



**DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED**

(A Govt. of Haryana Undertaking)

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**Instruction No.- DH - 13/2020/R-APDRP**

To

All AEs/JE In-charge in R-APDRP Sub-division  
Under DHBVN.

**Memo No. Ch- 84/PED-154/R-APDRP/ Instruction.**

**Dated: 09.04.2020**

**Subject: Instruction w.r.t the Reward & Recognition (R&R) for the DMS work.**

It has been observed that digitization of the documents through the Document Management Activity (DMS) shall take the entire R-APDRP/IT system to the next level and shall further lead to a hassle free environment for the field offices as far as the day to day upkeep and maintenance of the official records of consumer cases and similar other files are concerned.

Under the R-APDRP project this important activity was undertaken with the facilitation of HCL-T and over a period it has been observed that the overall progress is not appreciable.

The matter was deliberated in WTDs meeting held on 3<sup>rd</sup> April'20 and it was observed that there is an immediate need to enhance the progress of the DMS activity in R-APDRP offices.

After having discussed the matter, it has been decided that incentive scheme be introduced for the Officer's/Officials of the R-APDRP offices involved into the DMS activity so that the progress of the work may be improved with the Reward & Recognition (R&R) scheme.

Accordingly, the incentive mechanism is being introduced as under so as ensure that the DMS activity is expedited further:-

- i) Upon achieving 75% progress of DMS work by any R-APDRP Sub Divn, an incentive @2/- per consumer case.
- ii) Upon achieving 90% progress of DMS work by any R-APDRP Sub Divn, an incentive @3/- per consumer case.
- iii) Upon achieving 100% progress of DMS work by any R-APDRP Sub Divn, an incentive @5/- per consumer case.

The following timelines shall be applicable for the accomplishment of the DMS activity and further becoming eligible for the above incentive:

- R-APDRP Sub Divn upto 10,000 consumers – 2 Months
- R-APDRP Sub Divn upto 15,000 consumers – 2 ½ Months
- R-APDRP Sub Divn upto 20,000 consumers – 3 Months
- R-APDRP Sub Divn upto 25,000 consumers – 3 1/2 Months
- R-APDRP Sub Divn above 25,000 consumers – 4 Months

Distribution of the above incentive shall be between SDO, CC & any other helping hand involved in the DMS activity and shall be at the sole discretion of XEN OP Concerned.

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

  
10/14/2020  
**SE/R-APDRP**  
**For CTO DHBVN, Hisar**

**Cc:**

1. The SPS to CMD, DHBVN, Hisar for kind information of the CMD, please.
2. The SPS to Director/Operations, DHBVN, Hisar for kind information of the Dir., please.
3. The SPS to Director/Projects, DHBVN, Hisar for the information of the Dir., please.
4. The CE/PD&C, DHBVN, Hisar for kind information of the matter, please.
5. The CE/Commercial, DHBVN, Hisar for kind information of the matter, please.
6. The CE/Operation, Delhi/Hisar for kind information of the matter, please.
7. The CFO, DHBVN, Hisar for kind information of the matter, please.
8. All SE/Operation under DHBVN for kind information of the matter, please.
9. The SE/IT, DHBVN, Hisar for kind information and uploading the same on DHBVN website, please.
10. The FA/HQ, DHBVN, Hisar for kind information of the matter, please.
11. The XEN/Monitoring, DHBVN, Hisar for kind information of the matter, please.
12. All XEN in R-APDRP towns under DHBVN for kind information of the matter, please.
13. The CCO, DHBVN, Hisar for kind information, please.