



CONFIDENTIAL

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

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.

INDRAPRASHTHA POWER GENERATION CO. LTD.

PRAGATI POWER CORPORATION LIMITED

ANNUAL ASSESSMENT REPORT : CATEGORY 'C'

For the Year: _____

(If for part of the year, specify period)

From: _____ To: _____

Name	Employee No.:
Designation	Department:
Division	Dr. of Entry in the present Grade
Whether SC or ST or OBC? If not say 'Not Applicable'	Date of Birth:

ANNUAL ASSESSMENT : GUIDELINES FOR USE

- 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.
 - When 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.
 - The reporting officer should evaluate the employee as corroborated by periodic records maintained and have sufficient evidence reflected during the entire period and not on isolated for recent instances.
 - Each employee should be assessed independently, unaffected by the rating of other employees. Against an employee that are not applicable mark 'NA'.
- It may be pointed out that the assessor has the freedom not to evaluate an employee for which he does not have sufficient data or which he does not consider relevant for the position of the employee.

