



CONFIDENTIAL

**INDRAPRASTHA POWER GENERATION CO. LTD.
&
PRAGATI POWER CORPORATION LIMITED
ANNUAL ASSESSMENT REPORT : (STENOGRAPHERS,
PERSONAL ASSISTANT AND PRIVATE SECRETARY)**

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.
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.

	Outstanding (Exceeds present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
1. Job abilities ; Job knowledge and its utilization, relating to the position held
In case of Stenos & Typists:			
Proficiency and accuracy in typing/ stenographic work
2. Timely completion of tasks assigned/ promptness
3. Maintenance of records and files and efficiency in retrieval of papers
4. Follow-up of matters relating to work
5. Dependability and responsibility towards work
6. Accuracy and thoroughness (Quality)
7. Knowledge of Company Rules and procedures related to job.
8. Handling of confidential documents

