



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD. OFFICE: JANPATH: BHUBANESWAR-751022

Phone: 0674-2540051, Fax-0674-2542981, Website: www.optcl.co.in

CIN-U40102OR2004SGC007553

No. A W-GE-VI-01/2016

2373 (130)

Date: 3-2-2016

From

The Deputy General Manager (HRD) E.E.

To

All CGMs / All Sr.GMs

All the GMs in charge of Circles/All DGMs in charge of Divisions

All Branch Heads, OPTCL Hqrs Officers

All HRD Officers

Sub: Nomination for Award to the employees of State PSUs

Sir,

I am enclosing here with a copy of letter issued by the Company Secretary regarding Guidelines for "Award to the State PSUs".

I am directed to inform you that Deptt. of Public Enterprises, Govt. of Odisha have decided to award the employees of the State PSUs in the following categories during the month of April 2016.

- I. Best Employee (Quarterly)
- II. Innovative idea to improve the functioning of the PSU
- III. Best HR Officer

The detailed Guidelines regarding criteria for Award, eligibility, nomination process, nomination requirement, timeline for submission of nomination including Nomination Form are enclosed.

You are requested to circulate the guidelines along with the Nomination Form amongst different categories of employees as applicable so as to enable them to submit their nomination through Appropriate Authority as prescribed in the guidelines.


DGM (HRD) E.E.

Encl: As above

CC:

- (i) P.S to CMD for kind information of CMD
- (ii) Copy to Company Secretary w.r.t his Letter No.15 dt.15/01/2016 for kind information



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Regd. office : Janpath, Bhubaneswar-751022, Odisha
Phone : (0674) 2540051 (EPABX), Website : www.optcl.co.in

No. OPTCL/CS/PE Award/

15

Date: 15.01.2016

To

The General Manager (HRD)
Executive/Non-Executive/MPPR
OPTCL.

DGM (HRD) BB
DGM (HRD) NAE
for n.a.m.
P 29
18/1/2016

Sub: Guidelines for "Award to the State PSUs".

Sir,

The Department of Public Enterprises, Govt. of Odisha have decided to give award to the employees of the State PSUs on the following disciplines during the month of April, 2016.

1. Award for quarterly best employee.

Under this category, it is proposed to give an award in every quarter for the Best Employee of the Corporation. This award will recognize and reward the outstanding achievements of individual and/or teams within the PSU who strive for excellence in the work place. One employee from each Corporation would be selected in every quarter. Any employee i.e. Regular/ Contractual/ Outsourced working in the State in Public Sector is eligible under this category for nomination.

The detailed guidelines regarding criteria for award, eligibility, nomination process, nomination requirement, timeline for submission of nomination and other terms & conditions including Nomination Form are enclosed.

You are requested to circulate the guidelines along with Nomination Form among all employees (Executive & Non-Executive) and other categories of personnel as prescribed so as to enable them submit their nomination through appropriate authority as prescribed in the guidelines.

2. Award for Innovative idea to improve the functioning of the PSU.

Under this category an award is proposed for any employee of the State PSU who have suggested or developed new ideas or measures which has improved the functioning of the Corporation. There will be four such awards annually (one for every quarter). Any staff- Regular/ Contractual/ Outsourced working in the State Public Sector Undertaking is eligible to submit their nomination directly to the Deputy Director, PE Department, Govt. of Odisha in the prescribed nomination form by email (deputydirector@gmail.com) and a hard copy. Further, it could be claimed by one person or by a team. *It shall not be regular or routine work carried out in*

AGM (HRD) BB
for n.a.m.

19/1/16

20/1/16

20.1.16

normal process of functioning of the corporation. Before making claim the idea shall be well grounded. A clear demonstration of the output of the idea/innovation shall be documented.

The guidelines prescribing the criteria for award, eligibility, nomination process, Nomination period, other terms & conditions and nomination form as forwarded by PE Department are enclosed.

You are requested to circulate the same among the all employees Executive, Non-Executives and other personnel working in OPTCL as prescribed in the guidelines so as to enable them submit their nomination form for the award.

3. Award for the Best HR Officer.

Under this category it has been proposed to give two awards for the "Best HR Officer of the Corporation" annually for each PSU. This award will recognize and reward the outstanding achievement of individuals within the PSU who strive for excellence in the work place. Two employees from each Corporation would be selected annually. HR Officer (with any designation) working in the State Public Sector Undertaking is eligible under this category for nomination.

The detailed guidelines regarding criteria for award, eligibility, nomination process, nomination requirement, timeline for submission of nomination and other terms & conditions including Nomination Form are enclosed.

You are requested to circulate the guidelines along with Nomination Form among all HR officers of OPTCL so as to enable them submit their nomination through appropriate authority as prescribed in the guidelines.

Yours faithfully,

Encl: As above.

15.1.2016
COMPANY SECRETARY

- Please note that

- (i) As per guidelines, the Independent Directors are eligible to participate in "Award for Innovative idea to improve the functioning of the PSU". Accordingly, a separate letter is being issued to the Independent Directors along with guidelines and Nomination form.
 - (ii) Separate letter is being issued to CFO/CGM (Finance) for the "Award for the Best Finance Officer" as the Chief Finance Officer of the PSUs is eligible for nomination.
- c.c. to PS to CMD and Director (Finance) for kind information of CMD and Director (Finance)

Award for Quarterly Best Employee Award

It is proposed to have an Award for "Best Employee of the month" every quarter, for each PSU. Award for "Best Employee of the month" will recognize and reward the outstanding achievement of individual and/or teams within the PSU who strive for excellence in the workplace.

It will carry a cash reward of Rs. 10, 000/-. One Employee from each Corporation would be selected, every Quarter.

Criteria for Award

Each Nomination would be considered for showing consistently outstanding or extraordinary performance in any of the following areas:

- The Nominee contributed ideas that result in savings of time and / or resources.
- He took personal initiative and sets the pace in a supervisory or non-supervisory role to achieve a particular difficult or incomplete task.
- He has undertaken significant projects which show creativity or progressive ideas.
- He demonstrated dedication and service to the corporation beyond regular assignments.
- Nominee has initiated developmental activities to improve job knowledge or work performance.
- He has achieved more than his target and contributed to the corporation by doing so.
- He undertook extra responsibility and willingly discharged the additional duties assigned.

Eligibility

Any employee - Regular / Contractual / Outsourced working in the state Public Sector Undertaking

The Nomination Process

Any PSU staff can submit a nomination to his MD/CMD in the prescribed nomination form. However, MD/CMD can also Suo-moto send a nomination.

MD/CMD of the PSU will send nomination form along with their recommendations to the PE Department, by end of every quarter.

No self-nominations directly to the PE department will be accepted and all nominations will be confidential. Nominations will be forwarded to the Staff Excellence Awards Committee of PE department. Decision of the Committee will be final.

To re-nominate an employee, who was nominated in the last quarter, MD/CMD has to re-submit the name for consideration and provide an update to the previous materials.

While sending their recommendation MD/CMD will give specific examples to describe how this employee's performance merits recognition for exemplary service.

PE Department will examine the recommendations of MD/CMD and finalise the awards.

Award Committee

Staff Excellence Award Committee (SEAC) will consist of three members. Secretary, Public Enterprise Department will be the Chairman of the Award Selection Committee. There will be two members who are not associated with any corporation and have no declared interest in any PSU.

Nomination

Nominations will consist of two phases

Phase I

Any employee considering him / her worthy of award, in any given category, shall fill up a form, which could be downloaded from the website of PE Department. (Form A - Form for nomination)

Along with the standard nominations form, there will also be a letter from the employee to his /her corporation MD/CMD that explains why he /she is worthy of the award. This letter should be descriptive, convincing, and specifically focused on the purpose of the award. Any extra work done by the employee over and above the award criteria may also be mentioned in this letter. (Form B)

MD/CMD while making the recommendation, will give specific reasons as to how the concerned employee is considered worthy of recommendation for the award in the given category. MD/ CMD shall consider the requirement prescribed for the award and how the employee has performed satisfying the criteria for award.

(Form C - Form for recommendation by MD / CMD)

Phase II

MD / CMD will send the Employee Nomination form, Letter from employee and his / her recommendations to the Deputy Director, PE Department.

PE Department will scrutinise the nominations and will reject the incomplete and late nominations.

ONLY nominations which are complete in all aspects and submitted within time will be placed before the Award Selection Committee.

Award selection committee will consider each nomination and recommendation made. They will evaluate each nomination on the basis of criteria laid out for a particular award.

If necessary, they may ask for additional information/ clarification from the concerned employee / corporation.

Apart from verifying the criteria the committee will examine whether the nominee has consistently shown outstanding or extraordinary performance in at least three or more of the following areas:

Service to corporation - Contributes to improvement in the quality of service provided by him/her as per role assigned to seniors, staff and/or the public;

Leadership - Demonstrates initiative and sets the pace in a supervisory or non-supervisory role;

Mentoring - Encourages and motivates other employees to improve their performance;

Self-Improvement - Initiates developmental activities to improve job knowledge or work performance;

Efficiency - Contributes ideas that result in savings of time and / or resources;

Problem Solving - Demonstrates creative and innovative resolution to problems or challenges in the department

Teamwork - Contributes significantly in team approaches.

Decision of the Award Selection Committee will be final and binding and no appeal will be entertained for change in the decision.

Award Section committee (ASC) reserve the right not to make an award in case the nominations received are not found fit enough in terms of quality and quantity.

Award nomination requirements

Only complete nomination will be considered by the individual award or medal committee.

This includes:

4. Completed Award nomination form. (Form A)
5. Brief citation in form of a letter by the employee stating the accomplishments that make the nominee deserving of this particular award. (Form B)
6. Recommendation of MD / CMD (Form C)

Nominations should be specific about the achievements for which the award is proposed. Clear, concise information about the accomplishments of the nominee is more useful than extensive materials. Excessive documentation will not be distributed to the Award Selection Committee (ASC). Only complete nominations will be considered. Late and Incomplete nominations will be rejected.

Nomination Deadlines

The nominations process starts from 1st April / 1st July / 1st Oct / 1st Jan of every financial year and ends at 5 PM on 15th April / 15th July / 15th Oct / 15th Jan of every financial year.

General Terms and Conditions

An individual will not receive more than one award, in a year for the same body of work.

There is no application fee for nomination in any category.

All nominees are expected to provide complete details and data as per the Nomination Form. However, in case they do not have data or information to share, they can mark the respective fields as NA.

While the nomination form has to be sent through email, a hard copy of the same with signature and company stamp has to be sent to the Deputy Director PE Department, Government of Odisha.

Any misrepresentation of information could amount to disqualification of the nomination, without any prior notice.

Award Selection committee will also use the Annual Reports of the PSUs and its own research to get further information to verify and evaluate the nominations.

No suggestion would be entertained for change in evaluation parameters and the format in the given year of evaluation.

Once submitted the nominations cannot be withdrawn or modified by the nominating PSU.

The PE Department reserve the right to reproduce the submitted material, wholly or in part, without limitation, in both print and electronic format.

Award Selection Committee will include nominee from Government, Central Public Sector undertakings and eminent personality from public.

No effort to influence any jury member during the process will be entertained.

This may amount to disqualification of the candidature of the enterprise from the awards.

Nomination Form A

(Form for filing of nomination for award- Best Employee)

Award Category

Name of Corporation

Name

Designation

Residential address

Present Pay scale

Mobile No

Email Id (If Any)

Brief Description of work for which Award is being claimed

Declaration: I hereby declare that the above information is true. I hereby acknowledge that I have also read the rules regulation and all the conditions referring to the award and I accept them.

Signature

Seal of the Organisation

Date

Nomination Form B

(Sample format for nominee to submit to MD/ CMD justifying his /her claim for the award in a particular category)

Award Category

Name of the nominee

Designation

You may write a descriptive note which may cover the following aspects

- Pl specify the regular work assigned to you
- What extra work you have done in the corporation over and above the regular duties
- How your achievement is justified to be worthy of a award
- What special efforts have been made by him / her to claim this award
- Is there any help taken from other members
- What is your vision for improving your organisation in the area of your responsibility by using technology
- What other ideas you have to improve the functioning of corporation

Signature

Seal of the Organisation

Date

Pl note, that this is only indicative list of aspects that may be covered while your claims to MD/CMD for recommending the same to the Award Selection Committee. You may like to submit anything over and above the one which are stated in the format

Form C- (Best Employee)

Category of Award recommended

1. Please give your specific views on the achievement/s claimed by the nominee
2. Has the nominee done outstanding work over and above the duty assigned to him
3. What was the impact of above achievement on a particular section/ area of corporation or on the corporation as a whole

4. What is the direct contribution of nominee in the achievement/s claimed

5. Has the nominee shown consistent qualities worthy of award in terms of taking on responsibility, finding solutions / innovative ideas / improving skills or knowledge etc.

Signature

Seal of the Organisation

Date

Innovative Idea to improve the functioning of the PSU

An award is proposed for any employee of PSUs who have suggested or developed new ideas or measures which has improved the functioning of the corporation. All Independent Directors will also be eligible for this award.

This award would carry a cash reward of Rs.10, 000/-. There will be four (every quarter) such awards annually.

It could be claimed by one person or by a team. It shall not be regular or routine work carried out in normal process of functioning of the corporation. Before making claim the idea shall be well grounded. A clear demonstration of the output of the idea/innovation shall be documented.

Criteria for Award

- It has to be a new concept, over and above what is being practised in normal course of work.
- The idea may improve a particular aspect of corporation.
- It may increase profit or turnover of the corporation.
- It may bring efficiency/economy in discharge of some functions of corporation.
- It may be concept of new ventures proposed which corporation has not tried so far.
- It could be a business idea which corporation has accepted and diversified their functions.
- Even preparing standard operating procedure (SOP) not in practise so far, would be considered.
- Welfare activity for the staff not undertaken till now would also qualify.
- A concept which brings transparency in the functioning of the corporation would be considered.

Eligibility

Any Independent Director, staff - Regular / Contractual / Outsourced working in the state Public Sector Undertaking

The Nomination Process

Any PSU staff and Independent director can submit their nomination directly to Deputy Director, PE Department in the prescribed nomination form by email and a Hard Copy.

Email ID of Deputy director is deputydirectorpe@gmail.com.

However, MD/CMD can also Suo-motto send a nomination of an employee if considered.

More than one idea can also be submitted, if so considered.

All nominations received during a quarter will be forwarded to the Staff Excellence Awards Committee of PE department. Decision of the Committee will be final.

Award Committee

Staff Excellence Award Committee (SEAC) will consist of three members. Secretary, Public Enterprise Department will be the Chairman of the Award Selection Committee. There will be two members who are not associated with any corporation and have no declared interest in any PSU.

Staff Excellence Award Committee will consider each nomination and innovative ideas suggested. They will evaluate each nomination on the basis of criteria laid out for a particular award.

If necessary, they make ask for additional information / clarification from the concerned nominee who has suggested the idea

Decision of the Staff Excellence Award Committee (SEAC) will be final and binding and no appeal will be entertained for change in the decision.

Staff Excellence Award Committee (SEAC) reserve the right not to make an award in case the nominations received are not found fit enough in terms of quality and quantity.

Nomination period

The nomination for innovative ideas will be considered for the following four periods-

1st April- 30th June

1st July - 30th September

1st Oct - 31 Dec

1st Jan - 31st March

General Terms and Conditions

There is no application fee for nomination in any category.

All nominees are expected to provide details of the innovative ideas they are suggesting and how it will improve the functioning of their corporation or all corporations of the state.

While the nomination form has to be sent through email, a hard copy of the same with signature and company stamp has to be sent to the Deputy Director PE Department, Government of Odisha.

No suggestion would be entertained for change in evaluation parameters and the format in the given year of evaluation.

Once submitted the nominations cannot be withdrawn or modified by the nominee.

The PE Department reserve the right to reproduce the submitted material, wholly or in part, without limitation, in both print and electronic format.

Staff Excellence Award Committee (SEAC) will include nominee from Government, Central Public Sector undertakings and eminent personality from public.

No effort to influence any jury member during the process will be entertained.

This may amount to disqualification of the candidature of the enterprise from the awards.

Nomination Form Innovative ideas

Name of Corporation

Name

Designation

Residential address

Present Pay scale

Mobile No

Email Id (If Any)

Description of Innovative idea

Date

Signature

PS. If necessary you may use additional paper to explain your idea

PL send it directly to Deputy Director PE Department by mail and hard copy-both

Award for the Best HR Officer

It is proposed to give two awards annually, for the Best HR Officer of the corporation. This award will carry a cash prize of Rs. 25, 000/- along with a citation and souvenir.

Criteria for Award

- Appointment of Functional Director as per the Corporate Governance Manual
- Appointment of Independent Director as per the Corporate Governance Manual
- Development of Standard Operating Procedure for Human resource management of the corporation along with a transfer policy (wherever necessary)
- Regular holding of statutory meetings like DPC etc.
- Undertaking HR restructuring study for the corporation
- Development of 3-5 HR Plan for the corporation which should be in sync with the 3-5 Business plan of the corporation
- New ideas for improving the satisfaction among the staff of the corporation
- Development of Performance Indicator for each employee of the corporation
- Efforts made for Capacity Building of the staff
- Any extra effort made over and above the normal duties

Eligibility

HR Officer (with any designation) working in any state Public sector undertaking

Award Committee

Award selection committee (ASC) will consist of three members. Secretary, Public Enterprise Department will be the Chairman of the Award Selection Committee.

There will be two members who are not associated with any corporation and have no declared interest in any PSU.

Nomination

Nominations will consist of two phases

Along with the standard nominations form, there will also be a letter from the employee to his /her corporation MD/CMD that explains why he /she is worthy of the award. This letter should be descriptive, convincing, and specifically focused on the purpose of the award. Any extra work done by the employee over and above the award criteria may also be mentioned in this letter. (Form B)

MD/CMD while making the recommendation, will give specific reasons as to why the concerned employee is considered worthy of recommendation for the award in the given category. MD/ CMD shall consider the requirement prescribed for the award and how the employee has performed satisfying the criteria for award.

(Form C - Form for recommendation by MD / CMD)

Phase II

MD / CMD will send the Employee Nomination form, Letter from employee and his / her Recommendations to the Deputy Director, PE Department.

PE Department will scrutinise the nominations and will reject the incomplete and late nominations.

ONLY nominations which are complete in all aspects and submitted within time will be placed before the Award Selection Committee.

Award selection committee will consider each nomination and recommendation made. They will evaluate each nomination on the basis of criteria laid out for a particular award.

If necessary, they may ask for additional information/ clarification from the concerned employee / corporation.

Apart from verifying the criteria the committee will examine whether the nominee has consistently shown outstanding or extraordinary performance in at least three or more of the following areas:

Service to corporation - Contributes to improvement in the quality of service provided by him/her as per role assigned to seniors, staff and/or the public;

Leadership - Demonstrates initiative and sets the pace in a supervisory or non-supervisory role;

Leadership - Demonstrates initiative and sets the pace in a supervisory or non-supervisory role;

Mentoring - Encourages and motivates other employees to improve their performance;

Self-Improvement - Initiates developmental activities to improve job knowledge or work performance;

Efficiency - Contributes ideas that result in savings of time and / or resources;

Problem Solving - Demonstrates creative and innovative resolution to problems or challenges in the department

Teamwork - Contributes significantly in team approaches.

Decision of the Award Selection Committee will be final and binding and no appeal will be entertained for change in the decision.

Award Section committee (ASC) reserve the right not to make an award in case the nominations received are not found fit enough in terms of quality and quantity.

Award nomination requirements

Only complete nomination will be considered by the individual award or medal committee.

This includes:

1. Completed Award nomination form. (Form A)
2. Brief citation in form of a letter by the employee stating the accomplishments that make the nominee deserving of this particular award. (Form B)
3. Recommendation of MD / CMD (Form C)

Nominations should be specific about the achievements for which the award is proposed. Clear, concise information about the accomplishments of the nominee is more useful than extensive materials. Excessive documentation will not be distributed to the Award Selection Committee (ASC). Only complete nominations will be considered. Late and Incomplete nominations will be rejected.

Nomination Deadlines

The nominations process starts from 1st April 2016 and ends at 5 PM on 15th April 2016.

General Terms and Conditions

An individual will not receive more than one award, in a year for the same body of work.

There is no application fee for nomination in any category.

All nominees are expected to provide complete details and data as per the Nomination Form. However, in case they do not have data or information to share, they can mark the respective fields as NA.

While the nomination form has to be sent through email, a hard copy of the same with signature and company stamp has to be sent to the Deputy Director PE Department, Government of Odisha.

Any misrepresentation of information could amount to disqualification of the nomination, without any prior notice.

Award Selection committee will also use the Annual Reports of the PSUs and its own research to get further information to verify and evaluate the nominations.

No suggestion would be entertained for change in evaluation parameters and the format in the given year of evaluation.

Once submitted the nominations cannot be withdrawn or modified by the nominating PSU.

The PE Department reserve the right to reproduce the submitted material, wholly or in part, without limitation, in both print and electronic format.

Award Selection Committee will include nominee from Government, Central Public Sector undertakings and eminent personality from public.

No effort to influence any jury member during the process will be entertained.

This may amount to disqualification of the candidature of the enterprise from the awards.

Nomination Form A

(Form for filing of nomination for award- HR)

Award Category

Name of Corporation

Name

Designation

Residential address

Present Pay scale

Mobile No

Email Id (If Any)

Brief Description of work for which Award is being claimed

Declaration: I hereby declare that the above information is true. I hereby acknowledge that I have also read the rules regulation and all the conditions referring to the award and I accept them.

Signature

Seal of the Organisation

Date

Nomination Form B

(Sample format for nominee to submit to MD/ CMD justifying his /her claim for the award in a particular category)

Award Category

Name of the nominee

Designation

You may write a descriptive note which may cover the following aspects

- PL specify the regular work assigned to you by the corporation
- How you have been able to fulfil your regular duties. Justify your claims
- What extra work you have done in the corporation over and above the regular duties
- How your achievement is justified to be worthy of a award
- What Problem solving / self Improvement / efficiency improvement steps were taken by you
- Is there any mentoring role taken up by you. How you have developed the capacity of your staff by initiating training programmes.
- How you have tried to increase the satisfaction among the staff by addressing their grievances
- Have you developed a vision for your organisation in the area of your responsibility and how to improve it by using technology

Signature

Seal of the Organisation

Date

Pl note, that this is only indicative list of aspects that may be covered while submitting your claims to MD/CMD for recommending the same to the Award Selection Committee. You may like to submit anything over and above the one which are stated in the format

Recommendation of MD/ CMD - HR

Form C

Name of Corporation

Name of the Nominee

Designation of Nominee

Date from which nominee is in present post

Category of Award recommended

1. Please give your specific views on the achievement/s claimed by the nominee
2. Has the nominee done outstanding work over and above the duty assigned to him
3. What was the impact of above achievement on a particular section/ area of corporation or on the corporation as a whole

4. What is the direct contribution of nominee in the achievement/s claimed

5. Has the nominee shown consistent qualities worthy of wards in terms of Interpersonal relationship, leadership, taking on responsibility, finding solutions /innovative ideas/ improving skills or knowledge etc.

Signature

Date

Seal of the Organisation