

CET Award for Best Executives (CABE)

1. Objective

To introduce a non-financial reward system as a method of motivating engineers/ executives for their performance and key behavioural patterns, intended to provide psychological benefits leading to enhanced performance thereby benefitting the organisation.

2. This shall be called the CET Award for Best Executives and shall commence from the year 2017 and would be conferred once in a year.

3. Categories

For the CABE, executive employees of CET in the following two groups will be considered:

- a. E1-E2 grades
- b. E3-E5 grades

4. Procedure

The entire process for selection of CET executives for the CABE in the grades E1 to E5 will be based on the attendance of personnel for the last one calendar year and performance grading for last three years. The duration of the year for which the attendance will be considered will be the last calendar year.

The executives whose attendance is less than 240 days during last calendar year or performance grading is "C" in any of the last three performance years will not be eligible for further consideration for the CABE.

After preliminary screening, for deciding on the awards, the following steps will be followed to decide the CABE score (Total 100 marks - Best three each in E1-E2 and E3-E5 grades):

- a. Attendance (15marks)
- b. Punctuality (15 marks)
- c. Performance Appraisal (20 marks)
- d. Assessment by HOD (20 marks)
- e. Evaluation by Committee of GMs (30 marks)
- f. Approval of ED, CET

5. Details of the Evaluation Criterion

The preliminary screened out list based on attendance & performance appraisal will be subjected to further evaluation based on the following Evaluation Criteria :

- 5.1 **Attendance (total 15 marks: a multiple factor of 3 for evaluation):** For this , the average of the actual attendance of all days present (including official tours) during last calendar year will be worked out by C&IT and furnished to P&A for further processing. P&A will compile the entire E1-E2 and E3-E5 lists, department-wise and points will be allocated individually in a scale of "1-5" as per the criterion given below:

- a. 271-300 days- 5
- b. 261-270 days- 4
- c. 256-260 days- 3
- d. 250-255 days- 2
- e. 240-249 days- 1

(2)

5.2 Punctuality (total 15 marks: a multiple factor of 3 for evaluation) – For this, the average of the entry timing to office of all days present during last calendar year as recorded in the bio-metrics system will be worked out by C&IT and furnished to P&A for further processing. P&A will compile the entire E1-E2 and E3-E5 lists, department-wise and points will be allocated individually in a scale of "1-5" as per the criterion given below :

- a) On or before 08-55 hours - 5
- b) 08-56 to 08-58 hours – 4
- c) 08-59 to 09-00 hours - 3
- d) 09-01 to 09-03 hours - 2
- e) 09-04 to 09-05 hours – 1

5.3 Performance Appraisal (average of last three years - total 20 marks: a multiple factor of 4 for evaluation) - For this, P&A will retrieve the appraisal ratings of last three performance years and calculate the average marks per year for the E1-E2 and E3-E5 list of executives, department-wise to derive the score as per the criterion given below:

- a. More than 43 (e.g. 2 A & 1 O) - 5
- b. Between 40 to 42 (e.g. 3 A) – 4
- c. Between 34 to 39 (e.g. 2A & 1 B) - 3
- d. Between 31-33 (e.g. 1 A & 2 B) – 2
- e. Attaining 30 (3B)- 1

5.4 Assessment by HoD (total 20 marks- for single or maximum 3 projects / contributions taken into together): A list of eligible executives will be provided to the HoDs by P&A department-wise separately. HODs will give opportunities to the respective concerned executives to participate in the scheme and assess as per the following criterion on the outstanding/special contribution(s) made by the participant(s) in their respective fields :

- a) Contents / importance of the project(s) handled- 4
- b) Innovative approach- 4
- c) Timely completion – 4
- d) Initiative / drive -4
- e) Other extracurricular specialisation/ activity- 4

HoDs will forward such cases along with due evaluation as per the above criterion and a citation (about 150 words) on the achievement (s) to P&A Deptt.

The top 5 in each group will be decided after adding the score of the respective executives in the areas as mentioned in sl. 5.1 to 5.4 above. This list in the two groups viz. E1-E2 and E3-E5 will be provided by P&A Deptt to the Committee of GMs for further evaluation.

5.5 Final evaluation by Committee of GMs through presentation on the subject(s) by the top 5 in each group -10 minutes each– total 30 marks). The list provided by P&A will be scrutinised and the nominees will be requested for a presentation and marks will be provided for :

- a) Contents incl. innovation-creativity/benefits accrued to company/timely completion – 18
- b) Presentation quality - 5
- c) Presentation delivery / communication -4
- d) Time Management of presentation– 3

(3)

The Committee of GMs will prepare the final list based on all the above inputs (Attendance+Punctuality+Performance appraisal+HoD evaluation+Presentation to GMs' Committee) with clear recommendation of first three executives each in E1-E2 and E3-E5 groups as CABE for the Year. This exercise will also be processed by P&A Deptt.

6. The final recommendation by the GMs Committee for the grades E1-E2 and E3-E5 separately will be put up to ED, CET for his approval. Subsequently, the top three winners in each of the groups (E1-E2 and E3-E5) will be felicitated suitably in due course of time as decided by ED, CET.
7. The Award shall consist of a Scroll describing the brief contribution of the Awardee which shall be laminated and framed.
8. The actual conferment of award under the CABE shall be at the sole discretion of ED, CET and only recommendation by the committee of GMs shall not ensure the award. Further ED, CET reserves the right to make modifications or relaxations in the Award Scheme or altogether withdraw the Award Scheme at any stage.
