

Division : NHP

Application Date: 19-AUG-20

Approval Note No.: M190820074

Print Date &Time: 01-Sep-2020 18:17:49

Reg: Approval for hiring 1 ALM for IT Department.

Mr. app forwarded a manpower requisition form approved by Mr. rev for hiring 1 ALM for IT department.

The Manpower Review Committee reviewed and found the requirement justified.

Requirement :New**Period of this position:** Regular requirement but on contract basis for One Year**No of Approved Requirement :**1**Qualification :**10th Pass**Minimum Wage Category :**Unskilled**Budget Requirement :**Cost Center 1000110Additional Budget:

Tender Rate for Graduate &Above Category (Per Month) :

Annual Budget required for hiring 1 ALM in SLA(incl GPA &GST) :

Budget Required for FY for hiring 1 ALM :

Approval required for hiring 1 ALM and Additional Budget of Rs. against the cost center 1000110 . Rates are as per the rates finalized in the tender, which may subject to change based on the Delhi Govt. Minimum Wage revision and Tender.

Submitted for approval please.

Member Secretary Resource Planning:		
DGM- O&M	GM-HR	Addl.VP–Budgeting
V P – C&M (Chairman)	CFO	
CTA		CEO



Job Description

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JOB Description:

I .Maintains and inspects distribution of electrical power lines II.Ensures that the circuits are effective and safe for customer use
III. Removes power lines that are damaged IV. Getting into Electricity poles and resolving issues V. Meter Installation/ Replacement/
Relocation VI. Gland / T- cover Installation/ Replacement VII. Meter Box/ Bus Bar sealing VIII. Install/ Replace Pole DB, Bus bars etc.
IX. Piercing / Satellite connector Replacement/ Installation X. Able to work on LT underground/ overhead lines XI.Installation of all LT/
CT meters XII.Installation of I angle, L angle, Anchor clamp, pole Angle and earthing associated with pole work testing by vamika
testing by prasoon testing by it team

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Manpower Requisition Form.

MRF Type:	MRF	Position:	ALM
Period:	1	Circle:	SOUTH
Division:	NHP	Requirement Type:	One Year
Replacement:	NA	Sub-Division:	CSO
Department:	IT	Emp-id:	
Cost Center:	1000110	Emp-Name:	
Posting:		Vendor:	
Position:	ALM	Justification:	Shortage of Manpower
No of Position:	1	Category of Wages:	Unskilled
Qualification:	10th Pass	Budget:	
Budget Availability:	YES	Requisitioner:	Requisitioner (req)
Reviewer:	rev	Approver:	app

Summary

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Summary- Committee Recommendation.

Members	Requirement Justified	Reason for Recommendation	Related Information
O&M	Yes/ No		
Business	Yes/ No		
Audit	Yes/ No	approved on Aug 19,2020	
HR	Yes/ No	approved dated Aug 19,2020	Transfer
Budget	Yes/ No	approved	Transfer
F&A	Yes/ No	approved dated aug 19,2020	
Chairman	Yes/ No	approved	