



उत्तर प्रदेश पावर कारपोरेशन लिमिटेड
(उ०प्र० सरकार का उपक्रम)
U.P. POWER CORPORATION LIMITED
(Govt. of Uttar Pradesh Undertaking)
शक्ति भवन, 14 अशोक मार्ग, लखनऊ।

CIN : U32201UP1999SGC024928

संख्या- 101-ज०श० एवं प्र०सु०-01/पाकालि/2018-08-ज०श० एवं प्र०सु०/2017 दिनांक : 25.01.2018

कार्यालय ज्ञाप

निदेशक मण्डल, उ०प्र० पावर कारपोरेशन लि० की दिनांक 17.01.2018 को सम्पन्न 136वीं बैठक में लिये गये निर्णय के अनुसार उ०प्र० पावर कारपोरेशन लि० में कार्य संस्कृति के सुधार तथा सकारात्मक वातावरण विकसित किये जाने के उद्देश्य से “Staff Motivation and Empowerment Schemes” एतद्वारा संलग्न विवरण के अनुसार निर्धारित की जाती हैं।

संलग्नक : यथोपरि।

निदेशक मण्डल
उ०प्र० पावर कारपोरेशन लि०

संख्या-101(i)-ज०श० एवं प्र०सु०-01/पाकालि/2018, तददिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. निजी सचिव, अध्यक्ष, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
2. निजी सचिव, प्रबन्ध निदेशक, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
3. अपर पुलिस महानिदेशक (सतर्कता), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
4. समस्त निदेशकगण, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
5. अपर सचिव (प्रथम/द्वितीय/तृतीय), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
6. प्रबन्ध निदेशक, पूर्वांचल विद्युत वितरण निगम लि०, वाराणसी/पश्चिमांचल विद्युत वितरण निगम लि०, मेरठ/दक्षिणांचल विद्युत वितरण निगम लि०, आगरा/मध्यांचल विद्युत वितरण निगम लि०, लखनऊ /केस्को, कानपुर।
7. अध्यक्ष, विद्युत सेवा आयोग, उ०प्र० पावर कारपोरेशन लि०, एस०एल०डी०सी० परिसर, निकट मंत्री आवास, विभूति खण्ड, गोमती नगर, लखनऊ।
8. मुख्य अभियन्ता (जल-विद्युत), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
9. समस्त मुख्य अभियन्ता (स्तर-। एवं स्तर-।।)/मुख्य महाप्रबन्धक/महाप्रबन्धक, उ०प्र० पावर कारपोरेशन लि०।
10. समस्त संयुक्त सचिव/अधीक्षण अभियन्ता/उपमहाप्रबन्धक, उ०प्र० पा०का०लि०, लखनऊ।
11. कम्पनी सचिव, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
12. लेखाधिकारी (वेतन एवं लेखा), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
13. अधिशासी अभियन्ता (वेब), शक्ति भवन लखनऊ को उ०प्र० पावर कारपोरेशन लि० की वेबसाइट www.uppcl.org पर “Orders” एवं “Right to Information” शीर्षक के अन्तर्गत अपलोड करने हेतु।
14. नोटिस बोर्ड।

आज्ञा से,
आर.के. गुप्ता
(आर०के० गुप्ता)
उप सचिव (ज०श० एवं प्र०सु०)

STAFF MOTIVATION AND EMPOWERMENT SCHEMES

1. SPOT RECOGNITION SCHEME

1.1. Brief Description

Each Executive Engineer heading a division will be empowered to select one employee every month for "Spot Recognition". An employee being selected for Spot Recognition should have performed beyond the call of duty at some point of time in the month in which his/her effort have been recognized based on objective criteria such as Reduction in AT & C losses, New connections released with meter, Ledgerization of new consumers, Realization of arrears, Improvement in through rate, prompt restoration of supply, number of FIRs done against theft of electricity, courageous effort to avert danger, billing percentage improvement or any other effort as considered worthy of reward.

1.2. Components

The reward will have monetary and non-monetary components.

- Monetary component – INR 1000.
- Non-monetary component – Citation letter signed by the Executive Engineer elaborating the reason for award.

1.3. Methodology

- The same employee cannot be awarded a Spot Recognition more than once in twelve months.
- EE is required to send a copy of award letter to DISCOMs/KESCO headquarters. The judgement of the EE will not be questioned.
- The name of the awardee will remain on display on the notice board of the division for 30 days.
- This scheme will be only for officers/staff working in divisions.

2. BIRTHDAY CELEBRATION SCHEME

2.1. Brief Description

Each employee's birthday will be celebrated in a small way. The card (if so selected) and gift will be stocked at UPPCL (HQ/Corporate Units)/DISCOMs/KESCO/Zone/Circle/Division at the beginning of each fiscal year for all employees. Card and gift will be handed over to the employee at UPPCL (HQ/Corporate Units)/DISCOMs/KESCO/Zone/Circle/Division on the day of his/ her birthday.

2.2. Components

The celebration will have two components

- A personalised greeting from the Chairman, UPPCL through SMS. Submission of details of officers/staff to the Chairman, UPPCL shall be ensured by the concerned head for this purpose.
- A small gift of maximum value INR 150 inclusive of all logistics cost will be delivered by UPPCL (HQ/Corporate Units), DISCOMs/KESCO, Zone/Circle/ Division and a tastefully designed greeting card on behalf of Chairman/MD of the UPPCL/DISCOM/KESCO also will be given.

2.3. Methodology

- UPPCL headquarter purchase department will make a rate contract for item, card and will deliver them to the concerning units. The boxes will be delivered quarterly in advance in expected quantity+5% by the supplier. The item once decided will be changed only after 12 months.

- Headquarter P&A will generate a unit wise list monthly in advance of forthcoming birthdays during the month and forward the emails to respective units. The list will remain on notice board of the concerning unit, for the entire month.
- HOD of the concerned employee will be responsible to handover the gift to the employee on his/her birthday.
- This scheme will be for all employees working in UPPCL (HQ/Corporate Units)/DISCOMs/KESCO.

3. ANNUAL AWARDS SCHEME

3.1. Brief Description

There will be a total of 36 awards, 03 awards for staff and 03 awards for officer category per DISCOM/KESCO, separately (total of 30 awards) and 03 awards for staff and 03 awards for officer category for UPPCL (HQ/Corporate Units) (06 awards) and other support staff not placed with any DISCOMs.

UPPCL (HQ/Corporate Units), DISCOMs/KESCO will conduct a selection process and identify one employee as "Employee of the Year". The first runner up will be called "Tower of year" and second runner up will be called "Pillar of the year". Here too, the first and second runner up will be awarded as well.

All the above awards will be selected in two separate categories – 1) Officers and 2) Staff.

3.2. Components

The award will have monetary and non-monetary components

- Monetary component
 - For the DISCOMs/KESCO & UPPCL (HQ/Corporate Units) level awards, the following is proposed – (a) Employee of the Year : INR 50,000, (b) Tower of the year: INR 25,000, (c) Pillar of the year: INR 15,000.
- Non-monetary component – Certificate of recognition (to be designed)

3.3. Methodology

The following modality is proposed for the selection process to remove the bias in the selection-

- Only employees who have been with the Organisation for a minimum of 03 years will be eligible.
- Employees have to be nominated for the awards by any other employee, along with the reason for the nomination.
- Employee performance should have been consistently good throughout the year.
- In the case of the DISCOMs/KESCO level award, a panel of 03 Director level officers Nominated by MD (who will then not be eligible for the award) will form the evaluation committee. The recommendation of the committee will be presented to M.D. for final approval. The committee will select only the top 15-20 nominations received.
- In the case of the UPPCL (HQ/Corporate Units) level award, a panel of 03 Directors from UPPCL (HQ/Corporate Units) will select the awardees following the same criteria as above. The final approval will be granted by the Chairman.
- This scheme will be for all officers/staff working in UPPCL (HQ/Corporate Units)/DISCOMs/KESCO

The expenditure involved will be debited to the budget of UPPCL/DISCOMs/KESCO for the concerning year.