



U J V N Limited
(A Govt. of Uttarakhand Enterprise)
Annual Performance Appraisal Report
(For Assistant Engineer or Equivalent Officer)
Year of Appraisal

Name	
Period of Appraisal	
Designation	
Emp. No/FB No.	

Section-I (Basic Information)
(To be filled by the Appraisee)

1. During Appraisal Period:-

- a. Place of Posting & Date:
- b. Name of Circle/Valley/Office:

2. Educational Qualification:

- a. At the time of initial joining in the UJVN Ltd.
- b. Qualification acquired during service of the UJVN Ltd.

3. Reporting, reviewing and final authorities:

	Name & Designation	Period of Appraisal
Reporting Officer		
Reviewing Officer		
Final Authority		

4. Leave (other than CL like CCL, EL, PL & ML if more than 3 Months of duration) or Period of absence (attach separate sheet, if required) :

	Period (From-To)	Total number of days	Nature of Leave
On leave			
Period of Absence			

5. Appreciation/Award/Honours, if any, during the period of appraisal:

Sl. No.	Type of Appreciation/Award/Honours	Brief Details

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

Sl.No.	Name of Sub-ordinate with Designation	Reasons

**7. Details of Training Programmes attended during the period of appraisal.
(Separate sheet can be attached, if required)**

Sl. No.	Subject	Institution	Date		Nominated	Attended
			From	To		

8. Date of Submission of property return to the H.R. Department.

9. Any exceptional contribution during the period of appraisal.

10. 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.

11. Other than job assigned what contribution would you like to give towards the organization goals?

Date:

**(Signature)
Name & Designation of
the Appraisee**

Section-II

(To be filled by reporting Officer)

12. Integrity Certificate:

(12.1) The general reputation of Mr/Ms..... for honesty is Good and I Certify his/her Integrity.

(12.2) The general reputation of Mr/Msor honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

**(Signature)
Name & Designation of the
Reporting Officer**

13. Review of Annual Work Plan for the Financial Year.....

Performa 1.1

S.No.	Description of Annual Work Plan/Objectives 2	Weightage/ Marks 3	Target Planned** 4			Target achieved (along with proof/Supporting if felt necessary) 5		% Age Achievement 6	Marks by Reporting Officer (Objective wise) 7	Marks by Reviewing Officer (Objective wise) 8
			Unit	Numbers/ Quantity	Date of Completion	Numbers/ Quantity	Completed on			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10	Timely submission of Annual Work Plan	3*								
Overall Marks		70								

*Within due date Rating 3, After 15 days of due date Rating 2, After 30 days of due date Rating 1, After 30 days rating will be 0

**The targets to be clearly planned with measurable quantity/numbers/percentage with target date (as far as possible)

Note:- (1) Column No. 1 to 6 to be completed by the appraiser.

(2) Reviewing Officer shall record the marks within 10% overall variation with Reporting Officer.

Signatures along with Date & Stamp:-

Appraiser

Reporting Officer

Reviewing Officer

14. Assessment of Personal Attributes.

Table-B (Marks)-20

S. No.	Parameters	Marks	Marks by Reporting officer (*)	Marks by Reviewing officer (*) #
14.01	Timely submission of appraisal report & its review for the subordinates.	2		
14.02	Practical job knowledge	2		
14.03	Theoretical job knowledge	2		
14.04	Knowledge of Rules/Codes/Manuals/Procedures/ tender procedures/procurement rules	2		
14.05	Behaviour towards Colleagues, Seniors & Sub-ordinate	2		
14.06	Decision making Ability	2		
14.07	Supervision, Quality of work & Commitment	2		
14.08	Ability in adhering to schedules & Co-ordination with Others /co-operation	2		
14.09	Belongingness & ownership	2		
14.10	Exceptional contribution as per Clauses No. 10 of this format	2		
Overall Marks		20		

(*) Marks can be given up to two decimal.

15. Training & Development (Initiatives for self and subordinate's Development)

Description of Initiatives			Total Marks	Marks by Reporting Officer	Marks by Reviewing Officer #
Self Development	Number(s) of Trainings/Presentation/ Session nominated.		05		
	Number(s) of Training/Presentations/ Sessions attended.				
Subordinate Development- Minimum required sessions on Training/Interaction/ Meeting/Guiding/Coaching/ Mentoring – 4 Sessions during the year.	Total average sessions organized/nominated during the year for the subordinates out of 4 as required.		05		
			10		

16. Overall assessment by the Reporting and Reviewing Officers.

Sr. No	Reference table	Maximum Marks	Marks by Reporting officer	Marks by Reviewing officer#
1	A (Performance)	70		
2	B (Personal Attributes)	20		
3	C (Training & Development)	10		
Total		100		

Note: # Reviewing Officer shall record the marks within +10% overall variation with Reporting officer.

17. In case a praissee gets less than 50 or more than 90 marks, due justification be given by reporting officer as under.

**(Signature with date)
Name & Designation of the
Reporting Officer**

**(Signature with date)
Name & Designation of the
Reviewing Officer**

Section-III
[Assessment by Accepting/Final Authority]

18. **Accepting/Final Authority will provide detailed & convincing reasons, if he/she gives marks more than 10% or less than-10% as compared to reviewing officers.**

Overall Marks given by Accepting Authority:-
(Out of 100 marks)

Percentage	More than 90%	80-90%	60%-79%	50%-59%	Less than 50%
Remarks	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory

Date:

(Signature):

Name of Accepting/Final Authority:

Designation:

To be completed by HR Department

Received at DGM(P) Office on
Date

Name.....

Signature.....

UVVN Limited, Dehradun
Annual Work Plan for the Financial Year-.....
 (***) In case of Midterm review, effective date-.....)

Name of the Officer-

Designation-

Place of posting-

Reporting Officer-

S.No.	Description of Annual Planned Tasks/KRAs	Target Planned			Weightage/ Marks
		Unit	Numbers/ Quantity	Date of Completion	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	Timely submission of Annual Work Plan and its approval from Reporting & Reviewing Officer.				3*
Overall Marks					70

*With in due date Rating 3, After 15 days of due date Rating 2, After 30 days of due date Rating 1, After 30 days rating will be 0.

** The targets to be clearly planned with measurable quantity/numbers/percentage with target date (as far as possible).

*** In case there is change in Reporting/Reviewing Officer/change in assigned task, midterm review will be done.

Appraiser

Reporting/Controlling Officer

Reviewing Officer

Signature.....

Signature.....

Signature.....

Name.....

Name.....

Name.....

Date.....

Date.....

Date.....

Received at DGM (P) Office on dated..... Name..... Signature.....
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