

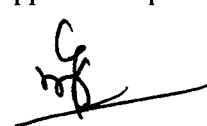
### **General Instructions for filling up the PAR form**

The Performance Appraisal Report provides the basic and vital inputs regarding performance of an employee and basis for further development. The Appraiser, Reporting Authority, Reviewing Authority and Accepting Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

1. Performance Appraisal should be used as a tool for measuring performance against said targets, career planning & training, rather than a mere judgmental exercise. It is not meant to be a fault finding process but a development tool.
2. All the columns should be filled with due care and attention by devoting adequate time.
3. The period of appraisal shall be from 1<sup>st</sup> of April to 31<sup>st</sup> March every year.
4. All the concerned shall fill the Performance Appraisal Reports filled manually by downloading the same from the website of UPCL ([www.upcl.org](http://www.upcl.org)).
5. Appraiser will have to ensure to fill the self appraisal in Section-II and forward the same to Reporting Officer up to 31<sup>st</sup> May of the concerned year or within 30 days from the date of relieving in case of mid-term transfer/retirement of Reporting/Reviewing/ Accepting Authority.
6. Reporting Officer after filling the Section-III of the Performance Appraisal will forward the same to the concerned Reviewing Officer by 15<sup>th</sup> June or within 10 days from the date of receipt in case of mid-term transfer/retirement of Reporting/Reviewing/ Accepting Authority.
7. Reviewing Officer after filling the Section-IV of the Performance Appraisal will forward the same to HR Department by 25<sup>th</sup> June or within 10 days from the date of receipt in case of mid-term transfer/retirement of Reporting/Reviewing/ Accepting Authority.
8. HR Department will forward the same to the concerned Accepting Authority within Five days from the date of receipt after recording the overall grade in the prescribed column.
9. Accepting Authority after filling the Section-V of the Performance Appraisal will return the same to HR Department by 15<sup>th</sup> July positively or within 10 days from the date of receipt in case of mid-term transfer/retirement of Reporting/Reviewing/ Accepting Authority.
10. Employee Code shall necessarily be mentioned on the PAR form without which the PAR form shall not be accepted by HR Department.
11. Appraiser, Reporting/Reviewing/Accepting Authority shall mention the date of signing of PAR form. Without date, signature, name and official seal on PAR Form the same shall not be accepted by HR Department. Appraiser need not mark their office seal on PAR form.

#### **Instructions for filling up Section-I**

Section-1 provides basic information of the Appraiser e.g. Name, Designation, Employee Code, Period of Appraisal. Period of Appraisal could either be the entire year e.g. from 1<sup>st</sup> April to 31<sup>st</sup> March or a part of the year. Period of report should be mentioned clearly indicating the start and end dates. There is no need for filling Performance Appraisal Report having period less than 3 months (less than 90 days).



- **Employee Code is mandatory on PAR Form**
- **Overwriting & Cutting should be avoided and must be verified in case of unavoidable circumstances**

**Pt.-1-** Place of posting & Name of Sub-Division/Division/Circle/Zone of name of Unit should be filled clearly.

**Pt.-2-** Date of birth should be filled in as per the High School Certificate.

**Pt.-3-** Educational Qualification at the time of joining the service and during the service should be mentioned clearly and separately.

**Pt.-4-** In case of change of any authority, the PAR should compulsorily be filled in immediately as per above mentioned time frame.

**Pt.-5-** The period of absence from duty, on leave, or for other reasons, should also be mentioned in this section.

**Pt.-6-** Appraiser should clearly mention the Appreciation/Award during the period of appraisal given by the corporation only. Appreciation/Award given by any other outside authority/organization need not be mentioned in this table.

**Pt.-7-** Appraiser should clearly mention the details of PAR of subordinates with designation not written for the previous year. (Use extra separate sheet if required for this point)

**Pt.-8-** Exact Date to be mentioned on which the property return for the year ending December has been submitted.

#### **Instructions for filling up Section-II**

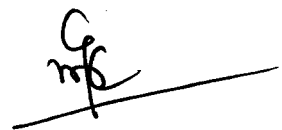
**Pt.-9-** The Appraiser should fill all the parameters carefully in Table-A. Grade points corresponding to the percentage target achieved will be filled up from the given reference table. The Reporting Officer should analyze the grading marks by the Appraiser. If the Reporting Officer is not satisfied by the grading of Appraiser, he/she should mark his/her own grade at Pt. 9 Table-A, column-6.

**Pt.-10-** This point provides about the details of training program attended by the appraiser and appraiser facilitated the training of subordinates. Further, the details of ACR/PAR for him/herself and subordinates shall clearly be mentioned as per provisions.

**Pt.-11-** This point provides an opportunity to the Appraiser to reflect upon his/her performance during the appraisal period along with exceptional contribution during the period which should normally not exceed about 100 words.

**Pt.-12-** Appraiser should clearly mention/indicate the difficulties faced in performing the assigned tasks/duties in maximum 100 words.

**Pt.-13-** There is an increased emphasis on standard of performance to provide quality services to the consumers. Hence appraiser should clearly mention the various penalties imposed due to Delay/Negligence/Poor performance by clearly indicating the reasons.



### **Instructions for filling up Section-III**

Section-III requires the reporting officer to comment on section-II as filled in by the appraisee.

**Pt.-14-** Reporting officer should clearly mention whether he/she agrees with the performance regarding accomplishment of the assigned work? If not he/she must highlight the specific portions with which he/she does not agree and the reasons for such disagreement.

**Pt.-15-** Reporting officer should clearly mention whether he/she agrees with the claims regarding exceptional contribution of the appraisee. In case of disagreement the reporting authority should clearly specify the reason for the same.

**Pt.-16-** Reporting authority should mention any significant short-coming in respect of the duties/responsibility assigned to the appraisee.

**Pt.-17-** Reporting authority should clearly mention the agreement/disagreement regarding various penalties imposed due to delay/negligence/poor performance. In case of disagreement he/she must specify the reasons.

**Pt.-18-** This section needs the reporting authority to comment on the specific training needs of the appraisee to upgrade the knowledge & skills of the appraisee. He/She should clearly indicate the required specific training programme from the list provided or any other if not in the list (subject to a maximum limit of 4 no. programmes)

**Pt.-19-** Reporting authority is required to assess personal attributes keeping in mind the overall pen-picture of the appraisee. [Grades should be assigned on a 10 points scale in whole numbers, Best Grade-10]

**Pt.-20-** This point requires the Reporting Authority to comment on the integrity of the appraisee. In recording remarks regarding integrity, the Reporting Authority need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity. If there is any doubt or suspicion regarding integrity of the appraisee the Reporting Officer should clearly mention the reason for the same in point-20(b).

**Pt.-21-** This point provides an opportunity to the reporting officer to reassess the appraisee as per his/her actual performance during the period of appraisal. It should be filled very carefully as it will reflect not only the performance of the appraisee but also the assessment capability of the reporting officer. Any variation by the reporting officer shall be substantiated by justified reasons.

### **Instructions for filling up Section-IV**

**Pt.-22-** This section is to be filled up by the Reviewing Authority. In this section, Reviewing Authority is required to indicate his/her agreement/disagreement regarding assessment made by the Reporting Officer at point 14, 15, 16 & 17. In case of disagreement, he/she must record his/her own assessment along with reason against each point separately.

**Pt.-23-** If Reviewing Authority is of the view that appraisee is over/under rated by the reporting authority at point 19, he/she may assess the appraisee regarding personal attributes under this point in the column provided. [Grades should be assigned on a 10 points scale in whole numbers, Best Grade-10]



**Pt.-24-** This point provides an opportunity to the reviewing officer to reassess the appraisee as per his/her actual performance during the period of appraisal. It should be filled very carefully as it will reflect not only the performance of the appraisee but also the assessment capability of the reviewing officer.

**Pt.-25-** At this point the overall grade will be computed by the HR department of the corporation based on the assessment made by Reporting/Reviewing Authority. Subsequently PAR will be forwarded to the Accepting Authority for his/her comment.

**Instructions for filling up Section-V**

**Pt.-26-** This section is to be filled up by the Accepting Authority. He/she is required to indicate if he/she agrees with the overall assessment made by the Reporting/Reviewing Authority. In case of difference of opinion, he/she is required to give details/reasons for the same in the column provided.

**Pt.-27-** Accepting Authority is authorized to modify the overall Grade Points calculated on the basis of assessment of Reporting/Reviewing Authority subject to a maximum variation of +5% and -5%. Any variation by the reporting officer shall be substantiated by justified reasons.

After assessment by the Accepting Authority the same will be forwarded finally to HR department.

Note- If Reporting/Reviewing/Accepting Authority requires commenting on any of the points/attribute, he/she may use separate sheet.

  
(B.C.K. MISHRA)  
MANAGING DIRECTOR