

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No. 18/MON/2007

From

XEN/Monitoring,
DHBVN, Hisar.

To

All CEs/SEs/XENs/SDOs (OP)
JE-I In charge Sub Offices in DHBVN.

Memo No: - Ch- 47/MON-260

Dated: 08.01.2007

Subject: - Scheme of incentives and rewards for the employees and officers of DHBVNL.

In order to incentivise the efficiency improvement measures by the employees of DHBVN, it has been decided to launch a scheme of incentives and rewards for the employees and officers of DHBVN as per following guidelines: -

- (a) **Cash Rewards for best sub-division, Division and Circle:** - The following cash awards will be given on half yearly basis in respect of best sub division, Division and Circle.

Sr. No.	Description	Amount of Reward
1	Best performing Circle in DHBVN	Rs 10,000
2	Best performing Operation Division (Only one in whole DHBVN)	Rs 12,500
3	Best performing Operation Sub-division (one from each circle)	Rs 25,000 each

The reward shall be distributed among officers/officials equally. The details of the scheme and eligibility criteria to judge best operation sub-division, division and circle are given in Annexure-'A'.

- (b) **Incentives for improving various performance parameters:** - The cash rewards for improving performance parameters to individuals such as SDO's/JEs/ALM/LM/Ledger Clerks/Accounts Staff etc. shall be given on half yearly basis for achieving the improvements in operational and revenue parameters as per Annexure-'B'.
- (c) The scheme will be applicable w.e.f. 01.01.2007.
- (d) The above-mentioned rewards / incentives will be given strictly after reviewing performance to be decided by a committee consisting of the following: -
- (1) Director 'Operations'
 - (2) Director 'Projects'
 - (3) Chief Accounts Officer

The above instructions may be brought to the notice of all concerned for careful and meticulous compliance.

This issues with the approval of M.D., DHBVN.

**XEN/Monitoring
DHBVN, Hisar**

Subject: - Eligibility Criteria to judge best Operation Sub-Division, Division and Circle

The best operation sub-division, operation division and operation circle shall be judged on the basis of maximum score obtained by the respective sub-division, division and circle in respect of various parameters mentioned herein. The weightage attached to the efficiency improvement levels of various parameters are given as under: -

- 1. Percentage Realization (Collection efficiency):** - The weightage given to various levels of increase and decrease in percentage realization as compared to previous year is given as under: -

Quantum of Increase in percentage realization	Eligible Marks	Quantum of decrease in percentage realization	Eligible Marks
Up to 1 %	1	Up to 1 %	-1
Above 1% up to 2 %	3	Above 1% up to 2 %	-3
Above 2% up to 3 %	5	Above 2% up to 3 %	-5
Above 3% up to 4 %	7	Above 3% up to 4 %	-7
Above 4%	10	Above 4%	-10

- 2. Rate of Return:** - The weightage given to various levels of increase and decrease in rate of return (ROR) on units received (Realization) as compared to previous year is given as under: -

Quantum of Increase in ROR on units received (Realization)	Eligible Marks	Quantum of decrease in ROR on units received	Eligible Marks
Up to 3 %	5	Up to 3 %	-5
Above 3%	10	Above 3%	-10

- 3. Line Losses:** - The weightage given to various levels of increase and decrease in line losses as compared to previous year is given as under: -

Quantum of decrease in Line Losses	Eligible Marks	Quantum of increase in line losses	Eligible Marks
Upto 2 %	5	Upto 2 %	-5
Above 2% up to 4%	15	Above 2% up to 4%	-15
Above 4%	20	Above 4%	-20

- 4. Theft detection and recovery:** - The weightage given to various levels of increase and decrease in theft detection and recovery as compared to previous year is given as under: -

Quantum of Increase in theft detection and recovery	Eligible Marks	Quantum of decrease in theft detection and recovery	Eligible Marks
From 1% to 2%	3	From 1% to 2%	-3
Above 2% up to 3%	5	Above 2% up to 3%	-5
Above 3% up to 4%	7	Above 3% up to 4%	-7
Above 4%	10	Above 4%	-10

- 5. Defaulting Amount:** - The weightage given to various levels of increase and decrease in defaulting amount as compared to previous year is given as under: -

Recovery of defaulting amount as a percentage of total outstanding defaulting amount as on 31.3.2006	Eligible Marks	Percentage increase in defaulting amount as on 31.3.2006	Eligible Marks
Up to 1%	1	By 5%	-1
Above 1% up to 2%	3	By 10%	-3
Above 2% up to 3%	5	By 15%	-5
Above 3% up to 4%	7	By 20%	-7
Above 4%	10	Above 20%	-10

- 6. Rate of Damage to Distribution Transformers and return of damaged transformers to stores:** - The weightage given to various levels of increase and decrease in Rate of Damage to Distribution Transformers as compared to previous year and return of damaged transformers to the stores is given as under: -

Percentage reduction in damage rate and return to stores	Eligible Marks	Percentage increase in damage rate of distribution transformers	Eligible Marks
Upto 3% reduction in damage rate and 75% of damaged T/Fs to Stores	2+3	Upto 3%	-2
Above 3% reduction in damage rate and 100% return of damage transformer to stores.	5+5	Above 3%	-5

- 7. No. of Trippings and Breakdowns:** - The weightage given to various levels of increase and decrease in Trippings and Breakdowns as compared to previous year is given as under: -

Quantum of decrease in No. of Trippings and Breakdowns	Eligible Marks	Quantum of Increase in No. of Trippings and Breakdowns	Eligible Marks
Upto 10%	3	Upto 10%	-3
Above 10% up to 15%	5	Above 10 up to 15%	-5
Above 15%	10	Above 15%	-10

- 8. Up keep of sub-station:** - If no fault occurs in any sub-station during the 6 months period – 10 Marks

- 9. Submission of MAS Accounts:** - If MAS accounts pending is Nil – 10 Marks

- 10.** Following parameters shall also be considered in evaluating the performance of operation divisions:

(i) Accounts: - Timely submission of monthly accounts – 20 Marks

(ii) Pension cases: - In case pendency of pension cases is Nil – 20 Marks

Note: - This parameter will be judged if the retiree gets his/her pension on last working day.

(iii) Sending of complete case before 6 months of retirement – 10 Marks

Subject: - Incentive Scheme for the Employees of the Distribution Company (DHBVN)**(A) Defaulting amount**

Sr. No.	Particulars	Beneficiary employees	Benchmark / Pre-requisite	Eligible Incentives
1	Recovery of defaulting amount from permanently disconnected consumers whose defaulting amount is more than one year old and transferred in PDCO ledger	Concerned JE/JE-I/ALM / LM of the area		<p>(a) ALM /LM: - 5% of amount realized in each case</p> <p>(b) JE / AFM: - 2% of amount realized in each case</p>
2	Recovery of defaulting amount from connected consumers for period more than 6 months	Concerned JE/JE-I/ ALM / LM of the area	95% collection efficiency of current dues in the month of recovery for urban feeder and 80% collection efficiency for rural feeder.	<p>(a) ALM/LM: - Rs 1% of recovery of defaulting amount in a month. No incentive for recovery below Rs 5 lacs</p> <p>(b) JE/AFM: - Rs 0.25 % of collection of defaulting amount. No incentive for recovery below Rs 5 lacs</p>
3	Reduction in total defaulting amount of any sub-division at the end of half financial year at least by 25%.	SDO 'Operations'		SDO 'Operations': - Rs 1250

Sr. No.	Particulars	Beneficiary employees	Benchmark / Pre-requisite	Eligible Incentives
2	Pendency of average No. of damaged transformers lying in the field in any month	Concerned JE/JE-I/ ALM / LM of the feeder	No damage T/F of previous month pending for replacement.	(a) ALM/LM: - Rs 250 (b) JE/AFM: - Rs 100
3	% Damage rate of distribution Transformers	SDO 'operations'	5% in Urban sub-division 10 % in rural area	Rs 1250/- and Rs. 250 for extra 1% reduction in damage rate.

(C) Losses & Collection Efficiency

Sr. No.	Particulars	Beneficiary employees	Benchmark / Pre-requisite	Eligible Incentives
1	Distribution Losses	Concerned JE/JE-I/ ALM / LM of the feeder SDO "OP" concerned	a) 2% reduction in line losses of the feeder whose line losses are more than 25%. b) 1.5% reduction in line losses of the feeder whose line losses are between 10 to 20%. a) If losses in rural Sub Division is reduced by 4% from losses of more than 35% and 3% from losses more than 25% b) If losses in urban Sub Division is reduced by 1.5% from losses of	ALM /LM JE / AFM Rs. 750/- Rs. 375/- Rs. 1000/- Rs. 500/- Rs. 1250/- Rs. 1000/-

Sr. No.	Particulars	Beneficiary employees	Benchmark / Pre-requisite	Eligible Incentives
			more than 20 % and 2% from losses of more than 25%	

(D) Miscellaneous

Sr. No.	Particulars	Beneficiary employees	Benchmark / Pre-requisite	Eligible Incentives
1	Actual Meter reading	Meter reader	P.L Cases not more than 1% and correct reading of all meters.	Rs 1000/- but penalty of Rs. 20 per wrong reading recorded per billing cycle will be recovered from meter reader.
2	Transfer of all PDCO and TDCO in Ledger and issue of all necessary PDCO & TDCO entry of MCO's, SCO's and SJO's in time.	Concerned Ledger clerk		Rs. 500/- but in case of default a penalty @ Rs. 20/- per job order will be recovered from concerned ledger clerk.

Sr. No.	Particulars	Beneficiary employees	Benchmark / Pre-requisite	Eligible Incentives
3	Submission of monthly accounts on the prescribed date	Divisional accountant and its staff.		Rs 1000
4	Construction of Turkey projects	SDO Construction and staff.	If work is completed on schedule date or before	Rs. 1250/-
5	Detection of Theft	(a) SDO 'operations' (b) SDO Vigilance '	If theft cases in number and amount is more than corresponding period	1% of amount in each case subject to max. of Rs. 500/- per case.