



**MADHYAPRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED**
(Government of M.P. Undertaking)
Nishtha Parisar, Govindpura, Bhopal (MP) 4620
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Website: www.mpcz.co.in
CIN: U40109MP2002SGC015119



HUMAN RESOURCE DEPARTMENT (ISO 9001:2015 CERTIFIED)

MD/MK/A&PGR/ 4941

Bhopal dated: 06/08/2025

Circular

EMPLOYEE OF THE MONTH- RECOGNITION PROGRAM FY 2025-26

The Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Ltd. (MPMKVVCL) is pleased to launch the *Employee of the Month Recognition Program* for the financial year 2025–26.

A. OBJECTIVE

The *Employee of the Month* initiative aims to foster a culture of recognition and appreciation within the organization. It is designed to:

- Encourage a healthy competitive spirit.
- Motivate employees to enhance their performance.
- Recognize those who consistently demonstrate outstanding dedication and excellence in their work.

This program seeks to boost morale and inspire employees to realize their full potential.

B. SCOPE

Each month, the top three performing employees from every division of the company will be selected as *Employees of the Month* based on their performance. Winners will be announced by the first week of the following month throughout the year.

C. AWARD & RECOGNITION

a) Certificate of Recognition

Top three employees from each City/O&M Division will receive a certificate of outstanding performance, awarded by the respective Circle's General Manager during the first week of every month. (Format in Annexure-I)

b) Display Banner/Flex

A flex/banner featuring the name, designation, posting location and photograph of the selected employees will be displayed at the respective Division Offices. (Format in Annexure-II)

c) Company Website Display

The names, designations, posting locations and photographs of the awardees, along with the selected performance parameters on which they were evaluated, will be showcased on the company website each month.

D. ELIGIBILITY

- a) All regular, contractual and outsourced personnel working in City Zones, Town Zones, and DCs are eligible. However, being recognized under this program does not confer eligibility of outsourced personnel for future employment on a regular or contractual basis.
- b) An employee may be nominated only once per quarter within a financial year.
- c) Employees against whom a Departmental Inquiry or Show Cause Notice is pending will not be eligible for nomination under usual circumstances.

E. MONTHLY PERFORMANCE PARAMETERS

Selection will be based on a set of performance parameters related to revenue generation and consumer satisfaction.

- a) Five key activities (subject to change) will be identified for each month by the Corporate Office. An indicative list of performance activities is enclosed in *Annexure-III*.
- b) Each Circle's General Manager may add up to two additional activities relevant to their area specific operations.

F. SELECTION PROCESS

- a) Five (variable) monthly activities identified by the Corporate Office will carry 80% of the total evaluation weightage (equal or variable distribution).
- b) Up to two additional activities (10% each or variable) may be selected by the Circle's General Manager, making up the remaining 20%.
- c) If no additional parameters are specified by the Circle's General Manager, the Corporate Office parameters will account for the full 100%.
- d) Supporting data will be sourced from the company's IT systems or relevant registers maintained at each Zone/DC.
- e) Managers/Assistant Managers of each Zone/DC will nominate one employee based on performance against the selected parameters. The individual scorecard will be filled for each nominated personnel in Individual scorecard (*Annexure-IV*) and will be forwarded to the Division Office for recommendation by the Deputy General Manager.

f) The Deputy General Manager of Divisions will send the duly recommended Division scorecards (*Annexure-V*) to their respective General Managers. The General Manager, along with the HR Officer of the Circle, will finalize the top three employees per division based on the scorecards.

G. EMPLOYEE OF THE MONTH AWARD ANNOUNCEMENT

a) Winners will be announced by the 5th of each month. Employees will be felicitated with a certificate by the respective Circle's General Manager. If necessary, this may be delegated to the Deputy General Manager of the concerned Division.

b) Awardee details, including passport-size photographs, must be sent to the IT Department at the Corporate Office for website publication by the first week of each month.

H. MODE OF IMPLEMENTATION

The program will initially be implemented offline. An online module is under development, which will later automate the nomination, evaluation and announcement processes through an IT platform.

I. FUND

a) Each City/O&M Division is allotted ₹2,400 for the printing of *Employee of the Month* banners/flexes for 8 months (August 2025 to March 2026), at ₹300 per month.

Total allocation: ₹2,400 × 55 Divisions = ₹1, 32,000

b) The PRO Section of the Corporate Office is allocated ₹13,200 for printing 1,320 certificates (55 Divisions × 3 employees × 8 months), at ₹10 per certificate.

This initiative, commencing in **August 2025**, marks a significant step towards cultivating a motivated, high-performing and customer-focused workforce.

Enclosures: Annexures I to V

(As approved by MDCZ)

(Sampurnanand Shukla)
General Manager (Admin & PGR)

Copy To:-

1. The Director Commercial, O/o MD (CZ) MPMKVVCL, Bhopal.
2. The Director Technical, O/o MD (CZ) MPMKVVCL, Bhopal.
3. The Director PDTC, O/o MD (CZ) MPMKVVCL, Bhopal.
4. The Chief General Manager (HR&A) O/o MD, MPMKVVCL, Bhopal.
5. The Chief Financial Officer, O/o MD, MPMKVVCL, Bhopal.
6. The Chief General Manager Commercial O/o MD, MPMKVVCL, Bhopal.
7. The Chief General Manager IT O/o MD, MPMKVVCL, Bhopal.
8. The Chief General Manager SCADA O/o MD, MPMKVVCL, Bhopal.
9. The Chief General Manager RA O/o MD, MPMKVVCL, Bhopal.
10. The Chief General Manager SM&O O/o MD, MPMKVVCL, Bhopal.
11. The Chief General Manager Procurement O/o MD, MPMKVVCL, Bhopal.
12. The Chief General Manager (BR)/ (GR), MPMKVVCL, Bhopal/Gwalior
13. The Dy.ChiefGeneralManager(Commercial/HT/Vigilance/NCE/Works&Planning/QCMM /ROC/Procurement/Rural Project/Urban Project/M&BM,O/oMD, MPMKVVCL, Bhopal.
14. The General Manager (HR-I)/Admin/PGR/ (HR-II)/Legal/IT/Civil/Commercial/WORKS & PLANNING/ (MAINTENANCE & BREAKDOWN.
15. The DGM (Commercial/Admin/PGR/Estt./HR-I,II,III,IV,V,VI/Rec./IT/Works& Planning/Procurement/NCE/QCMM/SM&O)/Scada/Rural/Urban
16. The Dy. General Manager (HR), (BR/GR)/ (City)/ (O&M), MPMKWCL
- 17 .The Sr. Publicity Officer/ Sr. Security Officer, O/o MD, MPMKVVCL, Bhopal.
- 18 .The PS to MD, MPMKVVCL, Bhopal.
- 19 .The Company Secretary, O/o MD, MPMKVVCL, Bhopal.
- 20 .Manager (HR)-(V/Admin and PGR), O/o MD (CZ) Bhopal.
- 21 .Manager (HR)/Accounts Officer (BR)/ (GR) / (City)/(O&M), MPMKWCL
- 22 .Accounts Officer, (HOAU), O/o MD (CZ) Bhopal,
- 23 .Legal Officer, O/o MD (CZ) Bhopal
- 24 .Sr. Steno to MD/Jr. Steno to CGM (HR&A) O/o MD (CZ), Bhopal.
- 25 .The Section Officer (Estt)/ (Confidential Section), O/o MD, MPMKVVCL, Bhopal.
- 26 .The Webmaster, O/o MD, MPMKVVCL, Bhopal-For Information and necessary action.
The aforesaid order may invariably be posted on the Company's website.
- 27 .Data Cell/Order File/Serial Copy/Library.



(Sampurnanand Shukla)
General Manager (Admin & PGR)

Annexure III- Key Performance Parameter activities

The selection of the Employee of the Month will be based on a set of key activities that reflect revenue performance and consumer satisfaction parameters. These activities include, but are not limited to:

1. Serving the highest number of new connections (Agricultural, TC, DLF, etc.)
2. Prompt release of NSC
3. Implementation of load enhancements
4. Reporting power theft (direct or metered)
5. Reporting of tariff misuse cases
6. Meter replacement/installation (Urban, NDL, IP connections)
7. Identifying tampered meters under the Smart Metering Project
8. DTR-wise energy auditing and remedial measures
9. Effective disconnection and DTR lifting
10. Physical verification of disconnected services
11. Conversion from non-payee to payee consumers
12. Recovery of dead arrears
13. Reporting fictitious connections
14. Withdrawal of false demands
15. Consumer indexing
16. e-KYC implementation
17. Reporting/removal of agriculture-DL cross jumperings
18. Fast and satisfactory resolution of consumer complaints and CM Helpline complaints
19. Maintenance of lines and DTRs
20. Minimizing breakdowns/tripping in urban and industrial areas



प्रकाश एवं विकास

म.प्र. मध्य क्षेत्र विद्युत वितरण कंपनी लिमिटेड, भोपाल

EMPLOYEE OF THE MONTH CERTIFICATE

प्रमाणित किया जाता है कि श्री/श्रीमती/सुश्री..... पदनाम
 (नियमित/संविदा/बाह्यस्त्रोत) कार्यालयको माह..... 20.... के
 लिए "एम्प्लॉई ऑफ द मंथ" के रूप में चयनित किया गया है।

यह सम्मान आपको म.प्र. मध्य क्षेत्र विद्युत वितरण कंपनी द्वारा माह के दौरान किए गये उत्कृष्टकार्य के लिए प्रदान किया जाता है। आपकी लगन और निष्ठा से कंपनी के अन्य कार्मिकों को प्रेरणा और प्रोत्साहन मिलेगा।

कंपनी आपके उज्ज्वल भविष्य की कामना करती है।

स्थान :
दिनांक :

महाप्रबंधक (शहर/संचा.संधा)
म.प्र. मध्य क्षेत्र विद्युत वितरण कंपनी लिमिटेड,



कार्यालय उप महाप्रबंधक (शहर/संचा.संधा.) संभाग,.....

कार्यालय महाप्रबंधक (संचा./संधा.)/(शहर) वृत्त..... अंतर्गत माह..... 2025 में
कार्मिकों द्वारा किये निम्न उत्कृष्ट कार्य निष्पादन के लिये कंपनी द्वारा चयनित

निर्बाध
बिजली
संकल्प
हमारा



नाम	:
पदनाम	:
जोन/वि.के.	:

नाम	:
पदनाम	:
जोन/वि.के.	:

नाम	:
पदनाम	:
जोन/वि.के.	:

संतुष्ट
उपभोक्ता
लक्ष्य
हमारा



सम्मानित कार्मिकों को बधाई और उज्ज्वल भविष्य की शुभकामनाएं।



प्रकाश एवं विकास

मध्यप्रदेश मध्य क्षेत्र विद्युत वितरण कंपनी लि., भोपाल

निष्ठा परिसर, विजली नगर, गोविन्दपुरा, भोपाल-462023; Website : portal.mpcz.in

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- mpmkvvcibhopal

Employee of the Month –“Month.....2025-26”–Individual Score-card (Annexure-IV)

Name of City Zone/Town Zone/DC.....

Name of Employee.....

Designation.....Employee code.....

Paste
photograph of
Nominated
Employee
(01 from each
Zone/Dc)

S.No.	A. Activities Selected by Corporate Office	Score /16 each (variable as per number of activities)	Total Score/80 (Total Score/100 if no activities selected by Circle office)	Grand Total Score/100	Remarks
1					
2					
3					
4					
5					
Or more					
S.No.	B. Activities Selected by Circle Office	Score/10 each	Total Score/20		
1					
2					

Name of Manager/Asst. Manager..... Signature..... Date.....

Employee of the Month – –“Month.....2025-26”–Division (Annexure-V)

S.No	Employee Name, Designation and employee code	Name of city Zone/Town Zone/DC	Activity 1 Score/16	Activity 2 Score/16	Activity 3 Score/16	Activity 4 Score/16	Activity 5 Score/16	Activity 6 Score/10	Activity 7 Score/10	more	more	Total Score/100	Rank	Remarks

Name of DGM.....Signature..... Date.....

Name of GM.....Signature..... Date.....