



Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)

HIMFED Bhawan, (Below Old MLA Quarters) Panjri, Shimla-171005
(Tele: 0177-2633816, Fax: 0177-2633813)

File No. HPPCL/P&A/Policy/2008-09-26846-75

Dated: 24/03/2009

PERFORMANCE APPRAISAL SYSTEM FOR Apprentices

Following performance appraisal system will be adopted for Apprentices at all the levels and for all the disciplines in HPPCL.

1. The Apprentices will be provided training in their respective fields in various locations and offices/projects within HPPCL as well as outside HPPCL. They will be attached with Branch/Unit Heads/Controlling Officer.

2. The performance of the Apprentices will be appraised by concerned officers on a proforma enclosed at **Annexure (A)** after 6 months of apprenticeship and then again after completion i.e. 1 year.

3. The Branch/Unit Head/Controlling Officer will initiate the appraisal report pertaining to Section (A) of Part-II and forward the same to HOP/HOD.

4. The HOP/HOD will appraise the apprentices in respect of points mentioned in Section (B) of Part-II.

5. At the end of one year of apprenticeship, each apprentice will be interviewed by an interview committee to be constituted by the Personnel & Administration Department which will further evaluate the apprentice and judge the level of knowledge/experience acquired by the apprentice.

6. Each Apprentice will be given marks as follows on completion of 12 months of apprenticeship period.

a) Assessment at the end of 12 months of apprenticeship period by Branch/Unit Heads and HOP/HOD to be assessed.

Marks to be allotted on Part-II of appraisal report: 80 Marks

b) Interview at the end of the year : 20 Marks

Total: 100 Marks

7. If an Apprentice gets marks more than 50% and minimum attendance of 200 days. He/She may qualify for award of certificate of completion of apprenticeship.

8. If the marks obtained are lower than the minimum requirement or if attendance is lower than the minimum requirement, the apprenticeship shall stand automatically terminated as per terms and conditions of his appointment as apprentice.

9. A certificate will be given on successful completion of apprenticeship to all the candidates who are successful.

The concerned HOP Branch/unit head will submit the above appraisal report through their HOD's/HOP's to the P&A department of Corporate Office immediately after completion of 12 months of apprenticeship.

Annexure- (A)



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Yearly Performance Report of Apprentice

Date _____

Name :

Designation :

Period of report :

Name of Branch/Unit Head :

PART -I

Self Appraisal

Description of Duties/Trainings/Activities

Achievements

Constraints

PART-II

Appraisal by Head of Branch/Unit
(Please give marks)

Section- (A)

- 1. Knowledge of subject (Theoretical) :
(Maximum Marks 10)
- 2. Punctuality :
(Maximum Marks 5)
- 3. Hard working :
(Maximum Marks 5)
- 4. Attitude :
(Maximum Marks 5)
- 5. Team Spirit :
(Maximum Marks 5)
- 6. Behaviour :
(Maximum Marks 5)
- 7. Potential to learn :
(Maximum Marks 5)
- 8. Commitment to work :
(Maximum Marks 5)
- 9. Ability to deliver results :
(Maximum Marks 5)

Overall comments of the Branch/Unit Head/Controlling Officer:

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Dated.....

Name & Signature

Part-II Section-(B)

1. Initiative :
(Maximum Marks 5)
2. Communication Skills :
(Maximum Marks 5)
3. Personality :
(Maximum Marks 5)
4. Confidence Level :
(Maximum Marks 5)
5. Ambition :
(Maximum Marks 5)
6. Extra curricular Capabilities :
(Maximum Marks 5)

Overall comments of the HOP/HOD:

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Dated.....

Name & Signature