



**MADHYA PRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED
(GOVT. OF M.P. UNDERTAKING)
NISHTHA PARISAR, GOVINDPURA, BHOPAL (M.P.)-462023
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CIN No. – U40109MP2002SGC015119**



(HUMAN RESOURCE DEPARTMENT (ISO 9001:2008 CERTIFIED))

No:MD/MK/Rec/

Bhopal, Dated: Dec2017

To,

1. **The Chief General Manager (Bhopal / Gwalior) region,
MP. Madhya Kshetra Vidyut Vitaran Company Limited,
Bhopal/ Gwalior.**
2. **The General Manager(_____),
MP. Madhya Kshetra Vidyut Vitaran Company Limited,**
3. **_____.
The Dy. General Manager (O&M)
MPMKVVCL, _____**
4. **To All Concerned**

Sub:-Approval for Hiring of services of Retired AEs, JEs and Lineman/Testing Assistant on a fixed remuneration for “Saubhagya – Pradhan Mantri Sahaj Bijli Har Ghar Yojana”

- Ref:-** 1. BOD Resolution passed in circulation dtd 21st Dec. 2017.
2. Letter from OSD, Energy Department, GoMP, Letter No. 7750/ 2017/thirteen, dated 01 Dec’ 2017

The Board of Directors have accorded approval for Hiring of services of Retired AEs, JEs and Lineman/Testing Assistant (of any successor company) on a fixed remuneration for “Saubhagya – Pradhan Mantri Sahaj Bijli Har Ghar Yojana” for a period of One (1 No.) year or till the completion of project, whichever is earlier.

Norms for Hiring of Manpower:-

Following would be the norms for Hiring of services of Retired AEs, JEs and Lineman/Testing Assistant (of any successor company) on a fixed remuneration for “Saubhagya – Pradhan Mantri Sahaj Bijli Har Ghar Yojana”:-

1. Hiring Requirement Norms:-

S. No.	Retired Employee (of any successor company)	Norms
1	Astt. Engineer	<ul style="list-style-type: none">• 1 Retired Employee per Circle• 1 Retired Employee per Division
2	Junior Engineer	<ul style="list-style-type: none">• 2 Retired Employee per Division
3	Lineman/TA	<ul style="list-style-type: none">• 4 Retired Employee per Division

2. Process of Hiring of Manpower(Retired AEs, JEs and Lineman/ Testing Assistant):-

The retired AEs, JEs and Lineman/Testing Assistant (of any successor company) would be hired through “WALK-IN INTERVIEW”, at Circle Offices. Interview will be conducted by a **Selection Committee**, consisting of following:-

Sn	Designation	Member Nos.	Remark
1	General Manager (of Concern Circle)	1	Would be the Chair Person
2	Dy. General Manager	2	nominated by CGM (Region)
3	Manager HR of Concern Circle	1	

CGM (Region), MPMKVVCL is authorized to finalize selection committee; date of interview and for issuance of letter for Hiring of services of Retired AE / JE on a fixed remuneration for the same.

3. Manpower Type, Qualification and Age:-

S. No.	Particulars	Qualification	Min. Experience as AE/JE	Max. Age at time of engagement
1.	Retired AE	B.Tech/Diploma in Electrical Engineering	15 years	63
2.	Retired JE	Diploma in Electrical Engineering	15 years	63
3	Retired Lineman/TA	ITI in Electrical/wire man/Lineman Trade	15 Years	63

4. Duration of Engagement

The Duration of Deployment would be for the period of One (1 No.) year or till the completion of Saubhagya project, whichever is earlier.

5. Re-appropriation Manpower

General Manager may further re-appropriate Manpower requirement as per necessity keeping no. of personnel same. Necessary order may please be issued to the registered Service Provider in circulation at their end.

6. Important Conditions to be mention in Order:-

The orders for hiring of services of retired AE/JE/Lineman given to the individual must contain following terms and conditions along with remuneration and duties/responsibilities of the AE/JE/Lineman:-

- i. The engagement is exclusive for implementation of Saubhagya Yojana and will prevail till completion of Project or One year whichever is earlier.
- ii. The requirement of hiring of services of retired AE/JE/Lineman/TA will be reviewed monthly by the GM and based on the requirement; the hired retired persons will be re-appropriated or reduced as per actual requirement.
- iii. This engagement has no relation with the Contract policy 2016 of the Company issued vide order no 26-27 dated 01.04.2016 or State Government what so ever for any terms/conditions or remuneration.
- iv. The hiring of these services may be terminated without assigning any reason by giving one month notice by either side. This engagement will be as per requirement of the particular Circle.

7. Budget Provision and Fixed Remuneration

The Expenditure of Hiring of Manpower (Retired AEs, JEs and Lineman/ Testing Assistant) would be met through the funds allocated and the fund provision given in Saubhagya Yojana. The Fixed Remuneration of the Retired employees is as follows:-

S. No.	Particulars	Fixed Remuneration
1.	Retired AE	INR 25,000
2.	Retired JE	INR 20,000
3	Retired Lineman/TA	INR 15,000

8. Job Description of Hired Retd. AEs/JEs/Lineman/TA (of any successor company) for execution of project:-

- I. The Retired Assistant Engineer/Junior Engineer will provide their services under STC Division units and shall monitor and supervise the work of 11 kv line, 11 kv line DP, Distribution transformer, LT line and service line and meter installation etc. Brief description of proposed services to be given by retired AE/JE shall be as under:-
 - i. Preparation of BOQ as per actual site survey as per the sanctioned estimate.
 - ii. Survey of proposed network with marking and excavation of pits for erection of poles with proper line alignment.
 - iii. Pole erection, stay erection, fixing of various types of fittings on pole and paying out and stringing of conductor.
 - iv. 11 Kv line, 11 kv line DP and transformer DP along with fixing of DO fuse, lighting arrester, distribution box, and installation of transformer.
 - v. To ensure proper DTR earthing as per standard practice.
 - vi. Fixing of various fittings, spring loaded box for cable stringing and stringing of cable on LT network.
 - vii. Fixing of meter board and other required fittings and meter along with service line.
 - viii. To ensure standard material quality and workmanship in coordination with Manager/DGM STC.
 - ix. To ensure proper utilization of material.
 - x. To ensure submission of pole schedule along with Single Line Diagram (SLD) for all the executed works.
 - xi. To ensure submission of 100% measurement by junior engineer and 50% measurement by assistant engineer for all the work carried out of 11 kv line, 11 kv DP, 11/0.4 kv transformer, LT line, service line and meter.
 - xii. Keep a check on quality and quantity of material used by contractor in coordination with DGM STC.
 - xiii. To ensure submission of receipt, utilization and balance material account.
 - xiv. To resolve ROW issues.
 - xv. To coordinate with contractors and managers of STC and O&M division.
 - xvi. To provide technical guidance to employees and contractors during the execution of the work.

- xvii. Ensure compliance of observation raised (during field visit) by concerned GM/DGM, MPMKVVCL.
- xviii. Submission of daily/weekly/quarterly/monthly as desired by MPMKVVCL officials.
- xix. Submission of Daily/weekly/quarterly/monthly work progress as desired by MPMKVVCL officials.
- xx. To provide duly signed certificate of issuing domestic connections to all households of village and to declare the cent per cent electrification of the village.
- xxi. Monitor and supervise all activities of the project.
- xxii. Assess the work of contractors periodically and check the achievements by contractors against given fortnightly physical targets and send the progress to DGM, STC to ensure timely project completion.
- xxiii. To ensure identification and issue of domestic connections to all un electrified households of the villages/habitations.

II. The services to be given by retired Line man/TA for execution of SaubhagyaYojna project work shall remain almost same as above mentioned except retired Line Man/TA shall get execution of all the works and ensure the work is executed as per the prevailing standard work practices of the MPMKVVCL and also to ensure the material utilized by the contractor should be of standard quality and the quantity should be as per sanctioned estimate and BOQ

The no. of retired employees engaged shall be utilized as per requirement and performance all the personnel deployed may be monitored.

By Order

sd _____

Chief General Manager (HR &A)

Bhopal Date 22-12-14

No. MD/MK/Rec/ 13993

Copy to: --

1. The CFO, O/o MD (CZ) Bhopal.
2. The Director (Technical), O/o MD (CZ) Bhopal
3. The Nodal Officer SaubhagyaYojana, O/o MD (CZ) Bhopal
4. The General Manager (Estt.), O/o MD (CZ) Bhopal
5. The DGM (_____), _____ MPMKVVCL, _____.
6. The HR Manager (_____) _____ MPMKVVCL, _____.
7. The Accounts Officer (_____) _____ MPMKVVCL, _____.
8. The PS to MD (CZ) Bhopal.
9. Order File/Serial Copy.

[Signature]
General Manager (Rec.)