



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.	<b>TARGETS/KEY RESULT AREAS FOR THE YEAR (Including key Tasks/Responsibilities etc.) (TO BE FILLED IN BY THE APPRAISEE AFTER DISCUSSION WITH REPORTING OFFICER)</b>	
<b>SIGNATURE :</b>  <b>NAME :</b>  <b>DATE :</b>	<b>APPRAISEE</b>	<b>REPORTING OFFICER</b>



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

