



यूजेवीएन लिमिटेड

(उत्तराखण्ड सरकार का उपक्रम)

UJVN Limited

(A Govt. of Uttarakhand Enterprise)

मानव संसाधन विभाग, "यमुना भवन", यमुना कालोनी, देहरादून-248001 (उत्तराखण्ड)

Human Resources Department, "Yamuna Bhawan", Yamuna Colony, Dehradun - 248 001 (Uttarakhand)

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ISO 9001 : 2008 Certified

पत्रांक: 4750 / यूजेवीएनलि/एचआर/आईआर

दिनांक: 13-07-2017

विषय: अधिशासी अभियन्ता एवं उसके समकक्ष तथा अधिशासी निदेशक तक के अधिकारियों हेतु वार्षिक मूल्यांकन आख्या (Performance Appraisal Report) के सम्बन्ध में।

समस्त अधिशासी निदेशक/समस्त महाप्रबन्धक/
समस्त उपमहाप्रबन्धक/कम्पनी सचिव,
यूजेवीएन लिमिटेड।

कृपया उपरोक्त विषयक निगम के निम्नलिखित कार्यालय ज्ञापों/पत्रों का अवलोकन करने का कष्ट करें:-

- 1- कार्यालय ज्ञाप संख्या 9606/यूजेवीएनलि/एचआर/आईआर, दिनांक 05-09-2013
- 2- कार्यालय ज्ञाप संख्या 12913/यूजेवीएनलि/एचआर/आईआर, दिनांक 06-12-2013
- 3- कार्यालय पत्रांक 1432/यूजेवीएनलि/एचआर/आईआर, दिनांक 06-02-2014
- 4- कार्यालय ज्ञाप संख्या 4573/यूजेवीएनलि/एचआर/आईआर, दिनांक 13-05-2014
- 5- कार्यालय पत्रांक 8058/यूजेवीएनएल/05/कार्मिक/अनु-2/जी-1, दिनांक 05-08-2014

उपरोक्त के सम्बन्ध में निम्नवत् अवगत कराना है कि:-

- 1- वार्षिक कार्यों के मूल्यांकन (Annual Performance Appraisal) हेतु पूर्व में निर्धारित प्रारूप को संलग्नक-1 एवं 1.1 के अनुसार आंशिक संशोधन किया गया है। वर्ष 2017-18 एवं अग्रिम वर्षों हेतु इस प्रारूप में सम्बन्धित अधिकारी वार्षिक कार्यों के मूल्यांकन को पूर्ण कर प्रत्येक वित्तीय वर्ष के 15 मई तक उपमहाप्रबन्धक (कार्मिक) के कार्यालय में भेजना सुनिश्चित करेंगे।
- 2- वार्षिक कार्यों के लक्ष्यों के निर्धारण हेतु Annual Work Plan प्रारूप संलग्नक-2 के अनुसार संशोधित किया गया है। जिन अधिकारियों द्वारा वार्षिक लक्ष्य वर्ष 2017-18 हेतु मानव संसाधन विभाग को प्रेषित नहीं किये गये हैं, वे उपरोक्त प्रारूप संलग्नक-2 में Annual Work Plan पूर्ण कर दिनांक 31-07-2017 तक उपमहाप्रबन्धक (कार्मिक) के कार्यालय में भेजना सुनिश्चित करें। उपरोक्त श्रेणी के जिन अधिकारियों द्वारा वर्ष 2017-18 हेतु लक्ष्य प्रेषित किये जा चुके हैं वे भी उपरोक्त संलग्नक-2 प्रारूप में पुनः Annual Work Plan पूर्ण कर दिनांक 31-07-2017 तक उपमहाप्रबन्धक (कार्मिक) के कार्यालय में भेजना सुनिश्चित करें। सम्बन्धित अधिकारी अग्रिम वर्षों में भी उपरोक्त संलग्नक-2 में वार्षिक लक्ष्यों का निर्धारण कर उपमहाप्रबन्धक (कार्मिक) के कार्यालय में प्रत्येक वर्ष के 30 अप्रैल तक भेजना सुनिश्चित करेंगे।

संलग्नक: यथोपरि।

(डा० अविनाश चन्द्र जोशी)

निदेशक (मानव संसाधन)
13/7/17

- प्रतिलिपि: 1- निजी सचिव, अध्यक्ष, यूजेवीएन लिमिटेड, देहरादून।
2- प्रबन्ध निदेशक, यूजेवीएन लिमिटेड, उज्जवल, देहरादून।
3- निदेशक (परियोजनायें)/परिचालन/(वित्त), यूजेवीएन लिमिटेड, उज्जवल, देहरादून।
4- उपमहाप्रबन्धक (सूचना प्रौद्योगिकी), यूजेवीएन लि०, दे०दून को निगम की वेब साइट पर पूर्व में प्रदर्शित प्रारूप के स्थान पर अपलोड कराने हेतु।



U J V N Limited
(A Govt. of Uttarakhand Enterprise)
Annual Performance Appraisal Report
(For Executive Engineer or Equivalent up to Executive Director Level)
Year of Appraisal

संलग्नक-1

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. 1	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 appraisee.

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

Signatures along with Date & Stamp:-

Appraisee

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 Apraisee gets less than 50 or more than 90 marks, due justification be given by reporting officer as under.

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(Signature)
Name & Designation of the Reporting Officer

(Signature)
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)

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*
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.

Appraisee

Signature.....

Name.....

Date.....

Reporting/Controlling Officer

Signature.....

Name.....

Date.....

Reviewing Officer

Signature.....

Name.....

Date.....

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

Name.....

Signature.....