

**Himachal Pradesh Power Corporation Limited**  
(A State Government Undertaking)

**Confidential**



**ANNUAL PERFORMANCE APPRAISAL REPORT**  
**(UNSKILLED WORKMEN)**

**Appraisal Period:** From.....to.....

**Name:-** .....

**Date of Birth:-** .....

**Designation & Level: -** .....

**Employee No. :-** .....

**Place of Posting:-** .....

**Department:-** .....

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## GUIDELINES FOR USE

### A) Definition of Ratings:-

1. **Not satisfactory (1)**: Consistently falls short of performance standards.
2. **Average (2)**: performance generally as per job requirement. Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.
3. **Effective and Competent (3)**:- Performance higher than average. Meets all the relevant performance standards. Seldom exceeds or falls short of desired results or objectives.
4. **Very effective (4)**:- exceedingly high level of performance. Consistently meets & often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.
5. **Exceptional (5)**:- consistently exceeds all relevant performance standards inspite of constraints and not confined to the level/discipline in which he/she is working but to the Project/unit as a whole. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work.

## PART-B

1. **Responsibility for Assessment**: Assessment for each employee will be done by the Reporting Person (to whom the employee reports) – the minimum level for which should as per the instructions in the guidelines.
2. Where the employee has worked with more than one reporting person for more than 3 months, he will be assessed by all the reporting persons.
3. The reporting person should evaluate the attributes as corroborated by periodic records and have sufficient evidence reflected during the entire period and not on isolated or 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 a 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 appraise.**

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## ANNUAL PERFORMANCE APPRAISAL REPORT: UNSKILLED WORKMEN

For each of the Performance Measure below, rate the employee on the Rating that is applicable by placing a tick in the appropriate column.

In case the Rating is Exceptional (5) or not satisfactory (1), substantiate with supporting facts/comments (only to be filled up by the reporting officer/Appraiser)

Performance measure						Comments if (1) or( 5)
	Not satisfactory (1)	Average(2)	Effective & competent (3)	Very effective(4)	Exceptional (5)	
1. Job performance ability to perform the job(s) assigned.	.....	.....	.....	.....	.....	
2. Safety and alertness.	.....	.....	.....	.....	.....	
3. Following of instructions	.....	.....	.....	.....	.....	
4. Dependability	.....	.....	.....	.....	.....	
5. Amenability of discipline	.....	.....	.....	.....	.....	
6. Punctuality and regularity	.....	.....	.....	.....	.....	
7. Details of his ability of acquire skills required for skilled category of job.	.....	.....	.....	.....	.....	

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A) Does he absent himself frequently from his place of work.

.....  
.....

B) Details in cases of unauthorised absenteeism

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.....  
.....

C) Cite any incidents of breach of Company Rules and feature of misconduct if any. In case of any disciplinary action, give details and nature of charge.

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.....  
.....  
.....  
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D) Details of commendations and awards and special remarks if any

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E) Training & Career Development (to be filled by the Reporting Officer)

(a) Keeping in mind his (i) present assignment (ii) future development, do you feel that the employee should be given a rotational assignment within or outside the section/ department or an additional skill?

(b) If yes, give details of the rotational assignment/ additional skill?

- With reference to his present assignment:

.....  
.....  
.....

- With reference to his future development

.....  
.....  
.....

(c) Approximate month when these recommendations should take effect:

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.....

.....

.....

(To be filled by the Reporting officer)

**OVERALL EVALUATION:**

Not satisfactory

Average

Effective &  
Competent

Very Effective

Exceptional

Name:- \_\_\_\_\_ Designation:- \_\_\_\_\_ Signature:- \_\_\_\_\_ Date:- \_\_\_\_\_

(To be filled by the Reviewing officer)

**OVERALL EVALUATION:**

Not satisfactory

Average

Effective &  
Competent

Very Effective

Exceptional

In case the Assessment by the reviewing officer is different from that of the reporting officer; reason should be recorded in writing.

Name:- \_\_\_\_\_ Designation:- \_\_\_\_\_ Signature:- \_\_\_\_\_ Date:- \_\_\_\_\_

(To be filled by the HOP/HOD)

**OVERALL EVALUATION:**

Not satisfactory

Average

Effective & Competent

Very Effective

Exceptional

In case the Assessment is different than that of the reviewing officer/reporting officer; reason should be recorded in writing.

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Name:- \_\_\_\_\_ Designation:- \_\_\_\_\_ Signature:- \_\_\_\_\_ Date:- \_\_\_\_\_

