

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

PERSONAL DATA

Name of the Employee : _____

Employee 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
Personnel Division :

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	Received on (Date)	Dispatched on (Date)	Signature with Name Designation and Date
Appraisee			
Reporting Officer (RO-1)			
Reviewing Officer (RO-2)			
Accepting Authority/Countersigning Authority			
Date of receipt of the form duly filled 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
(To be filled in by Appraisee)**

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

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 :		

D. (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)

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

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

A. Quantitative Factors	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by (RO-1)</u>
1 Turnover :	15	<input type="text"/>	<input type="text"/>
2 Profitability :	15	<input type="text"/>	<input type="text"/>
3 Timely preparation of PRW bills/or timely checking of contractor's bills (in case of deposit work) :	10	<input type="text"/>	<input type="text"/>
4 Economy in Material Consumption or timely testing and use of materials as per quality standards & specification (in case of deposit work) :	5	<input type="text"/>	<input type="text"/>
5 Use of Departmental labour or gainful deployment of workforce as per contract (in case of deposit work) :	5	<input type="text"/>	<input type="text"/>
6 Timely preparation of Clients Bills or timely passing of Contractor's bills & adjustment in the bills (in case of deposit work) :	10	<input type="text"/>	<input type="text"/>
7 Proper maintenance/ documentation of drawings/ decision records and up keeping of site materials :	10	<input type="text"/>	<input type="text"/>
8 Timely submission of APARs and NDC's (no demand certificate for release of retiral dues) :	5	<input type="text"/>	<input type="text"/>
9 Alignment with Corporate Objectives :	10	<input type="text"/>	<input type="text"/>
10 Compliance of Statutory Laws including labour Laws :	5	<input type="text"/>	<input type="text"/>
11 Physical closure of the unit :	5	<input type="text"/>	<input type="text"/>
12 Settlement of Govt. Audit Paras :	5	<input type="text"/>	<input type="text"/>
Total	100	<input type="text"/>	<input type="text"/>

(Signature of the Appraisee)

PART-III (B)
(To be filled in by the Reporting Officer (RO-1))

(B) Qualitative Factors	<u>Weight</u>	<u>Appraisal by RO1</u>
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) :	15	<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 perceive 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 to satisfy clients, seniors, subordinates and vendors) :	15	<input type="text"/>
7 Communication ability in Hindi/English language (Ability to write and make verbal presentation clearly and concisely.	10	<input type="text"/>
8 Discipline (Adherence to expected standard of conduct, follow instructions, punctuality and regularity) :	10	<input type="text"/>
Total :	100	<input type="text"/>

PART-III (C)
OVERALL EVALUATION BY RO-1

(i)
**Total weight of applicable factors
(A) + (B)**

(ii)
**Total score of applicable factors
(A) + (B)**

Total

(iii)
Percentage
Total Score x 100
Total weightage
 %

Overall grading :
(Please refer to the instructions)

General :

(i) Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given) :

Beyond Doubt

Doubtful

(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 (RO-2)

A. Percentage score given by RO1 :

B.1 Extra points for exceptional contribution as Finance Head/Zonal heads: (+%)

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 :

Potential for occupying next position

Ready now

Needs more experience

Signature :

Name :

Designation :

Date :

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
ENGINEERING CADRE
(PERFORMANCE & DEVELOPMENT APPRAISAL)
(LEVEL : PROJECT MANAGER)**

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 report : _____

PROGRESS SHEET

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

Date of issue of the Form by Personnel Division :

	Received Date	Dispatched Date	Signature with Name Designation and Date
Appraisee			
Reporting Officer (RO-1)			
Reviewing Officer (RO-2)			
Accepting Authority/Countersigning Authorities			
Date of receipt of the form duly filled 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
(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 style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>	

- | | | | |
|--------|---|----------------------|----------------------|
| 2 | Profitability : | <input type="text"/> | <input type="text"/> |
| 3 | Realisation of Outstanding Dues (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 (cost to company) : | <input type="text"/> | <input type="text"/> |
| D. (i) | No. of audit observations referred and pending : | <input type="text"/> | <input type="text"/> |
| | (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. (Name of Projects closed) : | | |

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

A. Quantitative Factors	Weight	Self Appraisal	Appraisal by (RO-I)
1 Turnover :	<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>
2 Profitability :	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
3 Realisation of OSD:			
(a) Running Projects :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
(b) Closed Projects :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
4 Depositing of statutory dues and taxes :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
5 Timely submission of Report and return to Head Office including final accounts :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>

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 (no dues certificate) 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	100		

(Signature of the Appraisee)

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 (Considering how up to date he is regarding developments in his profession and the extent of knowledge in related disciplines) :	10	
2 Foresight and Planning (Considering 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 responsibilities) :	20	
4	Inter-personal relationship (Ability to satisfy clients, seniors, subordinates and 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, following 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 :		100	

**PART-III (C)
OVERALL EVALUATION BY RO1**

(i) Total weight of applicable factors (A) + (B)	(ii) Total score of applicable factors (A) + (B)	(iii) Percentage Total Score x 100 Total weightage
	Total	%

Overall grading :
(Please refer to the instructions)

General :

(i) Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given) :	Beyond Doubt	Doubtful

(ii) State of Health :	Sound	Weak
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(iii) Training needs (Please specify area/field of training) :

(Signature of Reporting Officer)

Name :

Designation :

Date :

**PART-IV
OVERALL EVALUATION BY REVIEWING OFFICER (RO-2)**

A.	Percentage score given by RO1 :	<input type="text"/>
B.1	Extra points for exceptional contribution as Unit Incharge : (+ %)	<input type="text"/>
B.2	Less : Negative marking for non-compliance / under performance. : (-%)	<input type="text"/>
C.	Total Score (%) :	<input type="text"/>
	OVERALL GRADING (Please refer to the instructions)	<input type="text"/>

Signature of RO2 :

Name :

Designation :

Date :

**PART-V
FINAL ASSESSMENT BY THE ACCEPTING AUTHORITY**

OVERALL EVALUATION

Comments in support of the rating :

GRADING

Potential for occupying next position	Ready now <input type="text"/>	Needs more experience <input type="text"/>
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Signature :

Name :

Designation :

Date :

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
(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)
(ALL NON-EXECUTIVES (HR)
Part-I PERSONAL DATA

Year: _____

Appraisal Period	From	To

Mr./Ms. _____

Designation: _____

Employee No. _____

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 Reporting Officer (RO-1) in 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.
- (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 to the rating of 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 , 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 (RO-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 standards occasionally.
 - E. UNSATISFACTORY : fails to meet expected standards.

**NB: RO1 = Reporting Officer
RO2 = 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 timelines 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 in Hindi/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 | RO2 |
|--|---------------------|-----------------|
| 1. State of Health | | |
| (i) Physical fitness for 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) : | Beyond Doubt | Doubtful |
| | | |
| 7. Training needs (Please specify area/fields of training : | | |

PART-IV (POTENTIAL APPRAISAL)

- | | RO1 | RO2 |
|--|------------|------------|
| 1. Capability to cope with the responsibilities of higher position effectively : | | |
| i) Functional Skills : | | |
| ii) Mental Skills : | | |
| iii) Social Skills : | | |

2. Motivation - Willingness to assume and discharge responsibility, vigour in originating action and drive in carrying through to completion :

Name of Employee:

Designation :

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

1 General Remarks
(RO1)

(RO2)

RO1

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**) :

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 :

Overall appraisal grading i.e. 'A', 'B','C','D','E' :

Signature of the Countersigning Authority :

Name & Designation :

Date & Place :

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
(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)
(ALL NON-EXECUTIVES (FINANCE))
PART-I PERSONAL DATA

Year: _____

Appraisal Period	From	To

Mr./Ms. _____

Designation: _____

Employee No. _____

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 by Reporting Officer (RO-1) in 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.
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GUIDELINES FOR APPRAISAL

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- (ii) The tendency to over-rate or under-rate should be guarded against in all fairness to the employee, his colleagues & the organization.
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- (iv) The procedure laid down by the Personnel Division regarding level of initiating reports, reviewing, 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.
- 2. Part-II to V being 'confidential' in nature have to be filled up by the RO1 and later by RO2 before sending the same to Countersigning Authority.
- 4. Against each trait/factor in PART - II to V rating is to be given in the boxes shown against. The factor rating scales are:
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 - D. AVERAGE : meets expected standards occasionally.
 - E. UNSATISFACTORY : fails to meet expected standards.

**NB: RO1 = Reporting Officer
RO2 = Reviewing Officer**

**PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK
PART-II
(TO BE FILLED IN BY REPORTING (RO1) AND REVIEWING (RO2) AUTHORITIES**

	RO-1	RO-2
1. Effectiveness in meeting established objectives and targets considering :		
i. Output and timelines of work :		
ii. Quality of work :		
2. Job Knowledge: Understanding performance of the activities for which the officer is currently responsible and policies and procedures applicable to his work :		
3. Planning and Organizing: Ability for anticipating work needs.		
4. Communications: Verbal and written presentation of view points in unambiguous terms and Hindi/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	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"/>
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 <input type="text"/>	Doubtful <input type="text"/>
7. Training needs (Please specify area/fields of training) :		

PART-IV 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 :

Name of employee :

Designation :

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

1 General Remarks
(RO1)

(RO2)

RO1

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.g. **OUTSTANDING" OR "UNSATISFACTORY" ADEQUATE REASONS ARE REQUIRED TO BE RECORDED**) :

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 :

Overall appraisal grading i.e. 'A', 'B', 'C', 'D', 'E' :

Signature of the Countersigning Authority

Name & Designation :

Date & Place :

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
ENGINEERING CADRE
(PERFORMANCE & DEVELOPMENT APPRAISAL)
(LEVEL : ZONAL 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 report : _____

PROGRESS SHEET

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

Date of issue of the Form by
Personnel Division :

	Received Date	Dispatched Date	Signature with Name Designation and Date
Appraisee			
Reporting Officer (RO-1)			
Reviewing Officer (RO-2)			
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.
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- (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.

NB: RO1 = Reporting Officer
RO2 = Reviewing Officer

**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 :		
2	Profitability :		

3 Realisation of Outstanding Dues (OSD)

(a) Running Project (s)

(b) Closed Project (s)

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)

(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 (name of projects closed).

G. No. of Internal/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 Officer)

	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by (RO-1)</u>
A. Quantitative Factors			
1 Turnover :	<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>
2 Profitability :	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
3 Realisation of OSD :			
(a) Running Projects :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
(b) Closed Projects :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
4 Project implementation as per MOU :	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>
5 Depositing of statutory dues and taxes :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
6 Timely submission of reports and return to corporate office including final accounts :	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>
7 Settlement of disputes with clients 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 No Dues Certificates (NDC) for release of retiral dues :	5		
9	Alignment with Corporate Objectives :	10		
10	Physical closure of units :	5		
11	Settlement of Audit paras :	5		
	Total	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 (Considering how up date he is regarding developments in his profession and the extent of knowledge in related disciplines) :	10	
2 Foresight and Planning (Considering 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 responsibilities) :	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 :	100	

**PART-III (C)
OVERALL EVALUATION BY Reporting Officer (RO-1)**

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

General :

(i) Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given) :	Beyond Doubt	Doubtful
(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 (RO-2)**

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

C. Total Score (%) :

OVERALL GRADING
(Please refer to the instruction)

Signature of RO-2 :

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)
(PERFORMANCE & DEVELOPMENT APPRAISAL)
ENGINEERING CADRE & TECHNICAL (NON-EXECUTIVES)**

Part-I (PERSONAL DATA)

Year: _____	Appraisal Period	From	To
Mr./Ms. _____			
Designation: _____	Employee No. _____		
Date of Birth: _____	Pay Scale: _____		
Joined NPCC: _____	Department: _____		
Last Promotion: _____	Location: _____		
Qualification: _____			

LEAVE AVAILED DURING THE YEAR OF REPORT

Number of days	EL	Commuted	HPL	EOL	Total	No. of Spells

NATURE OF DUTIES

Brief description of the job assigned during the period year of reporting (to be filled in by Reporting Officer (RO-1) own hand writing) :

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.
- (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/her 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 .
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 PART - 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 standards occasionally.
 - E. UNSATISFACTORY : fails to meet expected standards.

NB: RO1 = Reporting Officer
RO2 = Reviewing Officer

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK
PART-II SELF APPRAISAL
(TO BE FILLED IN BY EMPLOYEE)

I. 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 for your during period under review/and the extent to which you achieved them.

I.	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 filed 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 the Reporting Officer

Signature of the 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 :-		
i) 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. Job Knowledge: Understanding performance of the activities for which the officer is currently responsible, 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 :	<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, 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 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"/>
6. Integrity (Please indicate in the appropriate column) (If integrity doubtful, evidence/ details may be given/ attached)	Beyond Doubt <input type="text"/>	Doubtful <input type="text"/>
7. Training needs (Please specify area/fields 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 Officers :	_____	_____
Designation :	_____	_____

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

1 General Remarks

(RO1)

(RO-2)

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

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 :

Overall appraisal grading i.e. 'A', 'B','C','D','E' :

Signature of the Countersigning Authority :

Name & Designation :

Date & Place :

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
FINANCE CADRE
(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 in 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 Personnel Division :

	Received Date	Dispatched Date	Signature with Name Designation and Date
Appraisee			
Reporting Officer			
Reviewing Officer (RO-2)			
Accepting Authority/Countersigning 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
(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 and arbitration cases decided against the Corporation.

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

A.	Quantitative Factors	<u>Weight</u>	<u>Self Appraisal</u>	<u>Appraisal by (RO-1)</u>
1	Knowledge of rules, system and procedures/ policy of accounting :	10	<input type="text"/>	<input type="text"/>
2	Monitoring of expenditure as per CTC & reporting of irregularities to Corporate Office :	5	<input type="text"/>	<input type="text"/>
3	Control on expenditure of Zonal Office as per sanctioned budget :	5	<input type="text"/>	<input type="text"/>
4	Profitability as per CTC :	5	<input type="text"/>	<input type="text"/>
5	Monitoring timely realisation of Outstanding Dues (OSD)			
	(a) Running Projects :	5	<input type="text"/>	<input type="text"/>
	(b) Old Projects :	5	<input type="text"/>	<input type="text"/>
6	Timely submission of prescribed control returns to Corporate Office including final Accounts as per prescribed dates :	5	<input type="text"/>	<input type="text"/>
7	Timely deposit of taxes and filling related returns & final assessment of tax cases :	5	<input type="text"/>	<input type="text"/>
8	(a) Review and reconciliation of Zonal records with Unit record on regular basis :	5	<input type="text"/>	<input type="text"/>
	(b) Reconciliation and adjustment of advances of parties and staff :	5	<input type="text"/>	<input type="text"/>
	(c) Upto date maintenance of Contractors ledgers.	5	<input type="text"/>	<input type="text"/>
9	Preparation of balance sheet by agreed time schedule in accordance with the accounting policies & standards :	5	<input type="text"/>	<input type="text"/>
10	Settlement of Audit observations :	5	<input type="text"/>	<input type="text"/>

11	Control on expenditure on Deposit works :	5		
12	Financial closure of Unit :	5		
13	Compliance of centralised fund Management System :	5		
14	Obtaining expired BGs from client :	5		
15	Alignment with the Corporate objectives :	5		
16	Timely submission of APARs and No Dues Certificates (NDC) for release of retiral dues :	5		
	Total :	100		

(Signature of the Appraisee)

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

(B)	Qualitative Factors	Weight	Appraisal by RO1
1	Job knowledge/professional ability (Considering how up date he is regarding developments in his profession and the extent of knowledge in related disciplines) :	10	
2	Foresight and Planning (Considering 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 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) :	10	
8	Quality of work (Implementation of Corporation Quality Policy, getting works done by adopting Quality & Quantity Check Cards) :	20	
	Total :	100	

**PART-III (C)
OVERALL EVALUATION BY RO1**

(i) Total weight of applicable factors (A) + (B)	(ii) Total score of applicable factors (A) + (B)	(iii) Percentage <u>Total Score x 100</u> <u>Total weightage</u> %
	Total	

Overall grading :
(Please refer to the instructions)

- General :**
- | | | |
|--|---|---|
| (i) Integrity (Please indicate in the appropriate column) (If doubtful, evidence/details may be given) : | <u>Beyond Doubt</u>

 | <u>Doubtful</u>

 |
| (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 (RO-2)

- A. Percentage score given by RO1 :
- B.1 Extra points for exceptional contribution as Zonal Finance 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

OVERALL EVALUATION

GRADING

Comments in support of the rating :

Potential for occupying next position

Ready now

Needs more experience

Signature :

Name :

Designation :

Date :

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
(PERFORMANCE & DEVELOPMENT APPRAISAL)
(For 'C' & 'D' Employees except employees in Personnel, Finance and Material
Management disciplines Operative and supporting staff)
(ELECTRICIAN / DRIVERS / GUARDS / SR. ACM / ACM)

PART-I PERSONAL DATA

Year: _____

Mr./Ms. _____

Designation: _____

Date of Birth: _____

Joined NPCC: _____

Last Promoted: _____

Appraisal Period	From	To

Employee No. _____

Pay Scale: _____

Department: _____

Location: _____

Brief description of the job assigned during the period of reporting (to be filled by the Reporting Officer (RO-1) in own handwriting) :

Guideline for filling the form

Against each trait/factor in PART - II 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 standards occasionally.
- E. UNSATISFACTORY : fails to meet expected standards.

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

	Reporting Officer (RO-1)	Reviewing Officer (RO-2)
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. Relation with the Superiors :	<input type="text"/>	<input type="text"/>
8. Relation with 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 any thing adverse has come to your notice) :

Overall grading :Indicate the overall performance rating keeping in view of the rating in part II .

Signature of RO1 :

Signature of RO2 :

Name :

Name :

Designation :

Designation :

Overall Grading:

Signature of the Countersigning Officer :

Name in block letter :

Designation :

Date :

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
(PERFORMANCE & DEVELOPMENT APPRAISAL)
(For Employees in Scales from Rs.12600-32500 to Rs. 43200-66000 (IDA)
NON - ENGINEERING CADRE (P&A, FINANCE & MISC. OTHER THAN ZONAL
HEADS, PROJECT MANAGERS AND ZONAL FINANCE HEADS)
PART-I PERSONAL DATA

Year: _____

Appraisal Period	From	To

Mr./Ms. _____

Designation: _____

Employee No. _____

Date of Birth: _____

Pay Scale: _____

Joined NPCC: _____

Department: _____

Last Promoted: _____

Location: _____

Qualification: _____

LEAVE AVAILED DURING THE YEAR OF REPORT

Number of days	EL	Commuted	HPL	EOL	Total	No. of Spells

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/she can perform well and assume higher responsibility .
- (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/her performance is unsatisfactory.
- (iii) The system provides for consultation with the employee regarding his/her 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/her 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 officers, the reporting authority being first line manager and the reviewing officer being the reporting officer 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 .
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 PART - 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 standards occasionally.
 - E. UNSATISFACTORY : fails to meet expected standards.

NB: RO1 = Reporting Officer
RO2 = Reviewing Officer

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK
PART-II SELF APPRAISAL
(TO BE FILLED IN BY EMPLOYEE)

I. 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 for you during period under review and the extent to which you achieved them.

I.	S.No.	Item	Achieved
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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 the Employee

PLEASE ENSURE THAT NO COLUMN IS LEFT BLANK
PART-III PERFORMANCE APPRAISAL
(To be filled in by Reporting (RO1) and Reviewing (RO2) Officers)

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

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

- 1 General Remarks
 (R01)
- (R02)

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.g. **OUTSTANDING" OR "UNSATISFACTORY" ADEQUATE REASONS ARE REQUIRED TO BE RECORDED**) :

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 :

Overall appraisal grading i.e. 'A', 'B','C','D','E' :

Signature of the Countersigning Authority :

Name & Designation :

Date & Place :