



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

