NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED

PROFORMA OF THE PERFORMANCE EVALUATION FOR TECHNICAL OFFICERS OF CLASS-I, II AND III IN T.S.N.P.D.C.L. ENGINEERING SERVICE

ANNUAL APPRAISAL REPORT

Period from_____ to _____.

GENERAL INFORMATION

1. Name & Date of Birth :
2. Designation & Technical Qualification :
3. Present Headquarters and Date of joining in the Present Post :
4. Nature of work engaged upon in brief :

FACTOR	Rating					Comments if any,
	a	b	c	d	e	
1			2			3

I. WORK OUTPUT :
Quality of actual work entrusted and executed.

II. JOB KNOWLEDGE & QUALITY OF WORK :
Whether conversant with the Rules and Regulations, and other aspects of work entrusted.

III. PUBLIC RELATIONS & INDUSTRIAL RELATIONS :
Relations with superiors, subordinates, consumers and others.

IV. JUDGEMENT :
Decision making, analysing and solving day to day problems.

V. LEADERSHIP & SPECIAL TALENTS FOR CREATIVITY APTITUDE :
Initiative and drive, whether inspires confidence and develops Subordinates capacity to work.

VI. PLANNING AND ORGANISING :
Ability to plan in advance, organize, Schedule, Co-ordinate and supervise

VII. OFFICE WORK :
Ability for noting and drafting and control of budget. Disposal and conducting disciplinary cases.

VIII. PROMPTNESS :
a) Promptness in attending to emergencies.
b) Execution of works.
c) Rendering of Accounts.
d) Assessment, billing and collection, of revenues of the Company.

IX. CONDUCT AND CHARACTER :
Discipline, Integrity, Honesty, Physical Ability- Mental Alertness, Regularity in attendance.

IX(a). PROPERTY RETURN STATEMENT SUBMITTED

a) Calendar Year :

b) Date of Submission with Dispatch Number :

X. GENERAL REMARKS :

XI. OVERALL RATING:

Appropriate item be ✓ marked.

A	B	C	D	E
(81 and above)	**(70 to 80)**	**(60 to 69)**	**(50 to 59)**	**(49 and below)**

Note:
Overall rating is the sum total of ratings of items **I** to **IX** above which may be arrived by awarding the following marks for the rating under the head **a, b, c, d,** and **e** for the total of **100.**

The rating may be indicated only in alphabets.

	I	II	III	IV	V	VI	VII	VIII	IX
a =	15	15	10	10	10	10	10	10	10
b =	8	8	8	8	8	8	8	8	8
c =	7	7	7	7	7	7	7	7	7
d =	6	6	6	6	6	6	6	6	6
e =	4	4	4	4	4	4	5	5	5

While assigning the overall rating of **A, B, D** or **E** adequate substantiation may be indicated in the General Remarks under **X**.

SIGNATURE
(REPORTING OFFICER)

Name:

(IN BLOCK LETTERS)

Date:

Station:

Adverse Remarks:

If any communicated in
Memo No.
Date:

SIGNATURE
(COUNTER-SIGNED OFFICER)

SIGNATURE
(HEAD OF THE DEPARTMENT)