigam, a scheme for the best employee award was formulated by OM No.205/UJVNL05//DHR Dated 08.10.2020. To seek nominations in the different categories for the Annual Awards 2023-24 are given as under:-

Categories of Awards

Sl. No.	Categories	Designation/Coverage	No. of awards
1.	Best Performing Powerhouse Award (Without RMU)	All the running Powerhouses whose RMU has not been done	01 Powerhouse (Winner) 01 Powerhouse (Runner-up)
2.	Best Performing Powerhouse Award (With RMU)	All the running Powerhouses whose RMU has been done	01 Powerhouse (Winner)
3.	Best Performing Project (Under Construction)	Power Project Under Construction	01 Power Project (Winner)
4.	Best Performing Project (SHP-Working)	Small Hydro Power Project - Working	01 Power Project (Winner)
5.	Best Performing Project (SHP-Under Construction)	Small Hydro Power Project Under Construction	01 Power Project (Winner)
6.	Engineer of the year (Technical)	All Engineers up to ED	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
7.	Junior Engineer of the year	Junior Engineer (Civil, E&M & IT)	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
8.	Personnel of the year (Non-Technical Officers)	All Officers up to ED	01 Male (Winner) 01 Female (Winner)
9.	Ministerial Employee of the year	OA-III/JA/Steno-III to OS(SG)/UDA/PA	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
10.	Driver/Technical Staff of the year	Shramik/Kushal Shramik to TG-I/Driver	03 Male (1-Winner, 1 st Runner- up & 2 nd Runner- up) 01 Female (Winner)
11.	Fourth Class Official Staff of the year	Peon/Shramik/Dafadar /Daftari	02 Male(1-Winner, 1-Runner-up) 01 Female (Winner)

Sl. No.	Categories	Designation/Coverage	No. of awards
12.	Best UPNL Employee of the year	UPNL employees	01 Award
13.	Best Security Guard of the year	Security Guard	01 Award

1. Evaluation Criteria for Best performing Powerhouse –

All the projects under O&M will be eligible for this award which will be given on the performance of the project during the Financial Year on the basis of the following parameters:-

A. Technical Parameters (50 Marks)

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

B. Trend in Expenditure (25 Marks)

- i) O&M Expenditure for the last three years
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- iii) Repair and Maintenance

C. Overall Development of Powerhouse (25 Marks)

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D. Evaluation Criteria for Best performing Powerhouse (Under Construction) – (100 Marks)

1. Percentage of Physical Progress as on 31st March of each Financial Year (50 Marks) w.r.t KPI
2. Percentage of Financial Progress as on 31st March of each Financial Year (50 Marks) w.r.t KPI

A3
Executive Director (HR)

2. Committee for finalization of awards on yearly basis (By post) will be as under :-

1. Director (Operations)	(By Post)	Chairman and Member
2. General Manager (MD Office)	(By Post)	Member
3. Dy. General Manager (Accounts)	(By Post)	Member
4. Dy. General Manager (IR)	(By Post)	Secretary and Member
5. Mr. Naveen Joshi Assistant Engineer (Training) (E&M) (By Nomination)		Facilitator and Member

3. Awards

a). **The selected employees** shall be rewarded with a merit certificate along with a memento and one utility item.

b). **The Best Performing Powerhouse (With RMU & Without RMU)/Project (Working) / Small Hydro Project (Working) Award-** a trophy, one utility item to respective General Manager and a merit certificate will be awarded.

c). **The Best Performing Project (Under Construction)/ Small Hydro Project (Under Construction) Award** - a trophy, one utility item to respective General Manager and a merit certificate will be awarded.

The detailed nomination forms are annexed in the proposed scheme. Employees/Head of powerhouse are advised to cite examples highlighting their achievements against the above categories/parameters in their nomination forms. Nomination to be sent through proper channel and **forwarded through their respective Directorate/Head of the Department only**. The nominations should reach to the office of Secretary and Member in the prescribed formats (as Annexed 'A', 'B', 'C', 'D' & 'E') of the above committee latest by 30th September 2024.

This is also to be informed that, the committee shall finalise the nominations received for Annual Awards 2023-24 latest by 25th October 2024.

Managing Director

Copy to -

1. PS to Managing Director, UJVN Limited, Dehradun.
2. Director (Projects) / (Operation), UJVN Limited, Dehradun
3. Executive Director (Finance/E&M/O&M/Civil), UJVN Limited, Dehradun
4. All General Managers, UJVN Limited.
5. All Dy. General Managers, UJVN Limited.
6. Dy. General Manager (IT), with the request to display the same in the Nigam's Web Site for wider circulation.
7. Company Secretary, UJVN Limited, Dehradun


20/8/24
(Ashish Kumar Jain)
Executive Director (HR)



यूजेवीएनलिमिटेड
(उत्तराखण्डसरकारका उपक्रम)

U J V N Limited

(A Govt. of Uttarakhand Enterprise)

"उज्जवल", महारानीबाग, देहरादून- 248006 (उत्तराखण्ड)

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

ISO 9001 : 2008 Certified

Letter No. **M-2263** /UJVNL/05/Director HR/DGM(HR)/Awards

Dated: **21** /08/2024

OFFICE MEMORANDUM

UJVN Limited - Annual Awards Scheme (Amended 2024)

PURPOSE

To recognize an outstanding employee in the respective sphere within the organization and to encourage others to follow them. The purpose of the scheme is to identify and recognize outstanding performers in the organization, 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; a detailed evaluation sheet is annexed, wherein the nominee will describe his outstanding performance during the year, substantiating his claim by giving suitable examples.

Selection Criteria:

1. COMMITMENT

A nominee is productive, exhibits a 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 organization.

2. INITIATIVE

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

3. PUNCTUALITY AND RELIABILITY

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

4. COOPERATION AND INTERPERSONAL SKILLS

The 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

The nominee exhibits exemplary service in daily work and has made a 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.


Executive Director (HR)

ELIGIBILITY FOR NOMINATION:

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

AWARDS:

1. Categories of Awards

Sl. No.	Categories	Designation/Coverage	No. of awards
1.	Best Performing Powerhouse Award (Without RMU)	All the running Powerhouses whose RMU has not been done	01 Powerhouse (Winner) 01 Powerhouse (Runner-up)
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9.	Ministerial Employee of the year	OA-III/JA/Steno-III to OS(SG)/UDA/PA	02 Male (1-Winner, 1-Runner- up) 01 Female (Winner)
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12.	Best UPNL Employee of the year	UPNL employees	01 Award
13.	Best Security Guard of the year	Security Guard	01 Award

2. Best performing Powerhouse –

All the projects under O&M will be eligible for this award which will be given on the performance of the project during the Financial Year based on the following parameters:

Ar

Executive Director, UJVN

A. Technical Parameters (50 Marks)

1. Plant Availability
2. Energy Generation
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4. Action on the audit report in the respect of ISO 9001-2008.
5. Loss due to forced and planned outages

B. Trend in Expenditure (25 Marks)

- i). O&M Expenditure for the last three years
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1. Percentage of Physical Progress as on 31st March of each Financial Year (50 Marks) w.r.t. KPI
2. Percentage of Financial Progress as on 31st March of each Financial Year (50 Marks) w.r.t. KPI

3. Committee for finalization of awards on yearly basis:-

- | | | |
|-----------------------------------|-----------------|------------------------|
| 1. Director (Operations) | (by post) | Chairman and Member |
| 2. General Manager (MD Office) | (by post) | Member |
| 3. Dy. General Manager (Accounts) | (by post) | Member |
| 4. Dy. General Manager (IR) | (by post) | Secretary and Member |
| 5. Assistant Engineer (E&M) | (by nomination) | Facilitator and Member |

4. Awards

- a). The selected employees shall be rewarded with a merit certificate along with a memento and one utility item.
- b). The Best Performing Powerhouse (With RMU & Without RMU)/Project (Working) /Small Hydro Project (Working) Award- a trophy, one utility item to respective General Manager and a merit certificate will be awarded.


Executive Director (HR)

c). The Best Performing Project (Under Construction)/ Small Hydro Project (Under Construction) Award - a trophy, one utility item to respective General Manager and a merit certificate will be awarded.

General Terms & Conditions: -

- ❖ The detailed nomination forms are annexed for Individual Award as 'A' and for Best Powerhouse Award as 'B', Best Performing Powerhouse (Under Construction) Award as 'C', Best Performing Powerhouse (SHP- Working) Award as 'D' and Best Performing Powerhouse (SHP-Under Construction) Award as 'E' in the proposed scheme. Employees/Head of powerhouse are advised to cite examples highlighting their achievements against the above categories/parameters in their nomination forms. Nomination to be sent through proper channel and **forwarded through their respective Directorate/Head of the Department only**. Nominations should reach to the office of Secretary and Member in the prescribed formats (as Annexed 'A' 'B' 'C' 'D' 'E') of the above committee latest by 30th September of every year.
- ❖ The awards shall be distributed during **Foundation Day** of Nigam or on any other day decided by the management.

Managing Director

Copy to -

1. PS to Managing Director, UJVN Limited, Dehradun.
2. Director (Projects / Operation/), UJVN Limited, Dehradun
3. Executive Director (Finance/E&M/O&M/Civil), UJVN Limited, Dehradun
4. All General Managers, UJVN Limited.
5. All Dy. General Managers, UJVN Limited.
6. Dy. General Manager (IT), with the request to display the same in the Nigam's Web Site for wider circulation.
7. Company Secretary, UJVN Limited, Dehradun


20/8/24

(Ashish Kumar Jain)
Executive Director (HR)

EMPLOYEE OF THE YEAR NOMINATION/SCORING FORM

NOMINEE: _____

JOB TITLE _____ DEPARTMENT _____

CATEGORY _____

Gender – Male ☐

Female ☐

APAR SCORE for Financial Year -

Overall Marks obtained in Performance Appraisal Report (PAR) (Employees Covered under KPIs)	Evaluation of Annual Confidential Report (ACR) by final authority	Maximum Marks
91-100	Outstanding/Excellent	5.0
81-90	Very Good	4.0
66-80	Good	3.0
50-65	Satisfactory	2.0
Below 50	Unsatisfactory	NIL

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. A nominee is productive, exhibits a 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 organization.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :


 Executive Director (HR)

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

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

3. The 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 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.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :


Executive Director (HR)

5. The nominee exhibits exemplary service in daily work and has made a 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 :

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.

SCORE (circle one) 1 2 3 4 5

SUPPORTING

COMMENTS/EXAMPLES :

NAME OF THE EMPLOYEE: _____

DESIGNATION: _____

DEPARTMENT: _____

UNIT/OFFICE: _____

Recommendation By Controlling Head: -

Recommendation By Concerned Executive Director: -

Recommendation By Concerned Director: -

**BEST PERFORMING POWERHOUSE AWARD – 2023-2024
EVALUATION SHEET**

RMU Powerhouse

☐

Non RMU Powerhouse

☐

NAME OF THE POWERHOUSE: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks		
A. Technical Parameters (50 Marks)					
A.1.	Plant Availability (10 Marks)				
A.2.	Energy Generation (15 Marks)				
A.3.	PAF/CUF (15 Marks)				
A.4.	Action on the audit report in the respect of ISO 9001-2008(5 Marks)				
A.5.	Loss due to forced and planned outages(5 Marks) (Maximum points will be awarded for minimum outage)				
B. Trends in Expenditure (25 Marks)			2021-22	2022-23	2023-24
B.1.	i) O&M Expenditure for the last three years				
	ii) Capital Expenditure				
	iii) Repair and Maintenance				
C. Overall Development of Powerhouse (25 Marks)					
C.1.	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 Marks)				
	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 Marks)				
C.2.	Upkeep, Cleanliness and Hygiene of the Powerhouse including ladies. (8 Marks)				
C.3.	Horticulture and aesthetics in the Premises of the Powerhouse(6 Marks)				
C.4.	Awareness about environmental issues and implementation initiatives taken by the plant (3 Marks)				
C.5.	safety measures implemented and mock drills conducted (3 Marks)				

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Executive Director (HR)

BEST PERFORMING PROJECT (Under Construction) AWARD – 2023-2024**EVALUATION SHEET**

NAME OF THE POWER PROJECT: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks
A. Physical Parameters		(50 Marks)	
A.1	Percentage of Physical Progress as on 31 st March 2024 w.r.t KPI		
B. Financial Parameters		(50 Marks)	
B.1.	Percentage of Financial Progress as on 31 st March 2024 w.r.t KPI		


 EXECUTIVE DIRECTOR (ED)

BEST PERFORMING POWERHOUSE (SMALL HYDRO PROJECT -WORKING)**AWARD – 2023-2024****EVALUATION SHEET**

NAME OF THE POWERHOUSE: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks		
A. Technical Parameters (50 Marks)					
A.1.	Plant Availability (10 Marks)				
A.2.	Energy Generation (15 Marks)				
A.3.	PAF/CUF (15 Marks)				
A.4.	Action on the audit report in the respect of ISO 9001-2008(5 Marks)				
A.5.	Loss due to forced and planned outages(5 Marks) (Maximum points will be awarded for minimum outage)				
B. Trends in Expenditure (25 Marks)			2021-22	2022-23	2023-24
B.1.	i) O&M Expenditure for the last three years				
	ii) Capital Expenditure				
	iii) Repair and Maintenance				
C. Overall Development of Powerhouse (25 Marks)					
C.1.	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 Marks)				
	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 Marks)				
C.2.	Upkeep, Cleanliness and Hygiene of the Powerhouse including ladies. (8 Marks)				
C.3.	Horticulture and aesthetics in the Premises of the Powerhouse(6 Marks)				
C.4.	Awareness about environmental issues and implementation initiatives taken by the plant (3 Marks)				
C.5.	safety measures implemented and mock drills conducted (3 Marks)				


 Executive Director (HR)

**BEST PERFORMING PROJECT (SMALL HYDRO PROJECT-Under Construction)
AWARD – 2023-2024**

EVALUATION SHEET

NAME OF THE POWER PROJECT: _____

LOCATION: _____

INSTALLED CAPACITY: _____

Sl No.	Parameter and Description	Score	Remarks
A. Physical Parameters		(50 Marks)	
A.1	Percentage of Physical Progress as on 31 st March 2024 w.r.t KPI		
B. Financial Parameters		(50 Marks)	
B.1.	Percentage of Financial Progress as on 31 st March 2024 w.r.t KPI		


 EXCELLENCE PROJECT (PVT)