



**U J V N Limited**  
(A Govt. of Uttarakhand Enterprise)  
**Annual Performance Appraisal Report**  
(For Junior Engineer)

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./Ms .....or 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*								
<b>Overall Marks</b>		<b>70</b>								

\*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 appraisee 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.....

**UJVN 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*
<b>Overall Marks</b>					<b>70</b>

\*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.

<b>Appraiser</b>	<b>Reporting/Controlling Officer</b>	<b>Reviewing Officer</b>
Signature.....	Signature.....	Signature.....
Name.....	Name.....	Name.....
Date.....	Date.....	Date.....

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