NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Government of India Enterprises)

Corporate Office: Plot No,. 67-68, Sector – 25, FARIDABAD-121004, HARYANA. Registered Office: 30-31, Raja House, Nehru Place, New Delhi-110019, DELHI

Ref. No.500233/APAR/297 Dated: 25th July, 2012

OFFICE ORDER

Board of Directors in its 272nd meeting held on 27th June, 2012 has modified the new format of Annual Performance Assessment Reports upto the rank of General Manager /Zonal Manage. The revised APAR formats are applicable w.e.f. the date of issue of minutes i.e.27.06.2012. The 'Colour Code' of the APAR formats shall be as under:-

S.No.	Designation	Colour Code
1.	Zonal Manager	Pink
2.	Zonal Finance Heads	Violet
3.	Project Manager	Green
4.	Engineers other Cadres	Blue
5.	Non-Engineering Officer	Yellow
6.	Engineers Non-Executives	Purple
7.	Non-Executives (HR)	Ivory
8.	Non-Executives (Finance)	Orange
9.	C &D Non- Executives (Operative &	White
	Supporting)	

The blank formats as applicable from (S.No. 1 to 9) as above, are enclosed herewith for submission of APAR as per colour code for future APARs.

This is issued with the approval of Board of Directors.

(K.K. GUPTA) GENERAL MANAGER (HR)

Encl :- As above.

DISTRIBUTION:-

- 1. All Zonal Managers, NPCC Limited- with a request to circulate the same to all Project Managers under their control.
- 2. All Divisional Heads, NPCC Limited, Corporate Office, Faridabad for kind information please.
- 3. CS/DGM(L)/Sr.M(P&A),NE/IR/Disc./Policy/APAR/M(P&A),EE/DM(IA)/TS(CPF), NPCC Limited, Corporate Office, Faridabad.

SPS TO CMD/PS TO D(E)/D(F)/CVO

COLOUR CODE 'PINK'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE)

ENGINEERING CADRE

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(Level: ZONAL HEAD)

		PART-I For	r the year	
Appraisal Period				
Period of gap, if any				
Name of the Employees		PERSONA	AL DATA	
Employees Code No.				
Designation				
Joined NPCC				
Last Promotion				
Station of Posting during the period of report		PROGRES	SS SHEET	
(To be filled	by Appra		RO2/Accepting Autho	rity respectively)
Date of issue of the Form by Pers. Divn.	Receiv (Date)		Dispatched on (Date)	Signature with Name, Designation and date
Appraisee				
Reporting Officer				
Accepting Authority				

1

Date of Receipt of the form duly completed in personnel Division

GUIDELINES FOR APPRAISAL:

- (i) The appraisal should be based on sufficient evidence demonstrated during the period of report.
- (ii) The tendency to over-rate or under rate should be guarded against in all fairness to the employee, his colleagues and the organization.
- (iii) Each factor should be rated independent of the rating of other factors. Overall performance and potential appraisal should be arrived at after giving due weightage to various factors according to their importance.
- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning should be followed meticulously.

APPRAISAL GRADING:

<u>Indicative Grading</u>			Range of percentage
A	-	Outstanding	85% & above
В	-	Very Good	70% & above but below 85%
C	-	Good	60% & above but below 70%
D	-	Average	40% & above but below 60%
Е	-	Unsatisfactory	below 40%

The final assessment of the appraisee shall be made by Accepting Authority/Countersigning Authority. The formula for indicative grading shall be same as above.

PART-II SELF APPRAISAL

(To be filled in by Appraisee) Name of the Project Capacity in which Person under whom Period worked worked Name/ Designation To From B. Brief description of duties: C. Highlights of performance/ achievements and contribution vis-à-vis targets/goals during the reported period: Target Achievement 1. Turnover 2. **Profitability** 3. Realisation of OSD Running Project (s) (a) Closed Project (s) (b) 4. Project implementation (As per M.O.U.) D.(i) Details of audit observations referred and pending (ii) Have you given any suggestion, ideas for improvement of system, if so, give details (On a separate sheet) Constraints, if any, which may have affected (iii)

(On a separate sheet)

achievement of targets.

E.	Details of Bank Guarantee cases decided against the G		d arbitration			
F.	No. of physical closures of Closed).	No. of physical closures of units. (Names of Projects Closed).				
G.	No. of I.A./Govt. Audit paras at the beginning of the year and end of the reporting period. <u>PART-III(A)</u>					
	(To be fille	d in by the Ap	praisee and Report	ing Officers)		
		Weight	Self Appraisal	Appraisal by(RO-I)		
A.	Quantitative Factors					
1.	Turnover	20				
2.	Profitability	15				
3.	Realization of OSD:					
(a)	Running Projects	5				
(b)	Closed Projects	5				
4.	Project implementation as per MOU	10	_			

10

5

5

Depositing of statutory dues and taxes

Timely submission of Report and return to Head Office including Final Accounts

5.

6.

7.	Settlement of disputes with client and contractors:				
	(a)	Old cases	5		
	(b)	New Cases	5		
8.	•	y submission of APARs DC's for release of l dues	S		
9.	Alignr	nent with Corporate tives	10		
10.	Physic	al closure of units	5		
11.	Settler	ment of Audit paras	5		
	Total '	A'	100		
(Sign	ature of		PART-III (B) illed in by the Re	eporting Officer)	
			Weight	Appraisal by RO1	
(B)	Qualit	ative Factors			
1.	(Considevelo	nowledge/professional and der how up to date he is profession of knowledge in related	regarding and the	10	
2.	(Consi arising and org	ght and Planning der ability to fore-see ev in his present job. How ganizes action in crisis s yell he plans resources a t eventualities).	well he plans ituations.	10	

3.	Initiative/Proactive (Ability to be self reliant and move forward on a task on own initiative without looking for excuses or passing the buck)
4.	Inter-personal relationship (Ability to satisfy clients, seniors, subordinates and also vendors) 10
5.	Development of subordinates & succession planning (Ability to guide, encourage, train, motivate and counsel the subordinates to get the optimal results for Corporation.)
6.	Discipline (Adherence to expected standard of conduct, follow instructions, punctuality and regularity)
7.	Administrative Traits (Extent to which able to implement the Corporate Office guidelines, orders and Disciple the Units/Sites under him)
8.	Quality of work (Implementation of Corporation Quality Policy, getting works done by adopting quality & Quantity Check Cards)
	Total 'B' 100

PART-III (C)

OVERALL EVALUATION BY RO1

(i) Total w	eight of applicable factors	(ii) Total score of	annlicable factor	(iii) rcentage
Total w	(A) + (B)	(A)+ (I	applicable factor B) Score x		rcentage
		Total	weight		
					%
Ozvovoli	Lava din a		Γ		
	l grading: refer to the instructions)		_		
General	l:		r	. 1	D 1.61
(i)	Integrity (Places indicate	in the enprepriete		Beyond Doubt	Doubtful
(1)	Integrity (Please indicate column) (If doubtful, evid be given)				
(ii)	State of Health		S	Sound	Weak
(iii)	Training needs (Please sp	ecify area/field of	training)		
(111)	g needs (1 needs of				
			(Signature of Re	eporting (Officer)
			Name:		
			Designation:		
			Date:		

PART-IV OVERALL EVALUATION BY REVIEWING OFFICER

A.	Percentage score given by RO1		
B.1	Extra points for exceptional con- Finance Head/Zonal Head	tribution as (+ %)	
B.2.	Less: Negative marking for non-under performance.	-compliance/ (- %)	
C.	Total Score (%)		
	AALL GRADING e refer to the instruction)		
	Si	gnature of RO2	
	De	ame: esignation ate	
	FINAL ASSESSMENT BY	PART-V 7 THE ACCEPTING	<u>AUTHORITY</u>
		(GRADING
	RALL EVALUATION aments in support of the rating:		
		Ready now	Needs more Experience
Potent	ial for occupying next position		
	Signature Name Designation Date		

COLOUR CODE 'GREEN'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE) ENGINEERING CADRE

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(Level: PROJECT MANAGER)

PART-I

Fo	or the year			
Appraisal Period		om	To	
Period of gap, if any	 Pi	ERSONAI	I DATA	
Name of the Employees	—			
Employees Code No.				
Designation	_			
Joined NPCC				
Last Promotion	_			
Station of Posting during the period of report				
(To be fille Date of issue of the Form by Pers. Divn.			S SHEET 2/Accepting Authority	respectively)
	Received (Date)	on	Dispatched on (Date)	Signature with Name, Designation and date
Appraise				
Reporting Officer Accepting Authority Date of Receipt of form duly completed] [] [
in personnel Division				

GUIDELINES FOR APPRAISAL:

- (i) The appraisal should be based on sufficient evidence demonstrated during the period of report.
- (ii) The tendency to over-rate or under- rate should be guarded against in all fairness to the employee, his colleagues and the organization.
- (iii) Each factor should be rated independent of the rating of other factors. Overall performance and potential appraisal should be arrived at after giving due weightage to various factors according to their importance.
- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning should be followed meticulously.

APPRAISAL GRADING:

<u>Indi</u>	cative (Grading	Range of percentage
A	-	Outstanding	85% & above
В	-	Very Good	70% & above but below 85%
C	-	Good	60% & above but below 70%
D	-	Average	40% & above but below 60%
E	-	Unsatisfactory	below 40%

The final assessment of the appraisee shall be made by Accepting Authority/Countersigning Authority. The formula for indicative grading shall be same as above.

PART-II SELF APPRAISAL (To be filled in by Appraisee)

A.								
Name	e of the Project	Person under whom worked Name/Designation	Capacity worked	in v	vhich	From	Period To)
В.	Brief descripti	on of duties:						_
C.	Highlights of j during the rep	performance/ achievem orted period:	ents and co	ntribu	tion vi	s-à-vis	targets/goal	ls
1.	Turnover			Ta	arget	A	Achievemen	nt
2.	Profitability							
3.	Realization of	OSD						
(a)	Running Proje	ect (s)						
(b)	Closed Project	t (s)						
4.	Project impler	mentation (As per M.O.	U.)					
5.	Completion of	f Annual Accounts						
6.		Sales Tax/Service Tax						
7.	Income Tax et Expenditure w	vithin budget/CTC						
D.(i)	Details of aud Referred and p	it observations pending						
(ii)	How many Audisposed off.	ıdit paras have been						

(iii)	Have you given any suggestion improvement of system, if so	(On a separate sheet)		
(iv)	Constraints, if any, which ma achievement of targets.	(On a separate sheet)		
E.	Details of Bank Guarantees e arbitration cases decided again Corporation.			
F.	No. of physical closures of un ((Names of Project Closed)			
		PART-III(A)		
	· · · · · · · · · · · · · · · · · · ·	DRMANCE ASSESSMENT n by the Appraisee and Report Weight Solf Appraised		
A.	Quantitative Factors	Weight Self Appraisal	Appraisal by RO1	
1.	Turnover	20		
2.	Profitability	15		
3.	Realization of OSD:			
(a)	Running Projects	5		
(b)	Closed Projects	5		
4.	Depositing of statutory dues and taxes	5		
5.	Timely submission of Reportant Returns to Head Office including Final Accounts			
6.	Settlement of disputes with and contractors:	client		
	(a) Old Cases	5		
	(b) New Cases	5		

7	Getting works done through quality and quantity check cards	5		
8.	Proper maintenance/documentation of records.	5		
9.	Alignment with Corporate Objectives	5		
10.	Timely submission of APARs and NDC's for release of retiral dues	5		
11.	Physical closure of Units	5		
12.	Settlement of Audit paras	5		
13.	Obtaining of expired BGs from client.	5		
	Total 'A'	100		
(Signatu		ART-III (B) led in by the R		ŕ
(B)	Qualitative Factors	Weight	Apprai	sal by RO1
1. 2.	Job knowledge/professional al (Consider how up to date he is redevelopments in his profession extent of knowledge in related Foresight and Planning (Consider ability to fore-see everarising in his present job. How and organizes action in crisis sit	regarding and the disciplines) entualities well he plans truations.	10	
	How well he plans resources at to meet eventualities).	his disposal	10	

3.	Initiative/Proactive (Ability to be self reliant and move forward on a task on own initiative without looking for excuses or passing the buck)	20	
4.	Inter-personal relationship (Ability to satisfy clients, seniors, subordinates and also vendors)	10	
5.	Development of subordinates & successible planning (Ability to guide, encourage, train, motive counsel the subordinates to get the optime for Corporation)	rate and	
6.	Discipline (Adherence to expected standard of cond follow instructions, punctuality and regularity)		
7.	Administrative Traits (Extent to which able to implement the Corporate Office guidelines, orders and Disciple the Units/Sites under him)	10	
8.	Quality of work (Implementation of Corporation Quality getting works done by adopting quality & Quantity Check Cards)		
	Total 'R'	100	

PART-III (C)

OVERALL EVALUATION BY RO1

(i) Total w	eight of applicable factors (A) + (B)	(ii) Total score (A)+ Total	(B)	<u>Score</u> x 100	(iii) Percei	ntage
	grading: refer to the instructions)					%
General (i)	: Integrity (Please indicate column) (If doubtful, evice			Beyo Doub		Doubtful
(ii)	be given) State of Health			Sound	d	Weak
(iii)	Training needs (Please sp	ecify area/field o	of training))		
			(Signat	ure of Report	ting Offi	cer)
			Name:			
			Design	ation:		
		7	Date:			

PART-IV OVERALL EVALUATION BY REVIEWING OFFICER

A.	Percentage score give	en by RO1	
B.1	Extra points for excellent contribution as Unit		
		(+ %)	
B.2.	Less: Negative marki under performance.	ing for non-compliance/	
C.	Total Score (%)		
	LL GRADING se refer to the instruction	on)	
		Signature of RO2	
	<u>FIN</u>	Name: Designation Date <u>PART-V</u> AL ASSESSMENT BY THE A	CCEPTING AUTHORITY GRADING
	LL EVALUATION nents in support of the	rating:	
		Ready now	Needs more
Potentia position	l for occupying next		Experience
		Signature Name Designation Date	

COLOUR CODE 'BLUE'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE)

ENGINEERING CADRE

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(ASSTT. MANAGERS TO GENERAL MANAGERS OTHER THAN ZONAL HEADS, PROJECT MANAGERS AND ZONAL FINANCE HEADS)

PART-I

For the year	•		
Appraisal Period	From	To	
Period of gap, if any	PERSON	NAL DATA	
Name of the Employees	————		
Employees Code No.			
Designation			
Joined NPCC			
Last Promotion			
Station of Posting during the period of report			
Date of issue of the Form by Pers. Divn.	Appraisee/RO1	PESS SHEET 1/RO2/Accepting Author Dispatched on	Signature with
	(Date)	(Date)	Name, Designation I date
Appraise			
Reporting Officer			
Accepting Authority Date of Receipt of			
form duly completed			
in personnel			
Division			

GUIDELINES FOR APPRAISAL:

- (i) The appraisal should be based on sufficient evidence demonstrated during the period of report.
- (ii) The tendency to over-rate or under- rate should be guarded against in all fairness to the employee, his colleagues and the organization.
- (iii) Each factor should be rated independent of the rating of other factors. Overall performance and potential appraisal should be arrived at after giving due weightage to various factors according to their importance.
- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning should be followed meticulously.

APPRAISAL GRADING:

Indicative Grading		Grading	Range of percentage
A	-	Outstanding	85% & above
В	-	Very Good	70% & above but below 85%
C	-	Good	60% & above but below 70%
D	-	Average	40% & above but below 60%
Е	-	Unsatisfactory	below 40%

The final assessment of the appraisee shall be made by Accepting Authority/Countersigning Authority. The formula for indicative grading shall be same as above.

PART-II

SELF APPRAISAL
(To be filled in by Appraisee)

<u>A.</u>									
Name of the Project		Person un worked	der whom Name/	Capacity worked	in	which	Pe	riod	
		Designation	n				From		То
B.	Brief descripti	on of duties	:						
C.	Highlights of j			nents and co					
1.	Turnover					Target	Ac	chieve	ment
1.	Turnover								
2.	Profitability								
D.	(i) Details of vigilance/audit observations pending								
	(ii) Have you improvement	given any su ent of syster	-			(On sep	arate shee	et)	
	(iii) Constrain affected a	ts, if any, w	•		ı sep	oarate sh	eet)		
E.	Details of Ban arbitration cas				1				
			PART-	·III(A)					
PERFORMANCE ASSESSMENT (To be filled by the Appraisee and Reporting Officer) Weight Self Appraisal Appraisal by RO1									
A.	Quantitative	_	, 215111	on rippidi	Jul	<u>1</u>	- Phimpai	<u> </u>	<u>*</u>
	1. Turno	ver	15						
	2. Profit	ability	15						

3.	Timely preparation PRW bills/or timely checking of contractor bills (in case deposit work)	r's 10	
4.	Economy in Material Consumption/ or timely testing and use of materials as per quality standards & specification (in case if deposit work)	5	
5.	Use of Departmental labour/or gainful deployment of workforce as per contract (in case of deposit work)	5	
6.	Timely preparation of Clients Bills/or timely passing of Contractor's bills & adjustment in the bills (in case of deposit work)	10	
7.	Proper maintenance/ documentation of drawings/decisions records and up		
8.	keeping of site materials. Timely submission of APARs and NDC's for release of retiral	5	
9. 10.	dues Alignment with Corporate Objectives Compliance of	10	
10.	Statutory Laws including labour Laws	5	

11.	Physical clos of the Uni	sure t	
12.	Settlement of Govt. Audit paras	5	
Total 'A	. ':	100	

(Signature of the Appraisee)

PART- III (B) (To be filled in by the Reporting Officer)

		Weight	Appraisal by RO1
(B)	Qualitative Factors		
1.	Job knowledge/professional ability (Consider how uptodate he is regarding developments in his profession and the extent of knowledge in related disciplines)	20	
2.	Initiative	15	
3.	Dependability and Trustworthiness	10	
4.	Decision making & problem analysis (Ability to clearly perceiving a problem and evaluate alternatives)	10	
5.	Quality of work (Thoroughness, accuracy general excellence and consistency in the quality of output under varying conditions).	15	
6.	Inter-personal relationship (Ability satisfy clients, seniors, subordinates and also vendors)	15	

7.	Communication ability in Hindi/English language (Ability to write and make verbal presentation clearly and concisely in Hindi/English language)	10	
8.	Discipline (adherence to expected standard of conduct, follow instructions, punctuality and regularity).	10	
	Total 'B':	100	

PART-III (C)

OVERALL EVALUATION BY RO1

(i) Total wo	eight of applicable factors (A) + (B)	(ii) Total score of applica (A)+ (B) Total Total weight	ble factors Percentage Score x 100
	grading: refer to the instructions)		
General (i)	Integrity (Please indicate i		Beyond Doubtful Doubt
(ii)	be given) State of Health		Sound Weak
(iii)	Training needs (Please spe	ecify area/field of training	
		(Signa	ture of Reporting Officer)
		Name:	
		Design	ation:

PART-IV OVERALL EVALUATION BY REVIEWING OFFICER

A.	Percentage score given by RO1		
B.1	Extra points for exceptional contributions Finance Head/Zonal Head	ution as (+ %)	
B.2.	Less: Negative marking for non-conunder performance.	npliance/ (- %)	
C.	Total Score (%)		
	LL GRADING refer to the instruction)		
	Signa	ture of RO2	
	Name Desig Date		
	<u>PAI</u> FINAL ASSESSMENT BY TH	<u>RT-V</u> HE ACCEPTIN	NG AUTHORITY
			GRADING
	ALL EVALUATION ents in support of the rating:		
		Ready now	Needs more Experience
Potential	for occupying next position		
	Signature Name Designation Date		

COLOUR CODE 'YELLOW'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE)

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(For Employees in Scales from Rs.12600-32500 to Rs. 43200-66000(IDA) OR Equivalent to CDA

NON –ENGINEERING CADRE (P&A, FINANCE & MISC. OTHER THAN ZONAL HEADS, PROJECT MANAGERS AND ZONAL FINANCE HEADS)

Part-I PERSONAL DATA

Year		Appraisa Period	al	From		То		
Mr. /Ms.			Emp	loyee No.				
Designation	Designation							
Date of Birt	Date of Birth Pay Scale							
Joined NPC				Departme	ent			
Last Promot	ed			Location				
		QUALI	FICATIO	N				
	LEAVE AVA	AILED DURI	NG THE	YEAR OF RE	EPORT			
•	EL	Commuted	HPL	EOL	Total	No. of Spells		
No. of days								

NATURE OF DUTIES

Brief description of the job assigned during the period year of reporting (to be filled in by RO1)

GUIDELINES FOR FILLING FORMS

OBJECTIVES OF THE APPRAISAL SYSTEM

The overall objectives of the system is to ensure that all human resources are managed in such a fashion that they make maximum possible contribution to the organization and at the same time experience maximum possible satisfaction for themselves. This is not only to appraise the performance of employee but also to use it as a tool for development of the employee. To achieve these objectives the appraisal system would provide reliable information as a basis for decision regarding.

- (i) Placement of the employee keeping the organizational requirements and the employee's interest and ability in view.
- (ii) Development of the employees so that he can perform well and assume higher responsibility and
- (iii) Evaluation of the employee's suitability for higher position.

FEATURES OF THE APPRAISAL SYSTEM

- (i) The system provides for self-appraisal by the employees.
- (ii) The system provides for employee's counseling if his performance is unsatisfactory.
- (iii) The system provides for consultation with the employee regarding his placement and development.

GUIDELINES FOR APPRAISAL

- (i) The appraisal should be based on sufficient evidence shown during the period of repot.
- (ii) The tendency to over-rate or under-rate should be guarded against in all fairness t the employee, his colleagues & the organization.
- (iii) Each factor should be rated independently of the rating on other factors. The overall performance and potential appraisals would be arrived at after giving due weightage to various factors according to their importance.
- (iv) Self appraisal will precede the appraisals by the reporting and reviewing authorities, the reporting authority being first line manager and the reviewing authority being the reporting authority of the former.
- (v) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning and sequence prescribed should be followed meticulously.

HOW TO FILL UP THE FORM

- 1. part-1 personal data- this page will be filled in by the Personnel Division before issue. However, the column relating to "NATURE OF DUTIES" will have to be filled up by the Reporting Officer 1.
- 2. PART-II SELF-APPRAISAL- this has to be filled in by the employee concerned promptly as per schedule. Care should be taken to ensure that all columns are filled accurately. Where required, an additional sheet could be enclosed. If some column is not 'relevant', keeping the nature of duties in mind against such a column, the remarks, 'not applicable' should be written.

 It is the responsibility of RO1 to get the self appraisal from the concerned employee as per schedule.
- 3. Part-III to VI being 'Confidential' in nature have to be filled up by the RO1 and RO2 with due care and attention.
- 4. Against each trait/factor in PARTS III to VI, rating is to be given in the boxes shown against. The factor rating scales are:
- A. OUTSTANDING –rarely equaled in exceeding expected standards.
- B. VERY GOOD-clearly exceeding expected standards.
- C. GOOD-meets expected standards.
- D. AVERAGE-meets expected standard occasionally.
- E. UNSATISFACTORY-fails to meet expected standards.
- NB: RO1= Reporting Officer RO=2Reviewing Officer.

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK

PART-II SELF APPRAISAL

(TO BE FILLED IN BY EMPLOYEE)

1. Utilization during the year:

Name	of	the	Person	under	Capacity	in	which	Period	for	which
Project/D	ivision/	Office	whom work	ked	worked			worked		
								From -		То

II.	PERFORMANCE: Describe the specific tasks assigned or targets set for you
	during period under review/and the extent to which you achieved them.

S No	Item	Achieved
).INO.	ItCIII	Acilicyco

- 2. Details of audit and vigilance observation pending, since when with reasons.
- 3. Please state whether the annual return on immovable property was filed within the prescribed date. If not, the date of filing the return should be given.
- 4. Handling of Industrial Relation Matters.
- 5. Any other point
- III. Have you given any suggestions/new ideas, innovation, improvement of systems and methods which are accepted? If so indicate details in brief.
- IV. Constraints, if any, which may have affected your performance.
- V. What are your performances for future assignments in your own discipline or outside the discipline?

Signature of Reporting Officer

Signature of employee

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-III PERFORMANCE APPRAISAL

(To be filled in by Reporting (RO1) and Reviewing (RO2) Authorities)

		RO1	RO2
1.	Effectiveness in meeting established objectives and		
a)	Targets considering: Prompt compliance of Audit/Vigilance		
	observations		
• .			
b)	Prompt disposal of cases/correspondence		
c)	Knowledge of rules, regulations,		
	procedures and its application.		
d)	Handling of IR Matters.		
e)	Quality of work/drafting skills		
2.	Effectiveness in subordinate development		
	and Team Building		
3.	Cordiality of interpersonal relations		
4.	<u>Job Knowledge</u> : Understanding performance of the activities for which the officer is		
	currently responsible and policies and		
	Procedures applicable to his work.		
5.	Planning and Organising: Performance		
	relating to anticipating work needs for		
	arranging work in a logical order and devising efficient methods to attain		
	predetermined plans and timeliness		
	of work. Inter and Intra Deptt.		
	Coordination.		
6.	Communications in Hindi/English		
	Language: Verbal and Written		
	Presentation of view points in Unambiguous terms and dissemination of		
	Instructions in Hindi/English language.		
7	Commitment to total organisational		
	Goals.		

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK

PART-IV PERSONALITY TRAITS

				RO1		RO2
1. St	tate of Heal (i)	th Physical fitness for job.				
	(ii)	Mental alertness				
	(iii)	Personality (Self presents others, manners etc.)	ation before			
	owledge & ical think	Skills, Critical analysis, ing				
3 .Dej	pendability	y and Trustworthiness				
4.	Discip i. Amen] [
		f any disciplinary action has ending.	s been taken			_
	outsi	nstance of the employee can de influence to bear upon th Regularity(also refer leave] [_
			Beyond Doub	t	Doubtful	
6.	Appro (If into	ity(Please indicate in the opriate column) egrity doubtful, evidence/s may be given/attached)				
7.	Train	ing needs(Please specify an	ea/field of traini	nσ		

PART-V POTENTIAL APPRAISAL

			RO1	RO2
1.	-	ability to cope with the responsible position effectively	nsibility	
	i)	Functional Skills		
	ii)	Mental Skills		
	iii)	Social Skills		
ar in	nd discha originat	n- Willingness to assume arge responsibility, vigour ing action and drive in arough to completion.		
	ame of E	Employee		

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-VI OVERALL APPRAISAL

1	General Remarks (RO1)	
	(RO2)	
2	Indicate the execution automorphism	RO1 RO2
2.	Indicate the overall performance in view the rating given in Part III report (FOR EXTREME RATIN OUTSTANDING" OR "UNSATADEQUATE REASONS AREA	I to V of this G i.e. FISFACTOR"
	BE RECORDED)	EQUIRED TO
	(Fitness for promo	otion (give brief remarks)
Signa	ture of Reporting Officer	Signature of Reviewing Officer
Name	,	Name
Desig	nation	Designation
Place		Place
Date		Date
Rema	rks of the Countersigning Authority	
	ture of the Countersigning Author C', 'D', 'E'	ity alongwith overall appraisal grading i.e. 'A'
Name	& Designation	
Date o	& Place	

COLOUR CODE 'VIOLET'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE)

FINANCE CADRE

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(Level: ZONAL FINANCE HEAD)

PART-I

	For the		
Appraisal Period	From	TO	
Period of gap, if any			
Name of the Employee	PERSONA	AL DATA	
Employee Code No.			
Designation			
Joined NPCC			
Last Promotion			
Station of Posting during the period of reporting (To be filled by App Date of issue of the form by Pers. Divn.		ESS SHEET 2/Accepting Authority Dispatched on (Date)	
Appraise			and date
Reporting Officer			
Accepting Authority			
Date of receipt of the form duly completed in Personnel Division			

GUIDELINES FOR APPRAISAL:

- (i) The appraisal should be based on sufficient evidence demonstrated during the period of report.
- (ii) The tendency to over-rate or under-rate should be guarded against in all fairness to the employee, his colleagues and the organization.
- (iii) Each factor should be rated independent of the rating of other factors. Overall performance and potential appraisal should be arrived at after giving due weightage to various factors according to their importance.
- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning should be followed meticulously.

APPRAISAL GRADING:

<u>Indicative Grading</u>		Range of percentage			
A.	Outstanding	85% & above			
B.	Very Good	70% & above but below 85%			
C.	Good	60% & above but below 70%			
D.	Average	40% & above but below 60%			
E.	Unsatisfactory	below 40%			

The final assessment of the appraisee shall be made by Accepting Authority/Countersigning Authority. The formula for indicative grading shall be same as above.

Part-II

SELF APPRAISAL (To be filled in by Appraisee)

A.

Name of the Project		Person under whom worked	n Capacity i	in which	P	Period	
		Name/Designation	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		From	-	То
В.	Brief descripti	on of duties:					
C. (i)	Details of vigi	lance/audit observation	ons pending.				
ii)		en any suggestion, ide of system, if so give o		((On a s	eparate	e Sheet)
iii)	Constraints, if achievement of	any, which may have f targets.	affected (On a separate Sheet)				
D.		k Guarantees encashe ses decided against th					
	(To b	PART PERFORMANC The filled in by the App			cer)		
A.	QUANTITAT	IVE FACTORS	Weight	Self Apprais		Apprai <u>RO1</u>	isal by
1.	Knowledge of and procedure of accounting.	s/ policy	10				
2.	Monitoring of as per CTC & of irregularities	expenditure reporting	5				
3.	Control on exp Zonal sanctioned but	Office as per	[5]				

4.	Profitability as per CTC	5	
5.	Monitoring timely realization of OSD		
	(a) Running projects	5	
	(b) Old projects	5	
6.	Timely submission of prescribed control returns to HO including final Accounts as per prescribed dates.	5	
7.	Timely deposit of taxes and filling related returns & final assessment of tax cases.		
8 (a)	Review and reconciliation of Zonal records with Unit record on regular basis.	5	
(b) (c)	Reconciliation and adjustment of advances of parties and staff. Uptodate maintenance of Contractors ledgers.	5	
9.	Preparation of balance sheet by agreed time schedule in accordance with the accounting policies & accounting standards.	5	
10.	Settlement of audit observations.	5	
11.	Control on expenditure on deposit works.	5	
12. 13.	Financial closure of Unit Compliance of centralized fund Management system.	5	

14.	Obtaining expired BGs from client.	5		
15.	Alignment with the Corporate objectives.	5		
16.	Timely submission of APARs and NDC's for release of retiral dues Total 'A':	5 100		
(Signatu	re of the Appraise) PA (To be filled in b	ART-III (B) by the Report	ing Officer)	
(B)	Qualitative Factors:		Weight	Appraisal by <u>RO1</u>
1.	Job knowledge/professional abil (Consider how upto-date he is redevelopments in his profession at the extent of knowledge in related disciplines).	egarding and	10	
2.	Foresight and Planning (Consider ability to fore-see everarising in his present job. How plans and organizes action in crisituations. How well he plans reat his disposal to meet eventuality	well he sis esources	10	
3.	Initiative/Proactive (Ability to be self reliant and motorward on a task on own initiat without looking for excuses or passing the buck).		20	
4.	Inter-personal relationship (Ability to satisfy clients, senior subordinates and also vendors).	s, 5	10	

5.	Development of subordinates & succession planning. (Ability to guide, encourage, train, motivate and counsel the subordinates to get the optimal results for Corporation).	10	
6.	Discipline (Adherence to expected standard of conduct, follow instructions, punctuality and regularity).	10	
7.	Administrative Traits (Extent of which able to implement the Corporate Office guidelines, orders and discipline the Units/Sites).	10	
8.	Quality of Work (Implementation of Corporation Quality Policy, getting work done by adopting Quality & Quantity Check Cards).	20	
	Total 'B':	100	

OVERALL EVALUATION BY RO1

(i) Total v	weight of applicable factors (A) + (B)	(ii) Total score of applicable factor (A)+ (B)	(iii) s Percentage
			tal Score x 100 Otal weightage
			%
	Il grading: e refer to the instructions)		
Genera	ıl:		Beyond Doubtful Doubt
(i)	Integrity (Please indicate in column) (If doubtful, evide be given)	n the appropriate	
(ii)	State of Health	S	ound Weak
(iii)	Training needs (Please spec	cify area/field of training)	
		(Signature of Re	porting Officer)
		Name:	
		Designation:	
		Date:	

Part-IV OVERALL EVALUATION BY REVIEWING OFFICER

A.	Percentage score given by RO1		
B.1	Extra points for exceptional contrib Finance Head/Zonal Head	ution as (+ %)	
B.2.	Less: Negative marking for non-corunder performance.	mpliance/ (- %)	
C.	Total Score (%)		
	ALL GRADING refer to the instruction)		
	Signa	ture of RO2	
	Name Desig Date	e: gnation	
	<u>PAI</u> FINAL ASSESSMENT BY TI	<u>RT-V</u> HE ACCEPTIN	IG AUTHORITY
			GRADING
	EALL EVALUATION ments in support of the rating:		
		Ready now	Needs more Experience
Potenti	al for occupying next position		
	Signature Name Designation Date		

COLOUR CODE 'PURPLE' CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE) ANNUAL PERFORMANCE ASSESSMENT REPORT

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL) ENGINEERING CADRE AND TECHNICAL (NON –EXECUTIVES) Part-I PERSONAL DATA

Year		Appraisa Period	1	From		То
Mr./Ms.			Em	np. No.		
Designation						
Date of Birth					Scale	
Joined NPCC Last Promoted				Loca	artment ation	
		QUALIF	FICATIO	N		
L	EAVE AVAII	LED DURIN	G THE	YEAR C	F REPORT	,
	E.L	Commuted	HPL	EOL	Total	No. o
No. of Days						

NATURE OF DUTIES

Brief description of the job assigned during the period year of reporting (to be filled in by RO1 in his own handwriting).

GUIDELINES FOR FILLING FORMS

OBJECTIVES OF THE APPRAISAL SYSTEM

The overall objectives of the system is to ensure that all human resources are managed in such a fashion that they make maximum possible contribution to the organization and at the same time experience maximum possible satisfaction for themselves. This is not only to appraise the performance of employee but also to use it as a tool for development of the employee. To achieve these objectives the appraisal system would provide reliable information as a basis for decision regarding.

- (i)Placement of the employee keeping the organizational requirements and the employee's interest and ability in view.
- Development of the employees so that he can perform well and assume higher responsibility and
- (iii) Evaluation of the employee's suitability for higher position.

FEATURES OF THE APPRAISAL SYSTEM

- (i) The system provides for self-appraisal by the employees.
- (ii) The system provides for employee's counseling if his performance is unsatisfactory.
- (iii) The system provides for consultation with the employee regarding his placement and development.

GUIDELINES FOR APPRAISAL

- (i)The appraisal should be based on sufficient evidence shown during the period of repot.
- (ii) The tendency to over-rate or under-rate should be guarded against in all fairness t the employee, his colleagues & the organization.
- (iii) Each factor should be rated independently of the rating on other factors. The overall performance and potential appraisals would be arrived at after giving due weightage to various factors according to their importance.
- (iv) Self appraisal will precede the appraisals by the reporting and reviewing authorities, the reporting authority being first line manager and the reviewing authority being the reporting authority of the former.
- (v) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning and sequence prescribed should be followed meticulously.

HOW TO FILL UP THE FORM

- 1. part-1 personal data- this page will be filled in by the Personnel Division before issue. However, the column relating to "NATURE OF DUTIES" will have to be filled up by the Reporting Officer 1.
- 2. PART-II SELF-APPRAISAL- this has to be filled in by the employee concerned promptly as per schedule. Care should be taken to ensure that all columns are filled accurately. Where required, an additional sheet could be enclosed. If some column is not 'relevant', keeping the nature of duties in mind against such a column, the remarks, 'not applicable' should be written.
 - It is the responsibility of RO1 to get the self appraisal from the concerned employee as per schedule.
- 3. Part-III to VI being 'Confidential' in nature have to be filled up by the RO1 and RO2 with due care and attention.
- 4. Against each trait/factor in PARTS III to VI, rating is to be given in the boxes shown against. The factor rating scales are:

A.OUTSTANDING –rarely equaled in exceeding expected standards.

B. VERY GOOD-clearly exceeding expected standards.

C.GOOD-meets expected standards.

D.AVERAGE-meets expected standard occasionally.

E. UNSATISFACTORY-fails to meet expected standards.

NB: RO1= Reporting Officer

RO=2Reviewing Officer.

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK

PART-II SELF APPRAISAL (TO BE FILLED IN BY EMPLOYEE)

1. Utilization during the year

Name	of	the	Person	under	Capacity	in	which	Period	for	which
Project/D	ivision/0	Office	whom wor	ked	worked			worked		
								From		-
								To		

II.	Performance: Described the specific tasks assigned or targets set for you during
	under review/and the extent to which you achieved them.

1.			
S.No. Item	Target	Achieved	

- 2. Details of audit and vigilance observations pending, since when with reasons.
- 3. Please state whether the annual return on immovable property was filled within the prescribed date. If not, the date of filing the return should be given.
- 4. Whether submitted periodical reports/return in time.
- 5. Others areas applicable.
- III. Have you given any suggestions/new ideas, innovation, improvement of systems and methods which are accepted. If so indicate details in brief.
- IV. Constraints, if any, which may have affected your performance.
- V. What are your performances for future assignments in your own discipline or outside the discipline.
- VI. Details of Bank Guarantees encashed and arbitration cases decided against the Corporation.

Signature of Reporting Officer

Signature of Employee

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-III PERFORMANCE APPRAISAL

(To be filled in by Reporting (RO1) and Reviewing (RO2) Authorities)

		RO1	RO2
1.	Effectiveness in meeting established objectives and		
ii)	Targets considering: Quality of work (thoroughness, accuracy and general		
11)	excellence of output free from errors)		
ii)	Prompt disposal of cases/correspondence		
iii)	OSD Realisation		
2.	Effectiveness in subordinate development and Team Building		
3.	Cordiality of interpersonal relations		
3. 4.	Cordiality of interpersonal relations. <u>Job Knowledge:</u> Understanding performance of the		
	activities for which the officer is currently responsible		
	and policies and procedures applicable to his work.		
5.	<u>Planning and Organising</u> : Performance relating to anticipating work needs for arranging work in a logica order and devising efficient methods to attain predeter plans and timeliness of work.		
6.	Communications in Hindi/English Language: Verba written presentation of view points in unambiguous ten and dissemination of instructions, inter-dept and intra-	rms	
7.	coordination in Hindi/English Language. Effectiveness in prompt compliance to Audit		
<i>,</i> .	Paras, vigilance reports.		
	<u> </u>		
8.	Commitment to total organizational goals.		
9.	Management of Plant and Machinery.		
<i>)</i> .	management of Frank and Wachinery.		
10.	Handling of Industrial Relations Matters		
	(Where applicable)		
	'		

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK

PART-IV PERSONALITY TRAITS

				RO1	RO2
1.	State (i)	of Health Physical fitness for the jo	bb.		
	(ii)	Mental alertness			
	(iii)	Personality (Self presents others, manners etc.)	ation before		
2.		wledge & Skills, Critical a thinking	analysis,		
3.	Depe	endability and Trustworth	hiness		
4.	i.	Discipline Amenability	[
	ii	State if any disciplinary a or is pending.	action has been to	ıken —	
	iii	Any instance of the emploutside influence to bear		ation	
5.		Punctuality & Regularity data in part-1)	(also refer leave		
			Beyond Doubt	Doi	ubtful
6.	Approp (If integ	y(Please indicate in the briate column) grity doubtful, evidence/ may be given/attached)			
7.	Trainiı	ng needs(Please specify are	ea/field of trainin	g	

PART-V POTENTIAL APPRAISAL

1.		ity to cope with the responsibilities of higher effectively:	KOI	RO2
	i.	Functional Skills		
	ii	Mental Skills		
	iii.	Social Skills		
2.		ge responsibility, vigour in originating and drive in carrying through to		
Na	me of employ	ree	Designation	
1.	Genera (RO1)	PLEASE ENSURE THAT NO COI PART-VI OVERALL A al Remaks		NK
	(RO2)		RO	l RO2
2.	the rational EXTR	te the overall performance rating keeping given in part III to V of this report EME RATING i.e. "OUTSTANDING ATISFACTORY" ADEQUATE REAIRED TO BE RECORDED).	. (FOR G" OR	
Na De Pla Da	me: signatio ice: te:	1 0	e brief remarks): Signature of the Re Name: Designation: Date:	eviewing Officer
'A Na	' 'B' 'C	of the Countersigning Authority alor ''' 'D'' 'E' esignation	ng with overall app	oraisal grading i.e.

COLOUR CODE 'IVORY'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE) ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(For Employees in 'B' & 'C' Group except Operative and Supporting Staff)
(SR. ASSISTANT GR.-II TO SR. ASSTT.-I AND JR. ASSTT.-I TO ASSISTANT)
PART-I PERSONAL DATA (ALL NON-EXECUTIVES (HR)

Year	Appraisal Period	From	То
Mr./Ms.		Employee No.	
Designation			
Date of Birth		Pay scale	
Joined NPCC		Department	
Last Promoted		Location	
	QUALIFICAT	ΓΙΟΝ	
	NATURE OF DUT	ΓIES	
Brief description of the job as RO1 in his own handwriting).	signed during the perio	od year of reporting (to be filled in by

GUIDELINES FOR FILLING FORMS

OBJECTIVES OF THE APPRAISAL SYSTEM

The overall objectives of the system is to ensure that all human resources are managed in such a fashion that they make maximum possible contribution to the organization and at the same time experience maximum possible satisfaction for themselves. This is not only to appraise the performance of employee but also to use it as a tool for development of the employee. To achieve these objectives the appraisal system would provide reliable information as a basis for decision regarding:

- (i) Placement of the employee keeping the organizational requirements and the employee's interest and ability in view.
- (ii) Development of the employees so that he can perform well and assume higher responsibility and
- (iii) Evaluation of the employee's suitability for higher position.

GUIDELINES FOR APPRAISAL

- (i) The appraisal should be rated based on sufficient evidence shown during the period of report.
- (ii) The tendency to over-rate or under-rate should be guarded against in all fairness to the employee, his colleagues & the organization.
- (iii) Each factor should be rated independently of the rating on other factors. The overall performance and potential appraisals would be arrived at after giving due weightage to various factors according to their importance.
- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning and sequence prescribed should be followed meticulously.

HOW TO FILL UP THE FORM

- 1. PART-I PERSONAL DATA- this page will be filled in by the Personnel Division before issue. However, the column relating to "NATURE OF DUTIES" will have to be filled up by the Reporting Officer 1.
- 2. Part-II to V being "Confidential" in nature has to be filled up by the RO1 and later by RO2 before sending the same to Countersigning Authority.
- 3. Against each trait/factor in PARTS II to V, rating is to be given in the boxes shown against. The factor rating scales are:-
- A. OUTSTANDING- rarely equaled in exceeding expected standards.
- B. VERY GOOD- clearly exceeds expected standards.
- C. GOOD- meets expected standards.
- D. AVERAGE- meets expected standard occasionally.
- E. UNSATISFACTORY-fails to meet expected standards.
- NB: RO-1= Reporting Officer
 - **RO-2**= Reviewing Officer

PLEASE ENSURE THAT NO COLUMN IS LELFT BLANK

PART-II PERFORMANCE APPRAISAL

(To be filled in by Reporting (RO1) and Reviewing (RO2) Authorities)

		RO1	RO2
1.	Effectiveness in meeting established objective and targets considering:	es	
i.	Output and timeliness of work		
ii.	Quality of work		
2.	Job Knowledge : Understanding performance of the activities for which the officer is currer responsible and policies and procedures applicable to his work.		
3.	Planning and Organizing : Ability for anticipus work needs.	pating	
4.	<u>Communications</u> : Verbal and written presen of view points in unambiguous terms and Hin English language.		
5.	Interpersonal relations		
6.	Ability to perform in other areas, if so Specify in brief		

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-III PERSONALITY TRAITS RO1

	11111 111 2110 0	RO1 RO2
1. 9	State of Health	
	i. Physical fitness for the job.	
		<u></u>
	ii. Mental alertness	
2 Int	telligence-Level of comprehension	
	engence zvivi vi comprensizion	
3. De	pendability and Trustworthiness	
4. Dis	scipline	
	1 1994	
i.	Amenability	
	te if any disciplinary action has been taken	
	is pending. ny instance of the employee canvassing	
	side influence to bear upon the Corporation	
5 D	. 1: 0 1 :	
5. Pui	nctuality & regularity	
6 T .	i Oli i i i i i i	D 10 1/ D 1/(1
	egrity (Please indicate in the appropriate umn) (If integrity doubtful, evidence/details	Beyond Doubt Doubtful
may	be given/attached)	
	ining needs (Please specify area/field	
01 (training	
	PART-IV POTENT	ΓΙΑL APPRAISAL RO 1 RO2
1.	Capability to cope with responsibilities of	KO 1 KO2
	higher position effectively:	
	i. Functional Skills	
	ii. Mental Skills	
	iii. Social Skills	
2	Motivation – Willingness to assume and	
	discharge responsibility, vigour in origination	ng
	action and drive in carrying through to completion.	
	completion.	
	Name of Employee	
	Desgn.	

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-V OVERALL APPRAISAL

1.	General Remarks:			
	1.(RO1)			
2.	2.(RO2) Indicate the overall performance rating the rating given in Part II to IV of this re EXTREME RATING i.e. "OUTSTANI UNSATISFACTORY' ADEQUATE RARE REQUIRED TO BE RECORDED Fitness for promotion (give brief remarks)	eport. (FOR DING' "OR' EASONS	Ro1	RO2
	ı	,		
Signa	ature of the Reporting Officer	Signature of	the Reviewing	g Officer
Nam	e:	Name:		
Desig	gnation:	Designation	:	
Place	: :	Place:		
Date	:	Date:		
Rema	arks of the Countersigning Authority			
_	ature of the Countersigning Authority alo 'C', 'D', 'E',	ng with overall a	ppraisal gradin	ng i.e. 'A',
Nam	e & Designation			
Date	& place.			

COLOUR CODE 'ORANGE' CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE) ANNUAL PERFORMANCE ASSESSMENT REPORT

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(For Employees in 'B' & 'C' Group except Operative and Supporting Staff) (SR. ASSISTANT GR.-II TO SR. ASSTT.-I AND JR. ASSTT.-I TO ASSISTANT) PART-I PERSONAL DATA (ALL NON-EXECUTIVES (FINANCE)

Year	Apprai	sal Period		From	То
Mr./Ms.			Em	ployee No.	
Designation					
Date of Birth			Pay so	cale	
Joined NPCC			Depar	tment	
Last Promoted			Locati	ion	
	QU.	ALIFICAT	ΓΙΟΝ		
	NATUR	E OF DUT	TIES		
Brief description of the job assignment (Brief description of the job assignment).	ned durin	g the perio	od year	of reporting (to be filled in by

GUIDELINES FOR FILLING FORMS

OBJECTIVES OF THE APPRAISAL SYSTEM

The overall objectives of the system is to ensure that all human resources are managed in such a fashion that they make maximum possible contribution to the organization and at the same time experience maximum possible satisfaction for themselves. This is not only to appraise the performance of employee but also to use it as a tool for development of the employee. To achieve these objectives the appraisal system would provide reliable information as a basis for decision regarding:

- (i) Placement of the employee keeping the organizational requirements and the employee's interest and ability in view.
- (ii) Development of the employees so that he can perform well and assume higher responsibility and
- (iii) Evaluation of the employee's suitability for higher position.

GUIDELINES FOR APPRAISAL

- (i) The appraisal should be rated based on sufficient evidence shown during the period of report.
- (ii) The tendency to over-rate or under-rate should be guarded against in all fairness to the employee, his colleagues & the organization.
- (iii) Each factor should be rated independently of the rating on other factors. The overall performance and potential appraisals would be arrived at after giving due weightage to various factors according to their importance.
- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing and countersigning and sequence prescribed should be followed meticulously.

HOW TO FILL UP THE FORM

- 4. PART-I PERSONAL DATA- this page will be filled in by the Personnel Division before issue. However, the column relating to "NATURE OF DUTIES" will have to be filled up by the Reporting Officer 1.
- 5. Part-II to V being "Confidential" in nature has to be filled up by the RO1 and later by RO2 before sending the same to Countersigning Authority.
- 6. Against each trait/factor in PARTS II to V, rating is to be given in the boxes shown against. The factor rating scales are:-
- F. OUTSTANDING- rarely equaled in exceeding expected standards.
- G. VERY GOOD- clearly exceeds expected standards.
- H. GOOD- meets expected standards.
- I. AVERAGE- meets expected standard occasionally.
- J. UNSATISFACTORY-fails to meet expected standards.
- NB: RO-1= Reporting Officer
 - **RO-2**= Reviewing Officer

PLEASE ENSURE THAT NO COLUMN IS LELFT BLANK

PART-II PERFORMANCE APPRAISAL

(To be filled in by Reporting (RO1) and Reviewing (RO2) Authorities)

		RO1	RO2
7.	Effectiveness in meeting established object and targets considering:	tives	
i.	Output and timeliness of work		
ii.	Quality of work		
8.	Job Knowledge : Understanding performation of the activities for which the officer is curreresponsible and policies and procedures applicable to his work.		
9.	Planning and Organizing : Ability for ant work needs.	cicipating	
10. 5.	<u>Communications</u> : Verbal and written presof view points in unambiguous terms and Hi English language. Interpersonal relations		
11.	Ability to perform in other areas, if so Specify in brief		

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-III PERSONALITY TRAITS

	RO1 RO2
1. State of Health i. Physical fitness for the job.	
ii. Mental alertness	
2. Intelligence-Level of comprehension	
3. Dependability and Trustworthiness	
4. Discipline	
i. Amenability	
ii. State if any disciplinary action has been taken or is pending.iii. Any instance of the employee canvassing outside influence to bear upon the Corporation	
5. Punctuality & regularity	
6.Integrity (Please indicate in the appropriate Column) (If integrity doubtful, evidence/details may be given/attached) 7.Training needs (Please specify area/field of training	Beyond Doubt Doubtful
PART-IV POTENTIA 2. Capability to cope with responsibilities of higher position effectively:	AL APPRAISAL RO 1 RO2
i. Functional Skills	
ii. Mental Skills	
iii. Social Skills	
Motivation – Willingness to assume and discharge responsibility, vigour in originating action and drive in carrying through to completion.	
Name of Employee	Designation 4

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK PART-V OVERALL APPRAISAL

1.	General Remarks:			
	1.(RO1)			
2.	2.(RO2) Indicate the overall performance rating keep the rating given in Part II to IV of this report EXTREME RATING i.e. "OUTSTANDING UNSATISFACTORY' ADEQUATE REAST ARE REQUIRED TO BE RECORDED) Fitness for promotion (give brief remarks):	t. (FOR G' "OR'	Ro1	RO2
Signat	ure of the Reporting Officer	Signature of t	he Reviewing	Officer
Name:		Name:		
Design	nation:	Designation:		
Place:		Place:		
Date:		Date:		
Remar	ks of the Countersigning Authority			
	ure of the Countersigning Authority along v. C', 'D', 'E',	vith overall ap	praisal grading	; i.e. 'A',
Name	& Designation			
Date &	ż place.			

COLOUR CODE 'WHITE'

CONFIDENTIAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVT. OF INDIA ENTERPRISE)

ANNUAL PERFORMANCE ASSESSMENT REPORT (PERFORMANCE & DEVELOPMENT APPRAISAL)

(For 'C' & 'D' employees except employees in Personnel, Finance and Material Management disciplines Operative and supporting staff)
(ELECTRICIAN AND DRIVERS/GUARDS/ SR. ACM/ ACM)

PART-PERSONAL DATA

Year				Appra	isal Period	From	То	
Mr./Ms.				Emp.No).			
Designation						\neg		
Designation								
Date of Birth	1]					
Joined NPC	С				Pay Scale			
Last Promot	ed]		Departme	nt		
					Location			
D : C 1	C .1		11 ' .1		c .:	/ ₁ 1 C'11	1: 1 PO1	
Brief descripti in own handw		job assigi	ned during th	e period o	of reporting	(to be fille	d in the ROI	
iii Owii iiaiiuw.	nung)							

PTO

PLEASE ENSURE THAT NO COLUMN LEFT BLANK PART-II PERFORMANCE APPRAISAL

1.	Physical Fitness	RO1	RO2
1.	Thysical Titless		
2.	Mental Alertness		
3.	Skill in the job Assigned		
4.	Dependability		
5.	Discipline		
6.	Punctuality & Regularity		
7.	Relations with the Superiors		
8.	Relation with the Co-workers		
9.	Ability and Willingness to perform other jobs		
10.	Sense of responsibility towards the job and the Organization		
11.	Integrity (State if anything adverse has con	ne to your notice)	
		Overall Grading	
	ature of RO1	Signature of RO2 Name	_
Desi	gnation	Designation	
Nam	e in block lettergnation		