

Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)



(REVISED FORMAT-2020)

ANNUAL PERFORMANCE APPRAISAL REPORT

(FOR EXECUTIVE(s)- E2 to E9)

Reporting Period: From.....To

Name(as per Service record)

Designation & Level :-

Employee No. :-

Place of Posting:-

Department:-

Period of absence/leave during the reporting period only in cases where the leave extends beyond 30 days in a year

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Reporting Officer:-

Name :-

Designation :-

Place of posting

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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 Officer (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 appraisee.

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SECTION-I

KEY RESULT AREA/TARGET RATINGS

(To be filled up by the Appraisee & The Reporting Officer/Appraiser)

1. A brief Summary of duties and responsibilities (objectives of the position you hold and the tasks you are required to perform in about 100 Words)

2. Please specify KRAs in order of priority wherein quantitative, physical or financial targets /objectives/goals were set by you in consultation with the HOD/HOP.
(Column No. VI&VII to be filled by Reporting Officer/Appraiser Only).

Key Result Areas(Min. 3 KRA's to be given & Maximum 10)	Weightage in % to each KRA	Major Tasks/Target Given	Actual Achievement	SAR Self/Appraiser Rating (Out of 15)	ROR Reporting Officer/ Appraiser rating (Out 35)	Comments in case of rating >27 (only for Reporting Officer)
I	II	III	IV	V	VI	VII
KRA Score= \sum SAR +ROR						

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1. In case of shortfall of expected targets of performance please state the constraints faced and reasons. Also describe the steps taken to overcome the constraints.

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2. Please indicate your contribution in case of significantly higher achievements of the Targets.

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3. What additional responsibilities you would like to take in the next year?

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4. Would you like a change in work area/ job profile? If yes please elaborate.

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5. Declaration

- i) Have you filed your immovable property return, as due, if yes , please mention the date

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- ii) Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?

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Date: -

Place:-

Signatures of the Executive reported upon

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SECTION- II (To be filled up by the Reporting Officer)

The objective of this section is to provide the employee with a clear feedback as an individual

PERFORMANCE MEASURES

For each Performance Measure below, rate the employee on the Rating that is applicable by placing a tick in the appropriate box: by the Reporting Officer

Each Performance Measure consists Maximum rating of 5 and Minimum of 1

In case the Rating is Exceptional (5) or not satisfactory (1), substantiate with supporting facts/comments

Performance measure						Comments if (1) or (5)
	Not satisfactory (1)	Average(2)	Effective competent (3)	Very effective(4)	Exceptional (5)	
I. Quantity of Output(Productivity) - Extent of target fulfillment and completion of assigned tasks.	<input checked="" type="checkbox"/> Output far below. Target/tasks not fulfilled. Low effort	<input checked="" type="checkbox"/> Output below target/expectation despite lack of constraints. Moderate efforts	<input checked="" type="checkbox"/> Tasks assigned generally met with moderate effort	<input checked="" type="checkbox"/> Fulfillment of all tasks/targets, despite constraints.	<input checked="" type="checkbox"/> Output of Work exceptionally high and above expectations/tasks assigned despite high degree of difficult tasks	
II. Quality of Output: General excellence in Output, the extent of work free from errors.	<input checked="" type="checkbox"/> Works consistently below required standard. Makes no effort to improve. Does not lay any emphasis on quality of product/work	<input checked="" type="checkbox"/> Work barely upto the mark. Needs to be corrected	<input checked="" type="checkbox"/> Generally produces work of acceptable quality. Sometimes work needs correction	<input checked="" type="checkbox"/> Does a thorough and accurate job. Work needs minimum correction. High quality consciousness. Work is very well executed and effective	<input checked="" type="checkbox"/> Excellent quality of output. Accurate in work under all conditions. Unusual accuracy, though, effective	
III. Job Knowledge and Skill: Knowledge pertaining to the area of work and related areas , Technical & Professional Knowledge for present job	<input checked="" type="checkbox"/> Poor knowledge. No Motivation to learn	<input checked="" type="checkbox"/> Insufficient knowledge of some of the phases of assigned work. Satisfactory knowledge of routine phases of assigned work.	<input checked="" type="checkbox"/> Knowledge adequate in own area. Needs updating in related areas.	<input checked="" type="checkbox"/> Good Knowledge of his own job and Related areas. Up dates himself	<input checked="" type="checkbox"/> Excellent Knowledge of own job and related areas. Professionally upto date.	
IV. Planning & Organising: Ability for anticipating work needs and development of effective action plans in relation to tasks assigned	<input checked="" type="checkbox"/> Very unsystematic and unmethodical. Does no planning at all.	<input checked="" type="checkbox"/> Ability to plan and organize is marginal	<input checked="" type="checkbox"/> Generally systematic and methodical. Sometimes slow in arranging load to meet plan	<input checked="" type="checkbox"/> Normally anticipates work needs and is able to prepare a plan of action; generally good in arranging work load to meet plan	<input checked="" type="checkbox"/> Exceptional ability to anticipate future work needs ahead of time, and to work in a logical manner to meet plan	

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<p>V. Initiative: Ability to be self-reliant and move forward on a task without outside direction</p>	<p>Always requires to be told. Unable to function independently . Cannot do simple jobs without guidance and follow up</p>	<p>Needs guidance, instructions and follow up</p>	<p>Generally shows good initiative. Occasionally needs follow up</p>	<p>Good initiative. Undertakes all tasks and overcomes obstacles independently</p>	<p>Totally self reliant. A self starter.</p>	
<p>VI. Problem analysis and Decision Making: Ability to identify problems, prioritise them, analyse alternative courses of action and take decisions</p>	<p>Lacks analytical ability. Does not take decisions</p>	<p>Lacks analytical ability. Occasionally takes decisions. Wavering and uncertain</p>	<p>Moderate analytical ability. Handles day to day decisions. Sometimes delays decision making</p>	<p>Good analytical abilities. Confident and quick decision making most of the time.</p>	<p>Excellent Analytical abilities. Good grasp of complex issues. Always takes confident and quick decisions even on complex problems</p>	
<p>VII. Commitment and Sense of Responsibility: Dedication to work and company objectives. Reliability to complete assigned tasks</p>	<p>Fails to carry out supervisor's suggestion for improvement Alienated. Evades/Sheds responsibility</p>	<p>Low sense of duty. Does not identify with the job/company Needs to be reminded of desired improvements in order to maintain improvement</p>	<p>Accepts but does not seek responsibility Improves work habits and performance when counseled</p>	<p>High sense of duty. Accepts and seeks responsibility Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits</p>	<p>Totally identifies with the job/company. Seeks and accepts responsibility with full accountability Independently puts forth efforts to improve performance and work habits. Seeks counsel on ways to improve and exceeds suggestions</p>	
<p>VIII. Team Spirit: Co-ordination and co-operation with colleagues to achieve team objective.</p>	<p>Cannot work with others in a team. Creates conflicts and dissipates the energy of the group in dysfunctional pursuits</p>	<p>Very passive as a team member. Does not contribute and withdraws quickly</p>	<p>Marginal contribution. Prefers to work alone. Not comfortable in a group.</p>	<p>Effective team member. Contributes to the team effort. Very well aware of his own role.</p>	<p>Outstanding team member. Keeps the larger goal in view. Contributes. Is open to ideas and can influence working of the group</p>	

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<p>IX. Lateral Coordination: Ability to effectively coordinate with all linked departments to ensure smooth functioning</p>	<p>Unable to coordinate. Rapport with colleagues is not good. Unable to either explain own requirements or appreciate the roles/problems of others</p>	<p>Coordination is weak. Frequent problems with other departments or outside agencies</p>	<p>Sometimes needs higher level intervention to solve problems</p>	<p>Good Contribution abilities. Good relations with colleagues. Able to work well as a member of inter-disciplinary team</p>	<p>Outstanding coordination abilities. Excellent Rapport with and knowledge of related areas and is able to obtain full cooperation of colleagues/agencies</p>	
<p>X.Communication Skill and desire to share available information with all concerned.</p>	<p>Lacks both the skill and the will to communicate. Keeps things to himself. Express no desire to acquire information.</p>	<p>Only believes in downward communication . Cannot express himself well.</p>	<p>Has moderate skill and desire to share information. Relies heavily on formal communication channels</p>	<p>Shares information with all concerned. Good expression. Open to feedback.</p>	<p>Excellent clarity of thought and expression. Uses all channels of communication. Is receptive to feedback and aware of what is happening.</p>	

Performance Measure Score:- \sum Scores each at Sr. No. I to X

OVERALL SCORE:

1. Weightage of KRA Score as in Section-I =
2. Weightage to Performance Measure Score Section-II=

Overall Score=

One of the following Rating(s) to be ticked by the Reporting Officer on the basis of Score achieved by adding 1 & 2 above

Score(0-20):-	Not satisfactory	<input type="checkbox"/>
Score(21-40):-	Average	<input type="checkbox"/>
Score(41-60):-	Effective &Competent	<input type="checkbox"/>
Score(61-80):-	Very effective:	<input type="checkbox"/>
Score(81-100):-	Exceptional	<input type="checkbox"/>

Signatures of Appraiser/Reporting Officer
(Name in BLOCK LETTERS)

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SECTION-III (to be filled up by the Reporting Officer/Appriaser)

POTENTIAL APPRAISAL

a) Is his/her potential fully utilized on present job? If not, what needs to be done in this regard.

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b) Assess his/ her potential for holding next higher position in same functional area or any other area:-

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c) Please state with details , if any adverse report has been recorded in respect of the Executive during the period under report

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d) Please state with details if the Executive has received any commendations during the period under report

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e) Please Comment on Executive's integrity.

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Reporting Officer/Appriaser:-

Signature _____

Name _____

Designation _____

Date _____

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SECTION-IV (To be filled up by the Reviewing Officer)

1. Length of Service Under the Reviewing Officer

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2. Do you agree with the remarks of the Reporting Officer?

Yes	No
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General remarks, if any:-

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3. In case of difference of opinion, details and reasons for the same may be recorded below:-

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4. Overall Evaluation:-

Not satisfactory

Average

**Effective &
Competent**

Very Effective

Exceptional

Date: -

Signature of Reviewing Officer

Place: -

Name & Designation of **Reviewing Officer**

(In BLOCK LETTERS)

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SECTION -V

(To be filled by the Accepting Authority)

1. Do you agree with the remarks of the reporting /reviewing Officers?

Yes	No
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General remarks if any:-

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2. In case of difference of opinion, details and reasons for the same may be recorded below:-

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3. Overall Evaluation:-

Not satisfactory

Average

Effective &
Competent

Very Effective

Exceptional

Date:-

Signature of Accepting Authority

Place:-

Name & Designation of Accepting Authority

(In BLOCK LETTERS)