

Workplace Tidbits

Punctuality and professionalism at the workplace



Being on time for work is a no-brainer. However, being tardy can be one of the toughest bad habits to overcome.

Nothing drives a boss crazier than you being constantly late for the job. If you don't want to be in bad books, aim to log in 10 minutes early at your workplace. This will help you map out your day and be ready when the official hours start.

Punctuality and commitment to your work speak volumes about your professionalism.

And the best way to inculcate this good work habit is to plan your day or office hours.

You could:

- Create a schedule for yourself
- Set up reminders for meetings
- Give yourself a time cushion to deal with unexpected events

(<https://clickup.com/blog/work-habits/>)

Project Implementation Cycle



REREC technicians installing power line.

Each year the corporation undertakes hundreds of rural electrification projects. Over 900 projects were completed last financial year, a number that is likely to be surpassed this year. But what is the organisational project implementation cycle?

Project Identification; The implementation of rural electrification projects begins with the writing of letters to stakeholders requesting them to provide list a of priority projects. Upon receipt of this, the corporation embarks on the creation of project references, preparation and approval of lots for budgetary estimates and the forwarding of approved lots for budgetary estimates(bes). This process takes a duration of 41 days.

Project Design; This next step involves the carrying out of budgetary estimates, confirmation of budget availability for BES, approval of projects for survey, survey of projects (wayleaves, Cartography and routing), survey project submissions and checking, preparation of design files, costing and eventual forwarding of files for verification. This takes an approximate 51 days.

Budget Approval; This 5 day 3 pronged procedure revolves around: approval of budgets, release of budget and forwarding of files to construction (5days).

Contracting; This is the preparation of Purchase Requisition (PR), approval of shopping carts, preparation and approval service purchase order(SPO),preparation of contracts and the forwarding of project files to regional offices (this stage takes 20days)

Construction; Actual construction involves the pegging of projects, issuance of store transfer forms(stfs), issuance of construction materials to contractors and the supervision of project construction.

Commissioning; This is the joint inspection, shutdown and energisation of the network. This takes a duration of 7days.

Metering; Metering is undertaken by KPLC and REREC's role is to forward customer listing to them. This is usually done within a day.

Monitoring and Evaluation; The last step in REREC's project implementation cycle is the monitoring of the social economic impacts of projects. This is a continuous process and is undertaken by Monitoring and Evaluation Department.

Projects' Progress Report



29No. projects were commissioned in the week ending 22/04/2022, in various parts of the country.

The total number of commissioned projects in the current financial year stands at 882No. with 1118No. projects in progress. 179 projects are awaiting either joint inspection, shut down or commissioning.