

Uttarakhand Power Corporation Ltd.

Performance Appraisal Report

[For Assistant Engineer (Revenue) only]

Employee code :

Name	
Designation	
Audit. No.	
Period of Appraisal	

Section-I (Basic Information)

1. During Appraisal Period –

1.1 Place of Posting

1.2 Name of Division/Circle/Zone

2. Date of Birth

3. Educational Qualification:

3.1 At the time of initial joining in the Corporation.....

3.2 Qualification acquired during service of the Corporation.....

4. Reporting, reviewing and final authorities:

	Name & Designation	Period of Appraisal
Reporting Authority		
Reviewing Authority		
Accepting Authority		

5. Leave (other than C/L) or Period of absence

	Period	Type
On leave		
Period of Absence		

6. Appreciation/Honours during the period of appraisal from the corporation.

SN	Type of Appreciation/Honours	Brief Details
6.1		
6.2		
6.3		

7. Details of 'Performance Appraisals' of sub-ordinates not written for the previous year.

SN	Name of Sub-ordinate with Designation	Period	Reason
7.1			
7.2			
7.3			
.			
.			

8. Date of filing property return for the year ending December.....

Section-II (Self Appraisal)

Reference Table for Grading

Percentage (%)	100 & above	100-95	95-90	90-85	85-80	80-75	75-70	70-65	65-60	60 & below
Grading Point	10	9	8	7	6	5	4	3	2	1

Assessment of Performance.

9. Table-A- (Weightage)-70%

Sl. No.	Parameters	Target	Target Achieved	%age Target Achieved	Grading	To be filled by reporting officer as per point no 14a
	1	2	3	4	5	6
9.1	Finalization of PD cases out of pending NB/SB cases	10% Per Month				
9.2	Checking of average consumption of all connection above 10 KW and put up before EE	100%				
9.3	Ledgerization	100 %				
9.4	Monthly Submission of verified bills of Govt. departments.	100%				
9.5	Checking of all bills prepared above 10KW for correctness including OMF	0% wrong bill				
9.6	Bill correction target	0 % Pendency Per Month				
9.7	Preparation of bills within stipulated time	100%				
9.8	Reply of Audit Rough Note & Para with in a stipulated time	100%				
Average Grading:						

Date:

Signature of Reporting Officer

10. Table-B- (Weightage)-10%

Parameter	Marks	Nominated Man days	Attended Man days	%age Attended Man days	Grading	Remark (if any)
Training Programme (Self)	2					
Training Programme (Sub-ordinates)	3					

**** Note:** The Office Order of Training programme should be attached mandatory for ACR

Parameter	Marks	Marks Obtained	Grading	Remark (if any)
ACR (Self)	2			
ACR (Sub-ordinates)	3			
Overall Grading				

Note: Timely submitted- 3 marks, Two month late submitted- 2 marks, After three month late submitted- 1 marks, After six month submitted- 0 marks

(For Submission of A.C.R. time as per the Corporation order)

11. Any exceptional contribution during the period of appraisal (Maximum 100 words)

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12. Difficulties faced in performing the assigned 'Tasks/Duties' (Maximum 100 words)

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13. Details of Penalties imposed due to delay/Negligence as per UERC (Standards of Performance) Regulations-2007 and in Consumer Grievance Redressal Forum/Ombudsman.

SN	Particulars	Amounts (Rs)	Reason
13.1			
13.2			
..			
.			

Date:

Signature of the Appraisee

Section -III
(Appraisal by Reporting Officer)

14.a Do you agree with the target& %age target achieved mentioned by appraise at point no 9 & 10, if not mentioned the correct target,% age target achieved & cross ponding grading in table at pt. 9 & 10 itself which shall be considered as final.(pls tick) YES...../NO.....

14.b Do you agree with the performance of the appraisee relating to the accomplishments of assigned work as filled out at point-9&10? If not, give reasons.

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15. Do you agree with the claim of appraisee regarding Exceptional contribution as filled out at point-11? If not, give reasons.

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16. Has the appraisee met with any significant failures in respect of his duties /works assigned? If yes, give reasons.

17. Do you agree with the reasons mentioned by the appraisee regarding delay/penalties at point-13? If not, give reasons.

18. Please indicate the specific areas in which you feel that appraisee needs training to upgrade the skills.
[Maximum – 4 topics]

SN	Training Topics	Tick
Technical Topics		
18.1	Electricity Revenue Protection, Billing & Collection	
18.2	Best Practices in Distribution Loss Reduction & Load flow analysis	
18.3	Electricity Metering Technologies- Advanced Application & Systems	
18.4	Introduction of High Voltage Distribution System for Loss Reduction	
18.5	Electricity Safety Procedure, Accident Prevention and Disaster Management	
18.6	Reactive Power Management & Optimal Capacitor Placement	
18.7	Relay Protection and maintenance of Switchyard Equipments	
18.8	Electricity Tariff in Regulatory Regime	
18.9	GIS Application (R-APDRP)	
18.10	Accelerated Power Development & Reforms Programme	
18.11	Any other ...	
Leadership Topics		
18.12	Transformational Leadership	
18.13	Leadership development	
18.14	Leadership and Mentoring Skills for Nurturing Talent	
18.15	Mastering Constructive Confrontation	
18.16	Team Building	
Managerial Topics		
18.17	Customer relationship management	
18.18	Change Management	
18.19	Planning & Strategic Management	
18.20	Managerial Effectiveness	
18.21	Performance Management System	
Behavioural Topics		
18.22	Building Positive Attitude	
18.23	Organizational Behaviour	
18.24	Employee Motivation and Morale Development	
18.25	Inter-personal Relationship skills	
18.26	Inter-personal communication skills	
Legal Topic		
18.27	UERC Regulations, RTI Act & Various Laws	
18.28	Preventive Vigilance, Investigation, Departmental Enquiry and Law on Termination	
18.29	Industrial Relations	
18.30	Labour Laws and Statutory Compliances	
IT Related Topics		
18.31	Managing Information in e-age	
18.32	Distribution Business Management and IT Based Solution	
18.33	IT in Distribution (R-APDRP)	

19. Assessment of Personal Attributes by Reporting Officer.**Table-C 1- (Weightage)-20%**

SN	Parameters	Grading
19.1	Theoretical knowledge	
19.2	Practical knowledge	
19.3	Knowledge of Rules/Codes/Manuals/Procedures	
19.4	Temperament	
19.5	Behaviour towards Consumers	
19.6	Behaviour towards Colleagues & Seniors	
19.7	Decision making Ability	
19.8	Sense of responsibility	
19.9	Supervision & Quality of work	
19.10	Intelligence & Understanding	
19.11	Ability in adhering to schedules & Co-ordination with others	
19.12	Management of Staff	
Average Grading:		

20. Integrity Certificate:

- (a) The general reputation of Sri/Ms..... for honesty is Good and I certify his/her Integrity.
 (b) The general reputation of Sri/Msfor honesty is not good and
 I withhold his/her integrity on account of the following reasons:

21.In case the reporting authority is convinced that the appraisee is exceptionally good with respect to his/her duties & responsibilities but due to some unavoidable circumstances during the period of appraisal his/ her performance has not been upto the mark as reflected at point-9&10, Reporting authority will have the discretion of giving +10% additional marks in the overall grading of Table-A&B and vice-versa (-10%) in case the performance of the candidate is not upto the expected level (But detailed & convincing reasons will have to be given in the column provided below).

Suggested variation (Please Tick)

Percentage (%)	-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5	+6	+7	+8	+9	+10
Pt.-9/ Table-A																					
Pt.-10/Table-B																					

Date:

Signature of the Reporting Officer
Designation with seal

Section-IV
(Assessment by Reviewing Authority)

22. Do you agree with the assessment made by the Reporting Officer at 13, 14, 15, & 16 in section-III? If not give reasons along with your assessment in the following table.

Point No	Yes/No	If not, give reasons	Your Assessment
13			
14			
15			
16			

23. Do you agree with the assessment made by the Reporting Officer at Pt.-19, section-III? If not record your assessment in the following table.

Table-C 2- (Weightage)-20%

SN	Parameters	Grading
23.1	Theoretical knowledge	
23.2	Practical knowledge	
23.3	Knowledge of Rules/Codes/Manuals/Procedures	
23.4	Temperament	
23.5	Behaviour towards Consumers	
23.6	Behaviour towards Colleagues & Seniors	
23.7	Decision making Ability	
23.8	Sense of responsibility	
23.9	Supervision & Quality of work	
23.10	Intelligence & Understanding	
23.11	Ability in adhering to schedules & Co-ordination with others	
23.12	Management of Staff	
Overall Grading:		

24. In case the reviewing authority is convinced that the appraisee is exceptionally good with respect to his/her duties & responsibilities but due to some unavoidable circumstances during the period of appraisal, his/ her performance has not been upto the mark, Reviewing authority will have the discretion of giving +5% additional marks in the grading for Table-A&B over and above the suggested grading of Reporting Authority at point-20 and vice-versa (-5%) in case the candidate has been over-rated by the Reporting Officer (But detailed & convincing reasons will have to be given in the column provided below).

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Suggested variation (Please Tick)

Percentage (%)	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5
Pt.-9/ Table-A											
Pt.-10/Table-B											

Date:

Signature of the Reviewing Authority
Designation with seal

For Director (HR) office use only

25. Overall Grade corresponding to the Assessment of Reporting & Reviewing Authority
(on 10 points Scale)

Date:

Authorised(HR)Personnel

Section-V

[Assessment by Accepting Authority]

26. Do you agree with the overall assessment/remarks made by the Reporting/ Reviewing Officer? If not give reasons along with your assessment.

27. In case the Accepting Authority is convinced that the appraisee is exceptionally good with respect to his/her duties & responsibilities but due to some unavoidable circumstances during the period of appraisal his/ her performance has not been upto the mark, Accepting Authority will have the discretion of giving +5% additional marks in the overall grading computed at Pt.-24 above and vice-versa (-5%) in case the candidate has been over-rated by the Reporting/Reviewing Officer (But detailed & convincing reasons will have to be given in the column provided below).

Suggested variation (Please Tick)

Percentage (%)	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5
Pt.-9/ Table-A											
Pt.-10/Table-B											

Date:

Signature of the Accepting Authority
Designation with seal

For Director (HR) office use only:-

Final Overall Grade corresponding to the Assessment of Reporting, Reviewing & Accepting Authority (on 10 points Scale)

Date:

Director(HR)