

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
ABSTRACT

AWARDS- APGENCO – “Best Performance Award” to the Team - Based on performance of Employees – Guidelines for Identification – Orders Issued.

G.O.O. No.148 CGM(Adm,IS & ERP)/2022

Dated:13.10.2022

ORDER:

APGENCO had decided to confer Team awards to the Employees on 26th January every year for meritorious performance with reference to performance of the preceding financial year. This is intended to create an environment of recognition for excellence and create a competitive working environment among employees fueling the growth of the organization.

2. The Procedure, norms, guidelines and the time frame for the purpose is as follows.

I. NORMS:

- i) The performance during the preceding financial year i.e. 1st April to 31st March will be taken as the relevant period to appraise the outstanding performance/ significant progress for conferring the awards during Republic day celebrations (26th January every year).
- ii) The norms / targets set by APERC wherever relevant may be taken into account.
- iii) Active participation of Team in special works, major works, socio cultural activities, sports and community works may also be considered.
- iv) The innovative ideas of team that have proved the performance excellence in power generation / financial benefit to the organization may be given due importance.
- v) The main objective of the meritorious awards should be reinforcing good work culture among the employees in order to achieve organizational excellence duly recognizing and encouraging the outstanding contribution made by the employees.
- vi) Time frame for Republic day merit awards every year is furnished Vide Annexure- I.

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II. AWARDS:

Team Awards to Division/Sub division or equivalent wherever applicable for the best performance of the Employees is given as under.

A. TEAM AWARDS FOR PLANT EMPLOYEES:

- i. Best Division /Sub division (Electrical/ Mechanical/ Telecom /Civil) in the Plant among Engineering stream.
- ii. Best team equivalent to Division/Sub division in the Plant among Chemical, Medical, Fire & Security, P&G and HR Streams.
- iii. Best team equivalent to Division/Sub division in the Plant among Accounts stream.
- iv. Best performed Unit within the Plant (Total team connected with this Unit) wherever applicable.
- v. Only Division will be considered as a Team where the Chief Engineer is the Plant Head.
- vi. Sub-division may be considered as a Team where the Superintending Engineer/Executive Engineer is the Plant Head.

Procedure:

- I. For the above merit awards the proposals are to be furnished by the Division /Sub Division Heads to the concerned Circles/Divisions wherever applicable.
- II. The Concerned Circle/Division Heads wherever applicable have to Scrutinize the above proposals before submitting to their plant Heads.
- III. Plant Heads will identify the Teams for the merit awards duly scrutinizing the proposals received from Division/Sub Division Heads in Co-ordination with the Circle/Division Heads.
- IV. These merit awards for Plant Employees will be given at the Plant during Republic Day Celebrations.

B. TEAM AWARDS FOR CORPORATE OFFICE EMPLOYEES:

- i. Best Engineering Team (Division level) under each HOD.
- ii. Best Accounts Team (Section level) under each HOD.
- iii. Best Team (Equivalent to Division Level) among the Streams of P&G and HR.
- iv. Best Team (Equivalent to Division level) among the streams of Medical, Fire & Security.

Procedure:

- I. For the above merit awards the proposals are to be furnished by the HODs including CV&SO in the corporate office to the concerned Directors. The proposals from Superintending Engineer/Quality Control/VS are to be furnished to the Director/HR&IR.
 - II. Duly scrutinizing such proposals, the concerned Directors will separately identify the Teams whose achievement or significant progress deserves recognition therein among the HODs under their control.
 - III. These merit awards for the Corporate Office Employees will be given during the Republic Day Celebrations at Head Quarters.
3. Separate formats Containing points to be considered for evaluation of meritorious performance of Employees against Thermal Plants, Hydel Plants and Corporate Office are furnished vide Annexure-II, III & IV respectively.
4. The Chief General Manager(Adm,IS&ERP) shall make appropriate administrative arrangements like procuring mementos, printing of certificates and communication to the concerned and organizing the function at Head Quarters etc.,
5. All the Station Heads, Functional Heads are requested to adhere strictly to the norms and the time frame.

Encl:Annexures-I,II,III&IV.

B.SREEDHAR
MANAGING DIRECTOR

To

All the Station Heads/Functional Heads at Head Quarters

:4:

Copy to :

The Dy.EE (T) to Managing Director

The AO to Director(Finance&Commercial)

The Dy.EE(T) to Director(Thermal)

The Dy.EE(T) to Director(Hydel)

The PO to Director(HR&IR)

The PA to Chief General Manager(Adm,IS&ERP)

Stock File.

F.No.CGM(Adm,IS&ERP)/DS(Estt)/DGM(Estt)/PO.B/113/2022


//FORWARDED:: BY ORDER//


PERSONNEL OFFICER

ANNEXURE- I to G.O.O. No.148 CGM(Adm,IS & ERP)/2022, Dated:13.10.2022

<u>Description</u>	<u>End Date for every year</u>
1.Furnishing of Proposals by the HODs in Corporate Office to the Concerned Directors	by 15 th December
2.Finalisation of the Merit Awards by the Concerned Directors/APGENCO	by 25 th December
3.Approval of Merit Awards by the Managing Director.	by 5 th January.

B.SREEDHAR
MANAGING DIRECTOR

//FORWARDED:: BY ORDER// 
PERSONNEL OFFICER

ANNEXURE- II(Thermal Plants) to G.O.O. No.148 CGM(Adm,IS & ERP)/2022,
Dated:13.10.2022

- Exemplary devotion to duty under conditions of emergency with glaring difference from others.
- Profit to the Organization by settling the issues in time, avoiding huge penalties etc.
- Any commendable job/innovative idea, even on onetime basis, setting new trends in the performance/work culture.
- Improvement through change/modification in the design of equipment and Layout.
- Economy in usage of stationary, consumables and vehicles.
- Simplification/modification of work practices, systems, procedures and processes to Improve efficiency.
- Efforts to reduce fuel/power consumption, labor cost, operational cost and etc.
- Safety & healthy environment, good work practices, and coordination with other work groups.
- Efforts to improve PLF & to reduce downtime of Units/equipment.
- Any other points that deserve to be consider. d for improving the performance of the Units/Plant.

B.SREEDHAR
MANAGING DIRECTOR

//FORWARDED:: BY ORDER//


PERSONNEL OFFICER

ANNEXURE- III(Hydel Plants) to G.O.O. No.148 CGM(Adm,IS & ERP)/2022,
Dated:13.10.2022

- Exemplary devotion to duty under conditions of emergency with glaring difference from others.
- Profit to the Organization by settling the issues in time, avoiding huge penalties etc.
- Any commendable job/innovative idea, even on onetime basis, setting new trends in the performance/work culture.
- Improvement through change/modification in the design of equipment and Layout.
- Economy in usage of stationary, consumables and vehicles.
- Simplification/modification of work practices, systems, procedures and processes to Improve efficiency.
- Efforts to reduce power consumption, labor cost, operational cost and etc.
- Safety & healthy environment, good work practices, and coordination with other work groups.
- Efforts to improve availability factor & to reduce downtime of Units/equipment.
- Efforts to Optimum utilization of water storage in the reservoirs.
- Any other points that deserve to be considered for improving the performance of the Units/Plant.

B.SREEDHAR
MANAGING DIRECTOR

//FORWARDED:: BY ORDER//


PERSONNEL OFFICER

ANNEXURE- IV(Corporate Office) to G.O.O. No.148 CGM(Adm,IS & ERP)/2022,
Dated:13.10.2022

- Exemplary devotion to duty under conditions of emergency with glaring difference from others.
- Profit to the Organization by settling the issues in time, avoiding huge penalties etc.
- Any commendable job/innovative idea, even on onetime basis, setting new trends in the performance/work culture.
- Economy in usage of stationary, consumables and vehicles.
- Simplification/modification of work practices, systems, procedures and processes to Improve efficiency.
- Efforts to improve digitalization of Office Procedures/Payments.
- Any other points that deserve to be considered for improving the performance of the Organization.

B.SREEDHAR
MANAGING DIRECTOR

//FORWARDED:: BY ORDER//


PERSONNEL OFFICER