

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 & Supporting)	White

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

Appraisal Period For the year _____
From _____ To _____

Period of gap, if any _____

PERSONAL DATA

Name of the Employees _____

Employees Code No. _____

Designation _____

Joined NPCC _____

Last Promotion _____

Station of Posting during
the period of report _____

PROGRESS SHEET

(To be filled by Appraisee/RO1/RO2/Accepting Authority respectively)

Date of issue of the
Form by Pers. Divn.

Received on
(Date)

Dispatched on
(Date)

Signature with
Name,
Designation
and date

Appraisee

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>	<u>Range of percentage</u>
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

A. (To be filled in by Appraisee)

Name of the Project	Person under whom worked Name/ Designation	Capacity in which worked	Period	
			From	To

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	<input type="text"/>	<input type="text"/>
2. Profitability	<input type="text"/>	<input type="text"/>
3. Realisation of OSD		
(a) Running Project (s)	<input type="text"/>	<input type="text"/>
(b) Closed Project (s)	<input type="text"/>	<input type="text"/>
4. Project implementation (As per M.O.U.)	<input type="text"/>	<input type="text"/>

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)

(iii) Constraints, if any, which may have affected achievement of targets.

(On a separate sheet)

- E. Details of Bank Guarantees encashed and arbitration cases decided against the Corporation.
- F. 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.

PART-III(A)

(To be filled in by the Appraiser and Reporting Officers)

	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by(RO-I)</u>
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		
5. Depositing of statutory dues and taxes	5		
6. Timely submission of Report and return to Head Office including Final Accounts	5		

7.	Settlement of disputes with client and contractors:			
	(a) Old cases	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
	(b) New Cases	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
8.	Timely submission of APARs and NDC's for release of retiral dues	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
9.	Alignment with Corporate Objectives	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>
10.	Physical closure of units	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
11.	Settlement of Audit paras	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
	Total 'A'	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>

(Signature of the Appraisee)

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

	<u>Weight</u>	<u>Appraisal by RO1</u>
(B) Qualitative Factors		
1. Job knowledge/professional ability (Consider how up to date he is regarding developments in his profession and the extent of knowledge in related disciplines)	<input type="text" value="10"/>	<input type="text"/>
2. Foresight and Planning (Consider ability to fore-see eventualities arising in his present job. How well he plans and organizes action in crisis situations. How well he plans resources at his disposal to meet eventualities).	<input type="text" value="10"/>	<input type="text"/>

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 & 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 to which able to implement the Corporate Office guidelines, orders and Discipline the Units/Sites under him)	10	
8.	Quality of work (Implementation of Corporation Quality Policy, getting works done by adopting quality & Quantity Check Cards)	20	
	Total 'B'	100	

PART-III (C)

OVERALL EVALUATION BY RO1

(i) Total weight of applicable factors (A) + (B) <input type="text"/>	(ii) Total score of applicable factors (A)+ (B) <u>Total</u> <input type="text"/> Total weight	(iii) Percentage <u>Score</u> x 100 <input type="text"/> %
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Overall grading:
(Please refer to the instructions)

General:

		Beyond Doubt	Doubtful
(i)	Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given)	<input type="text"/>	<input type="text"/>
(ii)	State of Health	Sound	Weak
(iii)	Training needs (Please specify area/field of training)		

(Signature of Reporting Officer)

Name:

Designation:

Date:

PART-IV
OVERALL EVALUATION BY REVIEWING OFFICER

- A. Percentage score given by RO1
- B.1 Extra points for exceptional contribution as Finance Head/Zonal Head (+ %)
- B.2 Less: Negative marking for non-compliance/under performance. (- %)
- C. Total Score (%)

OVERALL GRADING
(Please refer to the instruction)

Signature of RO2

Name:
Designation
Date

PART-V
FINAL ASSESSMENT BY THE ACCEPTING AUTHORITY

GRADING

OVERALL EVALUATION

Comments in support of the rating:

Ready now

Needs more Experience

Potential for occupying next position

Signature
Name
Designation
Date

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
ENGINEERING CADRE
ANNUAL PERFORMANCE ASSESSMENT REPORT
(PERFORMANCE & DEVELOPMENT APPRAISAL)
(Level: PROJECT MANAGER)

PART-I

For the year _____
Appraisal Period From _____ To _____
Period of gap, if any _____
Name of the Employees _____
Employees Code No. _____
Designation _____
Joined NPCC _____
Last Promotion _____
Station of Posting during the period of report _____

PROGRESS SHEET

(To be filled by Appraisee/RO1/RO2/Accepting Authority respectively)

Date of issue of the Form by Pers. Divn.	<input type="text"/>		
	Received on (Date)	Dispatched on (Date)	Signature with Name, Designation and date
Appraise	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reporting Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accepting Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Receipt of form duly completed in personnel Division	<input type="text"/>		

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>	<u>Range of percentage</u>
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 Name/ Designation	Capacity in which worked	Period	
			From	To

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	<input type="text"/>	<input type="text"/>
2. Profitability	<input type="text"/>	<input type="text"/>
3. Realization of OSD		
(a) Running Project (s)	<input type="text"/>	<input type="text"/>
(b) Closed Project (s)	<input type="text"/>	<input type="text"/>
4. Project implementation (As per M.O.U.)	<input type="text"/>	<input type="text"/>
5. Completion of Annual Accounts	<input type="text"/>	<input type="text"/>
6. Depositing of Sales Tax/Service Tax Income Tax etc.	<input type="text"/>	<input type="text"/>
7. Expenditure within budget/CTC	<input type="text"/>	<input type="text"/>
D.(i) Details of audit observations Referred and pending		
(ii) How many Audit paras have been disposed off.	<input type="text"/>	<input type="text"/>

- (iii) Have you given any suggestion, ideas for improvement of system, if so, give details (On a separate sheet)
- (iv) Constraints, if any, which may have affected achievement of targets. (On a separate sheet)
- E. Details of Bank Guarantees encashed and arbitration cases decided against the Corporation.
- F. No. of physical closures of units.
(Names of Project Closed)

PART-III(A)

PERFORMANCE ASSESSMENT

(To be filled in by the Appraiser and Reporting Officer)

	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by RO1</u>
A. Quantitative Factors			
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 Report and Returns to Head Office including Final Accounts	5		
6. Settlement of disputes with client and contractors:			
(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		

(Signature of the Appraisee)

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

		<u>Weight</u>	<u>Appraisal by RO1</u>
(B)	Qualitative Factors		
1.	Job knowledge/professional ability (Consider how up to date he is regarding developments in his profession and the extent of knowledge in related disciplines)	10	
2.	Foresight and Planning (Consider ability to fore-see eventualities arising in his present job. How well he plans and organizes action in crisis situations. How well he plans resources at his disposal to meet eventualities).	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 & 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 to which able to implement the Corporate Office guidelines, orders and Discipline the Units/Sites under him)	10	
8.	Quality of work (Implementation of Corporation Quality Policy, getting works done by adopting quality & Quantity Check Cards)	20	
	Total 'B'	100	

PART-III (C)

OVERALL EVALUATION BY RO1

(i) Total weight of applicable factors (A) + (B) <input type="text"/>	(ii) Total score of applicable factors (A)+ (B) <u>Total</u> <input type="text"/>	(iii) Percentage <u>Score</u> x 100 Total weight <input type="text"/> %
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Overall grading:

(Please refer to the instructions)

General:

		Beyond Doubt	Doubtful
(i)	Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given)	<input type="text"/>	<input type="text"/>
(ii)	State of Health	Sound	Weak
(iii)	Training needs (Please specify area/field of training)		

(Signature of Reporting Officer)

Name:

Designation:

Date:

PART-IV
OVERALL EVALUATION BY REVIEWING OFFICER

A. Percentage score given by RO1

B.1 Extra points for exceptional contribution as Unit Incharge
(+ %)

B.2 Less: Negative marking for non-compliance/
under performance. (- %)

C. Total Score (%)

OVERALL GRADING
(Please refer to the instruction)

Signature of RO2

Name:
Designation
Date

PART-V
FINAL ASSESSMENT BY THE ACCEPTING AUTHORITY
GRADING

OVERALL EVALUATION

Comments in support of the rating:

	Ready now	Needs more Experience
Potential for occupying next position	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

Signature
Name
Designation
Date

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 _____

Name of the Employees _____

Employees Code No. _____

Designation _____

Joined NPCC _____

Last Promotion _____

Station of Posting during the period of report _____

PROGRESS SHEET

(To be filled by Appraisee/RO1/RO2/Accepting Authority respectively)

Date of issue of the Form by Pers. Divn.	<input type="text"/>	Received on (Date)	Dispatched on (Date)	Signature with Name, Designation and date
Appraise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reporting Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accepting Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Receipt of form duly completed in personnel Division	<input type="text"/>			

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>	<u>Range of percentage</u>
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 Name/ Designation	Capacity in which worked	Period	
			From	To

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	<input type="text"/>	<input type="text"/>
2.	Profitability	<input type="text"/>	<input type="text"/>

D. (i) Details of vigilance/audit observations pending

(ii) Have you given any suggestion, ideas for improvement of system, if so give details (On separate sheet)

(iii) Constraints, if any, which may have affected achievement of targets. (On separate sheet)

E. Details of Bank Guarantees encashed and arbitration cases decided against the Corporation

PART-III(A)

PERFORMANCE ASSESSMENT

(To be filled by the Appraisee and Reporting Officer)

	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by RO1</u>
A. Quantitative Factors			
1. Turnover	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
2. Profitability	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>

3.	Timely preparation PRW bills/or timely checking of contractor's bills (in case deposit work)	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 keeping of site materials.	10		
8.	Timely submission of APARs and NDC's for release of retiral dues	5		
9.	Alignment with Corporate Objectives	10		
10.	Compliance of Statutory Laws including labour Laws	5		

11.	Physical closure of the Unit	5		
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)

	<u>Weight</u>	<u>Appraisal by RO1</u>
(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	<input type="text"/>
2. Initiative	15	<input type="text"/>
3. Dependability and Trustworthiness	10	<input type="text"/>
4. Decision making & problem analysis (Ability to clearly perceiving a problem and evaluate alternatives)	10	<input type="text"/>
5. Quality of work (Thoroughness, accuracy general excellence and consistency in the quality of output under varying conditions).	15	<input type="text"/>
6. Inter-personal relationship (Ability satisfy clients, seniors, subordinates and also vendors)	15	<input type="text"/>

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 weight of applicable factors (A) + (B) <input type="text"/>	(ii) Total score of applicable factors (A)+ (B) <u>Total</u> <input type="text"/>	(iii) Percentage <u>Score</u> x 100 Total weight <input type="text"/>
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Overall grading:

(Please refer to the instructions)

General:

		Beyond Doubt	Doubtful
(i)	Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given)	<input type="text"/>	<input type="text"/>
(ii)	State of Health	Sound	Weak
(iii)	Training needs (Please specify area/field of training)		

(Signature of Reporting Officer)

Name:

Designation:

Date:

PART-IV
OVERALL EVALUATION BY REVIEWING OFFICER

- A. Percentage score given by RO1
- B.1 Extra points for exceptional contribution as Finance Head/Zonal Head (+ %)
- B.2 Less: Negative marking for non-compliance/under performance. (- %)
- C. Total Score (%)

OVERALL GRADING
(Please refer to the instruction)

Signature of RO2

Name:
Designation
Date

PART-V
FINAL ASSESSMENT BY THE ACCEPTING AUTHORITY

GRADING

OVERALL EVALUATION

Comments 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	<input type="text"/>	Appraisal Period	From	To
			<input type="text"/>	<input type="text"/>

Mr. /Ms. Employee No.

Designation

Date of Birth
Joined NPCC
Last Promoted

Pay Scale
Department
Location

QUALIFICATION

LEAVE AVAILED DURING THE YEAR OF REPORT

	EL	Commuted	HPL	EOL	Total	No. of Spells
No. of days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 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) 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 Project/Division/Office	Person under whom worked	Capacity in which worked	Period for which worked
			From - To

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

1.

S.No.	Item	Achieved

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 Targets considering:		
a)	Prompt compliance of Audit/Vigilance observations	<input type="text"/>	<input type="text"/>
b)	Prompt disposal of cases/correspondence	<input type="text"/>	<input type="text"/>
c)	Knowledge of rules, regulations, procedures and its application.	<input type="text"/>	<input type="text"/>
d)	Handling of IR Matters.	<input type="text"/>	<input type="text"/>
e)	Quality of work/drafting skills	<input type="text"/>	<input type="text"/>
2.	Effectiveness in subordinate development and Team Building	<input type="text"/>	<input type="text"/>
3.	Cordiality of interpersonal relations	<input type="text"/>	<input type="text"/>
4.	Job Knowledge: Understanding performance of the activities for which the officer is currently responsible and policies and Procedures applicable to his work.	<input type="text"/>	<input type="text"/>
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.	<input type="text"/>	<input type="text"/>
6.	Communications in Hindi/English Language: Verbal and Written Presentation of view points in Unambiguous terms and dissemination of Instructions in Hindi/English language.	<input type="text"/>	<input type="text"/>
7	Commitment to total organisational Goals.	<input type="text"/>	<input type="text"/>

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK

PART-IV PERSONALITY TRAITS

	RO1	RO2
1. State of Health		
(i) Physical fitness for job.	<input type="text"/>	<input type="text"/>
(ii) Mental alertness	<input type="text"/>	<input type="text"/>
(iii) Personality (Self presentation before others, manners etc.)	<input type="text"/>	<input type="text"/>
2. Knowledge & Skills, Critical analysis, logical thinking	<input type="text"/>	<input type="text"/>
3. Dependability and Trustworthiness	<input type="text"/>	<input type="text"/>
4. Discipline		
i. Amenability	<input type="text"/>	<input type="text"/>
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(also refer leave data in part-1)	<input type="text"/>	<input type="text"/>

	Beyond Doubt	Doubtful
6. Integrity(Please indicate in the Appropriate column) (If integrity doubtful, evidence/ details may be given/attached)	<input type="text"/>	<input type="text"/>
7. Training needs (Please specify area/field of training _____)		

PART-V POTENTIAL APPRAISAL

	RO1	RO2
1. Capability to cope with the responsibility of higher position effectively		
i) Functional Skills	<input type="text"/>	<input type="text"/>
ii) Mental Skills	<input type="text"/>	<input type="text"/>
iii) Social Skills	<input type="text"/>	<input type="text"/>
2. Motivation- Willingness to assume and discharge responsibility, vigour in originating action and drive in carrying through to completion.	<input type="text"/>	<input type="text"/>
Name of Employee	<input type="text"/>	<input type="text"/>
Designation	<input type="text"/>	<input type="text"/>

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

1 General Remarks
(RO1)

(RO2)

	RO1	RO2
2. Indicate the overall performance rating keeping in view the rating given in Part III to V of this report (FOR EXTREME RATING i.e. OUTSTANDING” OR “UNSATISFACTOR” ADEQUATE REASONS ARE REQUIRED TO BE RECORDED)	<input type="text"/>	<input type="text"/>

(Fitness for promotion (give brief remarks))

Signature of Reporting Officer

Signature of Reviewing Officer

Name

Name

Designation

Designation

Place

Place

Date

Date

Remarks of the Countersigning Authority

Signature of the Countersigning Authority alongwith overall appraisal grading i.e. ‘A’, ‘B’, ‘C’, ‘D’, ‘E’

Name & Designation

Date & Place

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 year _____

Appraisal Period From _____ TO _____

Period of gap, if any _____

PERSONAL DATA

Name of the Employee _____

Employee Code No. _____

Designation _____

Joined NPCC _____

Last Promotion _____

Station of Posting during the period
of reporting _____

PROGRESS SHEET

(To be filled by Appraisee/RO1/RO2/Accepting Authority respectively)

Date of issue of the
form by Pers. Divn.

	Received on (Date)	Dispatched on (Date)	Signature with Name, Designation and date
Appraise	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reporting Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accepting Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of receipt of the form duly completed in Personnel Division	<input type="text"/>		

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>	<u>Range of percentage</u>
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 Name/Designation	Capacity in which worked	Period	
			From	To

B. Brief description of duties: _____

C. (i) Details of vigilance/audit observations pending.

ii) Have you given any suggestion, ideas for improvement of system, if so give details, (On a separate Sheet)

iii) Constraints, if any, which may have affected achievement of targets. (On a separate Sheet)

D. Details of Bank Guarantees encashed & Arbitration cases decided against the Corporation.

PART-III (A)
PERFORMANCE ASSESSMENT
(To be filled in by the Appraise and Reporting Officer)

A.	QUANTITATIVE FACTORS	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by RO1</u>
1.	Knowledge of rules, system and procedures/ policy of accounting.	10		
2.	Monitoring of expenditure as per CTC & reporting of irregularities of HO	5		
3.	Control on expenditure of Zonal Office as per sanctioned budget.	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.	5		
8 (a)	Review and reconciliation of Zonal records with Unit record on regular basis.	5		
	(b) Reconciliation and adjustment of advances of parties and staff.	5		
	(c) 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.	Financial closure of Unit	5		
13.	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	5		
	Total 'A':	100		

(Signature of the Appraise)

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

(B)	Qualitative Factors:	<u>Weight</u>	<u>Appraisal by RO1</u>
1.	Job knowledge/professional ability (Consider how upto-date he is regarding developments in his profession and the extent of knowledge in related disciplines).	10	
2.	Foresight and Planning (Consider ability to fore-see eventualities arising in his present job. How well he plans and organizes action in crisis situations. How well he plans resources at his disposal to meet eventualities).	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 & 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 weight of applicable factors (A) + (B)	(ii) Total score of applicable factors (A)+ (B)	(iii) Percentage
<input style="width: 80px; height: 15px;" type="text"/>	<input style="width: 80px; height: 15px;" type="text"/>	$\frac{\text{Total Score} \times 100}{\text{Total weightage}}$

%

Overall grading:
 (Please refer to the instructions)

General:

	Beyond Doubt	Doubtful
(i) Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given)	<input style="width: 80px; height: 15px;" type="text"/>	<input style="width: 80px; height: 15px;" type="text"/>

	Sound	Weak
(ii) State of Health		

(iii) Training needs (Please specify area/field of training)

(Signature of Reporting Officer)

Name:

Designation:

Date:

Part-IV
OVERALL EVALUATION BY REVIEWING OFFICER

- A. Percentage score given by RO1
- B.1 Extra points for exceptional contribution as Finance Head/Zonal Head (+ %)
- B.2 Less: Negative marking for non-compliance/under performance. (- %)
- C. Total Score (%)

OVERALL GRADING
(Please refer to the instruction)

Signature of RO2

Name:
Designation
Date

PART-V
FINAL ASSESSMENT BY THE ACCEPTING AUTHORITY

GRADING

OVERALL EVALUATION

Comments in support of the rating:

Ready now Needs more Experience

Potential for occupying next position

Signature
Name
Designation
Date

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
ANNUAL PERFORMANCE ASSESSMENT REPORT
(PERFORMANCE & DEVELOPMENT APPRAISAL)
ENGINEERING CADRE AND TECHNICAL (NON -EXECUTIVES)
Part-I PERSONAL DATA

Year		Appraisal Period	From	To

Mr./Ms.		Emp. No.	
---------	--	----------	--

Designation	
-------------	--

Date of Birth
Joined NPCC
Last Promoted

Pay Scale
Department
Location

QUALIFICATION

--

LEAVE AVAILED DURING THE YEAR OF REPORT

E.L	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 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.
- (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 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) 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-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 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=2 Reviewing 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 Project/Division/Office	Person under whom worked	Capacity in which worked	Period for which 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 Targets considering:		
ii)	Quality of work (thoroughness, accuracy and general excellence of output free from errors)	<input type="text"/>	<input type="text"/>
ii)	Prompt disposal of cases/correspondence	<input type="text"/>	<input type="text"/>
iii)	OSD Realisation	<input type="text"/>	<input type="text"/>
2.	Effectiveness in subordinate development and Team Building	<input type="text"/>	<input type="text"/>
3.	Cordiality of interpersonal relations.	<input type="text"/>	<input type="text"/>
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.	<input type="text"/>	<input type="text"/>
5.	<u>Planning and Organising</u> : 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.	<input type="text"/>	<input type="text"/>
6.	<u>Communications in Hindi/English Language</u> : Verbal and written presentation of view points in unambiguous terms and dissemination of instructions, inter-dept and intra-dept coordination in Hindi/English Language.	<input type="text"/>	<input type="text"/>
7.	Effectiveness in prompt compliance to Audit Paras, vigilance reports.	<input type="text"/>	<input type="text"/>
8.	Commitment to total organizational goals.	<input type="text"/>	<input type="text"/>
9.	Management of Plant and Machinery.	<input type="text"/>	<input type="text"/>
10.	Handling of Industrial Relations Matters (Where applicable)	<input type="text"/>	<input type="text"/>

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK

PART-IV PERSONALITY TRAITS

	RO1	RO2
1. State of Health		
(i) Physical fitness for the job.	<input type="text"/>	<input type="text"/>
(ii) Mental alertness	<input type="text"/>	<input type="text"/>
(iii) Personality (Self presentation before others, manners etc.)	<input type="text"/>	<input type="text"/>
2. Knowledge & Skills, Critical analysis, logical thinking	<input type="text"/>	<input type="text"/>
3. Dependability and Trustworthiness	<input type="text"/>	<input type="text"/>
4. Discipline		
i. Amenability	<input type="text"/>	<input type="text"/>
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(also refer leave data in part-1)	<input type="text"/>	<input type="text"/>
	Beyond Doubt	Doubtful
6. <u>Integrity</u> (Please indicate in the Appropriate column) (If integrity doubtful, evidence/ details may be given/attached)	<input type="text"/>	<input type="text"/>
7. Training needs (Please specify area/field of training _____)		

PART-V POTENTIAL APPRAISAL

	RO1	RO2
1. Capability to cope with the responsibilities of higher Position effectively:		
i. Functional Skills	<input type="text"/>	<input type="text"/>
ii. Mental Skills	<input type="text"/>	<input type="text"/>
iii. Social Skills	<input type="text"/>	<input type="text"/>
2. Motivation- Willingness to assume and discharge responsibility, vigour in originating action and drive in carrying through to completion.	<input type="text"/>	<input type="text"/>
Name of employee	<input type="text"/>	Designation
		<input type="text"/>

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

1. General Remarks		
(RO1)		
(RO2)		
2. Indicate the overall performance rating keeping in view the rating given in part III to V of this report. (FOR EXTREME RATING i.e. "OUTSTANDING" OR "UNSATISFACTORY" ADEQUATE REASONS ARE REQUIRED TO BE RECORDED).	RO1	RO2
	<input type="text"/>	<input type="text"/>

Fitness for promotion (give brief remarks):

Signature of the Reporting Officer	Signature of the Reviewing Officer
Name:	Name:
Designation:	Designation:
Place:	
Date:	Date:
Remarks of the Countersigning Authority.	

Signature of the Countersigning Authority along with overall appraisal grading i.e. 'A' 'B' 'C' 'D' 'E'
Name&Designation
Date & Place

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	<input type="text"/>	Appraisal Period	From	To
			<input type="text"/>	<input type="text"/>

Mr./Ms.	<input type="text"/>	Employee No.	<input type="text"/>
---------	----------------------	--------------	----------------------

Designation	<input type="text"/>
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Date of Birth	Pay scale
Joined NPCC	Department
Last Promoted	Location

QUALIFICATION

<input type="text"/>

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.
- (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 LEFT BLANK

PART-II PERFORMANCE APPRAISAL

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

	RO1	RO2
1. Effectiveness in meeting established objectives and targets considering:		
i. Output and timeliness of work	<input type="text"/>	<input type="text"/>
ii. Quality of work	<input type="text"/>	<input type="text"/>
2. Job Knowledge: Understanding performance of the activities for which the officer is currently responsible and policies and procedures applicable to his work.	<input type="text"/>	<input type="text"/>
3. Planning and Organizing: Ability for anticipating work needs.	<input type="text"/>	<input type="text"/>
4. Communications: Verbal and written presentation of view points in unambiguous terms and Hindi/English language.	<input type="text"/>	<input type="text"/>
5. Interpersonal relations	<input type="text"/>	<input type="text"/>
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	RO2
1. State of Health		
i. Physical fitness for the job.	<input type="text"/>	<input type="text"/>
ii. Mental alertness	<input type="text"/>	<input type="text"/>
2. Intelligence-Level of comprehension	<input type="text"/>	<input type="text"/>
3. Dependability and Trustworthiness	<input type="text"/>	<input type="text"/>
4. Discipline		
i. Amenability	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>
6. Integrity (Please indicate in the appropriate Column) (If integrity doubtful, evidence/details may be given/attached)	Beyond Doubt	Doubtful
7. Training needs (Please specify area/field of training _____)	<input type="text"/>	<input type="text"/>

PART-IV POTENTIAL APPRAISAL

	RO 1	RO2
1. Capability to cope with responsibilities of higher position effectively:		
i. Functional Skills	<input type="text"/>	<input type="text"/>
ii. Mental Skills	<input type="text"/>	<input type="text"/>
iii. Social Skills	<input type="text"/>	<input type="text"/>
2. Motivation – Willingness to assume and discharge responsibility, vigour in originating action and drive in carrying through to completion.	<input type="text"/>	<input type="text"/>
Name of Employee	<input type="text"/>	<input type="text"/>
Desgn.	<input type="text"/>	<input type="text"/>

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

1. General Remarks:

1.(RO1)

2.(RO2)

2. Indicate the overall performance rating keeping in view the rating given in Part II to IV of this report. (FOR EXTREME RATING i.e. "OUTSTANDING" "OR" UNSATISFACTORY' ADEQUATE REASONS ARE REQUIRED TO BE RECORDED)

Ro1

RO2

3. Fitness for promotion (give brief remarks):

Signature of the Reporting Officer

Signature of the Reviewing Officer

Name:

Name:

Designation:

Designation:

Place:

Place:

Date:

Date:

Remarks of the Countersigning Authority

Signature of the Countersigning Authority along with overall appraisal grading i.e. 'A', 'B', 'C', 'D', 'E',

Name & Designation

Date & place.

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 (FINANCE))

Year	<input type="text"/>	Appraisal Period	From	To

Mr./Ms. Employee No.

Designation

Date of Birth	Pay scale
Joined NPCC	Department
Last Promoted	Location

QUALIFICATION

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.
- (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 LEFT BLANK

PART-II PERFORMANCE APPRAISAL

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

	RO1	RO2
7. Effectiveness in meeting established objectives and targets considering:		
i. Output and timeliness of work	<input type="text"/>	<input type="text"/>
ii. Quality of work	<input type="text"/>	<input type="text"/>
8. Job Knowledge: Understanding performance of the activities for which the officer is currently responsible and policies and procedures applicable to his work.	<input type="text"/>	<input type="text"/>
9. Planning and Organizing: Ability for anticipating work needs.	<input type="text"/>	<input type="text"/>
10. Communications: Verbal and written presentation of view points in unambiguous terms and Hindi/English language.	<input type="text"/>	<input type="text"/>
5. Interpersonal relations	<input type="text"/>	<input type="text"/>
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.	<input type="text"/>	<input type="text"/>
ii. Mental alertness	<input type="text"/>	<input type="text"/>
2. Intelligence-Level of comprehension	<input type="text"/>	<input type="text"/>
3. Dependability and Trustworthiness	<input type="text"/>	<input type="text"/>
4. Discipline		
i. Amenability	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>
6. Integrity (Please indicate in the appropriate Column) (If integrity doubtful, evidence/details may be given/attached)	Beyond Doubt	Doubtful
7. Training needs (Please specify area/field of training _____)	<input type="text"/>	<input type="text"/>

PART-IV POTENTIAL APPRAISAL

	RO 1	RO2
2. Capability to cope with responsibilities of higher position effectively:		
i. Functional Skills	<input type="text"/>	<input type="text"/>
ii. Mental Skills	<input type="text"/>	<input type="text"/>
iii. Social Skills	<input type="text"/>	<input type="text"/>
2. Motivation – Willingness to assume and discharge responsibility, vigour in originating action and drive in carrying through to completion.	<input type="text"/>	<input type="text"/>

Name of Employee Designation

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

1. General Remarks:

1.(RO1)

2.(RO2)

2. Indicate the overall performance rating keeping in view the rating given in Part II to IV of this report. (FOR EXTREME RATING i.e. "OUTSTANDING" "OR" UNSATISFACTORY' ADEQUATE REASONS ARE REQUIRED TO BE RECORDED)

Ro1

RO2

3. Fitness for promotion (give brief remarks):

Signature of the Reporting Officer

Signature of the Reviewing Officer

Name:

Name:

Designation:

Designation:

Place:

Place:

Date:

Date:

Remarks of the Countersigning Authority

Signature of the Countersigning Authority along with overall appraisal grading i.e. 'A', 'B', 'C', 'D', 'E',

Name & Designation

Date & place.

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

	RO1	RO2
1. Physical Fitness	<input type="text"/>	<input type="text"/>
2. Mental Alertness	<input type="text"/>	<input type="text"/>
3. Skill in the job Assigned	<input type="text"/>	<input type="text"/>
4. Dependability	<input type="text"/>	<input type="text"/>
5. Discipline	<input type="text"/>	<input type="text"/>
6. Punctuality & Regularity	<input type="text"/>	<input type="text"/>
7. Relations with the Superiors	<input type="text"/>	<input type="text"/>
8. Relation with the Co-workers	<input type="text"/>	<input type="text"/>
9. Ability and Willingness to perform other jobs	<input type="text"/>	<input type="text"/>
10. Sense of responsibility towards the job and the Organization	<input type="text"/>	<input type="text"/>
11. Integrity (State if anything adverse has come to your notice) _____		

Overall Grading

Signature of RO1
Name _____

Signature of RO2
Name _____

Designation _____

Designation _____

Signature of Countersigning Officer _____
Name in block letter _____
Designation _____
Date _____

