

**MADHYA PRADESH POWER TRANSMISSION COMPANY LTD.**  
**Regd. Office: Block No.2, Shakti Bhawan, Rampur, P.O. Vidyut Nagar,**  
**Jabalpur (M.P.)-482008**

No. AS/MPPTCL/1552

Dated 26.6.06

**CIRCULAR**

The procedure and guidelines to be followed for grant of awards/ medals/certificates of merit to the officers & employees of MP Power Transmission Company Ltd. on the occasion of Independence Day/Republic Day shall be as follows :

**Guidelines :**

For grant of awards/certificates for meritorious works, the HoD shall mainly consider following factors while recommending the cases to Addl. Secretary, MPPTCL :-

- i. Whether the employee concerned has achieved excellence in any field of MPPTCL's activities or developed new ideas or designs or evolved new procedures which have materially contributed to improvement in any sphere of functioning of Transmission Company. Whether the employee has shown particular initiative or drive or originality which is not ordinarily noticed even amongst good workers.
- ii. Whether the employee has positively contributed in curtailing the expenditure of the MPPTCL.
- iii. Whether the employee has done something even involving danger to his person, in his zest to put in dedicated work for the MPPTCL, thus enhancing the prestige of the MPPTCL in the eyes of the public at large.
- iv. Whether there is nothing adverse against the employee atleast for the last five years. However this criteria could be relaxed depending upon the merits of the case & discretion of the HoD.
- v. Whether employee has shown leadership quality in group action leading to saving of money and times to the MPPTCL by overcoming critical technical or human problems. In case, the employee is adjudged to this, it should be supported by quality of leadership which impressed the most. The nature and volume of work, amount of money or time saving, nature of technical or human problem overcome should also be mentioned.
- vi. Whether the employee has done anything that led to image building of the Company in the eyes of public or Govt.

The word employee covers all the employees in various cadres of MPPTCL inclusive of officers.

**Committee to scrutinize proposals :**

A Committee consisting of following officers shall examine and scrutinize the proposals for grant of awards / meritorious certificates on uniform basis :-

- i. Executive Director (Civil-Tr.)
- ii. Executive Director (EHT:C&M and Personnel)
- iii. CE (T&C)
- iv. CE (Planning)
- v. Chief Financial Officer
- vi. Joint Secretary (Convenor)

The Committee after taking into account all relevant factors and justifications shall scrutinize the proposals forwarded by each HoD and recommend the names to the CMD, MPPTCL through Secretariate for consideration.

**Criteria for limiting no. of awards :**

Presently there are about 5500 employees in MPPTCL in all the cadres. The ratio for recommendation of awards shall be 3:1000 employees. Accordingly, the number of awards will get restricted to about 15 for each occasion i.e. for Independence Day & Republic Day separately. A variation of  $\pm 10\%$  could be allowed while selecting awardees for each occasion subject to the condition that the total no. of awardees on the two occasions clubbed together do not exceed 30 nos. The recommendations in respect of all field personnel shall be made by their HoDs stationed at Jabalpur. All the Class III & IV employees are eligible for above awards, whereas in officers cadres only upto SE (and equivalent) would be considered as eligible for such awards.

**Recommendation by HoDs in two stages :**

The recommendations for awards in each financial year shall be made by HoDs in two stages with the due dates in the manner explained below :-

- i. For meritorious works performed during the period April to September, the HoDs shall submit the recommendations complete in all respects to the Secretariate, MPPTCL latest by 30<sup>th</sup> November so that sufficient time is available for scrutinizing the proposals by the Committee and also for obtaining competent approval. The cases so approved shall be considered for awards on 26<sup>th</sup> January (Republic Day).
- ii. For meritorious works performed during the period October to March of each financial year, the due date for submission of recommendations by HoDs to Secretariate, MPPTCL shall be 31<sup>st</sup> May. The cases finally approved shall be considered for awards on 15<sup>th</sup> August (Independence Day).

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All the HoDs, keeping in view the ratio as discussed under "Criteria for limiting no. of awards", shall take utmost care while making recommendations and should substantiate their recommendations with facts & figures. Any recommendation received after the prescribed due date would be ignored.

**Awards :**

To encourage the employees to achieve excellence in the field in which they are working, develop innovative ideas contributing substantial savings to the Company, as well as for curtailing the expenses drastically, it has been decided to reward officers and employees in selected cases as follows:

- |     |   |   |
|-----|---|---|
| i.  | Officers (only upto the cadre of SE (& equivalent)) | Certificate + Silver medal              |
| ii. | Employees (Class III & IV)                          | Certificate + Cash award of Rs. 5000/-. |

The Committee shall go through minutely with the recommendations of HoDs for cash awards/medals & will recommend the names of proposed awardees to the CMD, MPPTCL through Secretariate for consideration.

All the HoDs shall follow the above procedure/guidelines uniformly for recommending the cases for grant of awards/medals on the occasion of Independence Day/Republic Day. This circular may please be circulated among all the officers & staff under each HoD.

  
**EXECUTIVE DIRECTOR  
(EHT:C&M & PERSONNEL)**

**No. AS/MPPTCL/1553**

**Dated 26.6.06**

Copy to :

1. The Executive Director (Civil-Transmission) / (EHT-C&M)/T&C, MPPTCL, Jabalpur.
2. The Chief Engineer PS/HRDI/LD/Transmission/Planning, MPPTCL, Jabalpur.
3. The Addl. Secretary (S)/(P)-I/(P)-II, MPSEB, Jabalpur.
4. The Chief Financial Officer, MPPTCL, Jabalpur.
5. The Addl. Chief Engineer (EHT-C&M) Circle, MPPTCL, Indore/Gwalior.
6. The Superintending Engineer (EHT-C&M) Circle, MPPTCL, Bhopal/Jabalpur/Satna.
7. The Superintending Engineer (Testing & Communication) Circle, Civil-Transmission Circle, MPPTCL, \_\_\_\_\_.
8. The Staff Officer attached to the CMD, MPPTCL, Jabalpur.
9. The RAO, MPPTCL, Jabalpur/Indore/Bhopal.
10. The Statistical Officer/Incharge Legal Cell, MPPTCL, Jabalpur.

  
**JOINT SECRETARY**

(2)

# M.P. POWER TRANSMISSION COMPANY LIMITED

Regd. Office: Shakti Bhawan, Rampur, PO Vidyut Nagar, Jabalpur, (MP) 482008

No. AS/MPPTCL/2342

dated 03 AUG 2013

## CIRCULAR

The Award policy issued vide circular No. AS/MPPTCL/1552 dated 26.06.2006 for grant of awards/medals/certificates of merit to the officers/employees of MPPTCL on the occasion of Independence Day/Republic Day is hereby amended as under in respect of criteria for limiting number of awards:-

"The ratio of recommendation of awards shall be 5:1000 employees in place of 3:1000 employees, accordingly the maximum number of awards shall be 25 in place of 15 for each occasion of Independence Day & Republic Day separately. A variation of  $\pm 10\%$  could be allowed while selecting awardees for each occasion subject to the condition that the total number of awardees on the two occasions clubbed together do not exceed 50 numbers in one financial year."

The above award policy issued vide circular dated 26.06.2006 is amended to the extent mentioned above only.

Further necessary action may please be taken by all concerned accordingly.

BY ORDER

*W. S.*

Chief Engineer (Corporate Affairs & IT)  
MPPTCL, Jabalpur.

No. AS/MPPTCL/2343

dated 03 AUG 2013

### Copy to :-

1. The Director (Technical), MPPTCL, Jabalpur.
2. The Chief Engineer (HRDI) / (CRA) / (EHT-Maint. & Insp.) / (EHT-Constn.) / (Procurement) / (Plg. & Design) / (SLDC) / (T&C) / (Civil Trans.), MPPTCL, Jabalpur.
3. The Chief Financial Officer, MPPTCL, Jabalpur.
4. The Superintending Engineer (EHT-Constn.) / (EHT-Maint.) / (T&C), MPPTCL,
5. The Staff Officer attached to the MD, MPPTCL, Jabalpur.
6. The Regional Accounts Officer, MPPTCL, Jabalpur/ Bhopal/ Indore.
7. The Welfare Officer/ Law Officer, MPPTCL, Jabalpur.
8. Order file.

*W. S.*  
3.8.13  
Executive Engineer (Corporate Affairs & IT)  
MPPTCL, Jabalpur.

# M.P. POWER TRANSMISSION COMPANY LIMITED

Regd. Office: Shakti Bhawan, Rampur, PO Vidyut Nagar, Jabalpur, (MP) 482008

No. AS/MPPTCL/ 3307

dated 25 OCT 2013

## CIRCULAR

The Award Policy issued vide circular No. AS/MPPTCL/1552 dated 26.06.2006 read with Circular No. AS/MPPTCL/2342 dated 03.08.2013 for grant of awards/medals/certificates of merit to the officers/employees of MPPTCL on the occasion of Independence Day/Republic Day is hereby amended to the extent as under in respect of period of consideration for award recommendation by HoDs in two stages:-

### Republic Day Awards

The period of consideration for recommendations of awards to be distributed on 26<sup>th</sup> January (Republic Day) may be considered from July to November. The HoDs shall submit the recommendations complete in all respects to the Secretariat, MPPTCL by 15<sup>th</sup> December.

### Independence Day Awards

The period of consideration for recommendations of awards to be presented on 15<sup>th</sup> August (Independence Day) may be considered from December to June. The HoDs shall submit the recommendations complete in all respects to the Secretariat, MPPTCL by 15<sup>th</sup> July.

In view of the above changes, the period of consideration for forthcoming awards on 26<sup>th</sup> January, 2014 shall be re-adjusted from April 2013 to November 2013 in place of (July 2013 to November) for one time.

Further necessary action may please be taken by all concerned accordingly.

BY ORDER



(K.K. Saxena)

Chief Engineer (Corporate Affairs & IT)  
MPPTCL, Jabalpur.

No. AS/MPPTCL/ 3308

dated 25 OCT 2013

### Copy to :-

1. The Director (Technical), MPPTCL, Jabalpur.
2. The Chief Engineer (HRDI) / (CRA) / (Plg. & Design) / (SLDC) / (EHT-Maint. & Insp.) / (EHT-Constn.) / (Procurement) / (T&C) / (Civil Trans.), MPPTCL, Jabalpur.
3. The Chief Financial Officer, MPPTCL, Jabalpur.
4. The Superintending Engineer (EHT-Constn.) / (EHT-Maint.) / (T&C), MPPTCL,
5. The Staff Officer attached to the MD, MPPTCL, Jabalpur.
6. The Regional Accounts Officer, MPPTCL, Jabalpur/ Bhopal/ Indore.
7. The Welfare Officer/ Law Officer, MPPTCL, Jabalpur.
8. Order file.



(K.K. Shrivastava)

Superintending Engineer (Corporate Affairs)  
MPPTCL, Jabalpur.