

INDRAPRASTHA POWER GENERATION CO. LTD.
&
PRAGATI POWER CORPORATION LIMITED
ANNUAL ASSESSMENT REPORT : CATEGORY 'C'

For the Year : _____

(If for part of the year, specify period

From : _____ To : _____)

Name :	Employee No. :
Designation :	Department :
Division :	Dt. of Entry in the present Grade :
Whether SC or ST or OBC : If not say 'Neither'	Date of Birth :

ANNUAL ASSESSMENT : GUIDELINES FOR USE

1. Responsibility for Assessment: Assessment for each employee will be done by the Reporting Officer (to whom the employee reports) - the minimum level for which should not be less than a S.O. and is to be reviewed by the reviewing officer (to whom the reporting officer reports) the minimum level for which will be an executive.
2. Where the employee has worked with more than one reporting officer for more than 3 months, he will be assessed by all the reporting officers, in separate forms.
3. The reporting officer should evaluate the attributes as corroborated by periodic records maintained and have sufficient evidence reflected during the entire period and not on isolated for recent incidents.
4. Each attribute should be assessed independently, uninfluenced by the rating of other attributes. Against attributes that are not applicable kindly write 'NA'.

It may be pointed out that the appraiser has the freedom not to evaluate an attribute for which he does not have sufficient data or which he does not consider relevant for the position of the appraisee.

	Outstanding (Exceeds present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
WORK OUTPUT :			
Result produced in relation to assigned task			
1. Quantity of work (Extent to which results have been achieved)
2. Quality of work (implies accuracy, thoroughness and quality)
3. Promptness in disposal of work
4. Timely completion of work
JOB ABILITY :			
Knowledge of skills required and its applications, in the position held.			
5. General Intelligence and keenness to learn
6. Adequacy of his/her knowledge of techniques/skills for the present position.
7. Quality of work
8. Utilization of job Knowledge and skill (effectiveness with which knowledge and skills are applied to carry out his/her work)
9. Maintenance of Technical diary and other related matters
10. Presentation of fact & thoroughness in examination
11. Ability in noting
RESPONSIBILITY AND DEPENDABILITY :			
12. Zeal, Diligence & Responsibility towards work (The extent to which he/she can be relied upon to do the job assigned to him)
13. Responsibility towards tools and machines

	Outstanding (Exceeds present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
Other Aspects			
14. Regularity and Punctuality in attendance
15. Amenability to discipline (Extent to which he/she conforms to rules & regulations of the Company, His/her ability to tolerate difference of opinion/Is he/she provoked easily,)
16. Knowledge of Company rules, and instructions & procedure related to his/her job.
17. Knowledge & observance of safety rules & precautions
18. State of Health
19. Housekeeping
20. Relationship with supervisors and colleagues
21. Ability to assume higher responsibilities
22. Integrity
23. Does he/she absent himself/herself frequently from his/her place of work.			
24. Details in case of unauthorized absenteeism.			
25. Cite incidents of breach of Company Rules & Features of misconduct, if any. In case of any disciplinary action, give details & nature of charge.			
Details of commendations & awards and special remarks, if any.			

TRAINING & CAREER DEVELOPMENT : (To be filled by the Reporting Officer)

- (a) Keeping in mind his/her (i) present assignment (ii) capabilities (iii) future development, do you feel that the employees should be given a rotational assignment within or outside the section/department or an additional skill?
- (b) If yes, give details of the rotational assignment/additional skill:
- With reference to his present assignment :
 - With reference to his future development :
- (c) Approximate month when these recommendations should take effect :

OVERALL ASSESSMENT :

(To be filled by the Reporting Officer)

Outstanding
(Consistently
exceptional
performance)

Good
(Fairly
High level
of
performance)

Average
(Performance
generally as
per job
requirement)

Below Average
(perf. generally
below the job
requirement)

Unsatisfactory
(Performance
mostly not
meeting the
job requirement)

Name

Signature

Designation

Date

OVERALL ASSESSMENT :

(To be filled by the Reviewing Officer)

Outstanding

Good

Average

Below Average

Unsatisfactory

FINAL RATING (in words)

(O.S./GOOD/AVERAGE/BELOW AVERAGE/UNSATISFACTORY)

Name

Signature

Designation

Date

Comments of the Reviewing Officer

Signature

Name.....

Designation.....

Date.....