



CONFIDENTIAL

**INDRAPRASTHA POWER GENERATION CO. LTD.
&
PRAGATI POWER CORPORATION LIMITED
Performance Appraisal Report**

FOR

**EXECUTIVES AT THE LEVEL OF ASSTT. MANAGER
TO GENERAL MANAGER (TECHNICAL / HR / FINANCE)**

For the Year : _____

(If for part of the Year, specify period

From : _____ To : _____)

PERSONAL DATA

(To be filled in by the employee)

Name :	Employee No. :
Designation :	Date of entry in the present grade :
Division/Project/Unit : (for Period under review)	Qualifications :
Name & Designation of the Reporting Officer :	Date of Birth :



Emp.No.....

PERFORMANCE PLANNING & REVIEW

Part-IA

S. No.	TARGETS/KEY RESULT AREAS FOR THE YEAR (Including key Tasks/Responsibilities etc.) (TO BE FILLED IN BY THE APPRAISEE AFTER DISCUSSION WITH REPORTING OFFICER)	
SIGNATURE : NAME : DATE :	APPRAISEE	REPORTING OFFICER



Emp. No.

Part-IB

REVIEW DISCUSSIONS - 1st HALF (_____ TO _____)

(TO BE FILLED IN BY APPRAISEE)

TARGETS/KRAs
ASSIGNED

TARGETS/KRAs FULFILLED
(If not fulfilled, please indicate brief
reason thereof)

(SIGNATURE OF THE APPRAISEE)

BRIEF RECORD OF DISCUSSION OF THE REPORTING OFFICER WITH THE APPRAISEE
(TO BE FILLED IN BY REPORTING OFFICER)

SIGNATURE :

NAME :

DATE :

APPRAISEE

REPORTING OFFICER



Emp. No.....

Part-IC

REVIEW DISCUSSIONS - 2nd HALF (_____ TO _____)

(TO BE FILLED IN BY APPRAISEE)

**TARGETS/KRAs
ASSIGNED**

**TARGETS/KRAs FULFILLED
(If not fulfilled, please indicate brief
reason thereof)**

(SIGNATURE OF THE APPRAISEE)

**BRIEF RECORD OF DISCUSSION OF THE REPORTING OFFICER WITH THE APPRAISEE
(TO BE FILLED IN BY REPORTING OFFICER)**

SIGNATURE :

NAME :

DATE :

APPRAISEE

REPORTING OFFICER



Emp. No.....

Part-II

(TO BE FILLED IN BY THE REPORTING OFFICER)

EXECUTIVE ABILITIES	COMMENTS
1. Job Knowledge	
2. Organising Ability	
3. Cost Effectiveness	
4. Team Effectiveness	
5. Initiative	
6. Judgement	
7. Adaptability	
8. Development of Subordinates	
9. Communication Skill	
10. Peer Relationship	

INTEGRITY : NOTHING ADVERSE / QUESTIONABLE
(If Questionable, brief details may be indicated)



Emp. No.

Part-III

OVERALL EVALUATION (Indicate by)	Reporting Officer	Reviewing Officer	Next Higher in Hierarchy	Countersigning Authority
OUTSTANDING (Consistently exceptional performance)				
GOOD (Fairly high level of performance)				
AVERAGE Performance generally as per the job requirement)				
BELOW AVERAGE (Performance generally below the job requirement)				
UNSATISFACTORY (Performance mostly not meeting the job requirement)				
COMMENTS, IF ANY : (Supporting fact required if overall rating is 'OUTSTANDING' or 'UNSATISFACTORY')				

POTENTIAL ASSESSMENT FOR NEXT HIGHER POSITION	Reporting Officer	Reviewing Officer	Next Higher in Hierarchy	Countersigning Authority
READY NOW				
NEEDS MORE TRAINING/ EXPERIENCE				
Signature :				
Name / Designation :				
Date :				



Emp. No.....

Part- IV

FINAL ASSESSMENT BY THE MODERATION COMMITTEE

OVERALL EVALUATION

Outstanding

Good

Average

Below Avg.

Unsatisfactory

FINAL RATING

(in words)

(OUTSTANDING/GOOD / AVG/BELOW AVG/UNSATISFACTORY)

POTENTIAL ASSESSMENT

Assessment of Potential for
occupying next higher position

READY NOW

NEEDS MORE
TRAINING/EXPERIENCE

**SIGNATURE OF THE CHAIRMAN
OF MODERATION COMMITTEE**

NAME & DESIGNATION

DATE



PLEASE READ THE FOLLOWING BEFORE FILLING IN THE REPORT GUIDELINES FOR USE

- * Appraisal Report is required to be filled in respect of all the executives who have served for a period of at least three months in the Appraisal Year.
- * Appraisal Year is from April 20..... to March 20.....

PART-I- PERFORMANCE PLANNING & REVIEW

- * The Reporting Officer (i.e. to whom the Appraisee reports during the appraisal period) and the Appraisee must interact for formulation and review to Target/Key Results Areas (KRAs)
- * Targets/KRAs will be formulated jointly by the Reporting Officer and Appraisee, at the beginning of the appraisal period in a precise and quantitative manner and entered in the form (Part-IA) by the Appraisee and signed by both the Appraisee & Reporting Officer.
- * Performance and all its related aspects should be reviewed/discussed jointly by the reporting Officer and the Appraisee on a six monthly basis, at the middle/end of the Appraisal Year.

Fulfillment of Targets/ KRAs during the six monthly review period should be incorporated by the Appraisee at the end of that period. This should be discussed by the Reporting Officer with the Appraisee. The discussions should be recorded in brief by the Reporting Officer in Part IB & IC and signed by both the Appraisee and the Reporting Officer.

Reporting Officer MUST discuss Appraisee's performance with him at the time of review of Targets/KRAs. Content of discussion with the Appraisee may include.

- Extent of achievement, reasons for shortfall and measures to avoid future shortfall in meeting the targets.
- Difficulties and constraints in fulfilling the Target/KRAs.
- Strengths and Weaknesses and possible improvements,

The form will remain with the Reporting Officer during the appraisal period.

- * In case an appraisee is transferred to another area of work/Department/ Unit after completion of 3 months service during the Appraisal Year, Target/KRA review exercise will be done before his release and the Performance Appraisal Report completed in all respects.

The performance planning & Review exercise will be undertaken afresh in the new place of posting.

In case the Reporting Officer is transferred to another area of Work/Department/ Unit after completion of 3 months service during the appraisal year, the target/KRA review exercise will be done before his release in respect of executives working under him and the Performance Appraisal Report completed, He will, however, hand over a copy of the performance Planning and Review Sheet to his successor so as to be used as a referral document, for undertaking Performance Planning and Review exercise afresh.

PART-II- will be filled in by reporting Officer.

PART-III- will be filled in by :

- Reporting Officer
- Reviewing Officer i.e. Officer to whom the Reporting Officer reported during the appraisal period.
- Next higher executive who is in the hierarchy.

Countersigning authority as under :

- Concerned Director
- In case Reporting Officer is Director/ M.D., then MD.

PART-IV- will be filled in by the chairman of the Moderation Committee Constituted.

- * It should be kept in view by the Appraisers and Moderation Committee that the overall rating pattern should generally be in line with the principles of normal distribution. Where the overall evaluation is changed at higher level(s), the concerned authority may discuss the same with next below level while making such changes. The concerned authority should also record the specific reason for such change in overall evaluation.