



CONFIDENTIAL

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

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 Asstt. Manager 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.

This form is not applicable to private Secretaries

	Outstanding (Exceeds present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
1. Result achieved with respect to assigned work, in term of thoroughness and quality
2. Timely completion of work
3. Follow up of work at appropriate checkpoints and taking timely action/decision where required
4. Job knowledge: (Adequacy of his/her knowledge and skills and application of the same.)
5. Cost Consciousness; (Economic use of materials and controlling costs of major items.)
6. Zeal, Diligence & Responsibility towards work (The extent to which he/she can be relied upon to do the job assigned to him)
7. Timely reporting and necessary feedback to the superiors
8. Ability to maintain proper records.
9. Handling of confidential documents (where applicable)

		Outstanding (Exceeds present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
10.	Proficiency with regard to written communication/ skills in drafting (where applicable)
11.	Regularity and Punctuality
12.	Ability to guide & train subordinate
13.	Amenability to discipline
14.	Knowledge and observance of company rule & instruction and procedures related to his/her job.
15.	Intelligence , Keeness & Industry
16.	Ability to coordinate with other departments (even under adverse circumstances)
17.	Control & Management of staff
18.	Presentation of cases ,thoroughness in examination and expression of judgement
19.	Relationship with superiors and colleagues.
20.	Integrity
21.	Ability to assume higher responsibilities
22.	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 employee 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)

<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
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)

<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
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.....