



CONFIDENTIAL

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

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.

Emp.No. _____

	Outstanding (Exceeds Present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
1. Job performance Ability to perform the job(s) assigned
2. Safety and alertness
3. Following of instructions
4. Dependability
5. Amenability to discipline
6. Punctuality and regularity
7. Details of his/her ability to acquire skills required for skilled category of job
8. State of Health (summary of Medical report attached)
9. Cite incidents of breach of company rules and features of misconduct, if any, in case of any disciplinary action, give details and nature of charge.			

