

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

ANNUAL CONFIDENTIAL REPORT

CHIEF ENGINEER/DEPUTY CHIEF ENGINEER/SUPERINTENDING ENGINEER/
ADDL.SE./SR. EXECUTIVE ENGINEER/EXECUTIVE ENGINEER/ASSISTANT
EXECUTIVE ENGINEER AND ASSISTANT ENGINEERS.

Name of Officer_____

Report for the year/period ending:

Year:.....

Fromto.....

PERSONAL DATA

PART-I

(TO BE FILLED BY THE OFFICER)

1. (i) Name:
- (ii) Father's Name
- (iii) Date of birth
- (iv) Date of entry into service
- (v) Present Post
- (vi) Date of appointment to the present grade
- (vii) Qualification:
Academic

Professional

2. Education/professional examination(s)
Passed & training undergone since joining
the department.
(in chronological order)

a) Examination(s) passed.

Sr. No.	Year of passing	Particular of Exam
1.		
2.		
3.		
4.		
5.		

b) Training undergone.

Sr. No.	Year of Trg.	Duration of Trg.	Particulars of Trd.
1.			
2.			
3.			
4.			
5.			

3. Whether property return submitted?

(Give reference No. & date and name of Office to which submitted)

Station:

Date:

Signature

(i) (A) For Engineering Officers working in field units (Operation & E.S. Wing.)

Sr. No.	Particulars	Target	Achievements %age	Shortfall %age
1.	T&D Loss			
2.	AT&C Loss			
3.	Detection of theft			
4.	Disconnection			
5.	Recovery form disconnected connection			
6.	Release of connection			
7.	Meter Replaced			
8.	Damage of Transformer (Rural<5/Urban<3)			
9.	Tripping/Break down			
10.	MAS Accounts			
11.	SAIFI			
12.	SAIDI			
13.	Revenue Realization Target/achievement			
14.	Capitalization of Assets			

(ii) For All Engineering Officers including those working in other Offices.

(a)

Sr. No.	Name of Scheme	Financial control of the Scheme	NIT issued	Completion of NIT
1.				
2.				
3.				
4.				

(b)

Sr. No.	Description of material	No. of NIT issued	No. of P.O's issued	Remarks
1.				
2.				
3.				
4.				

(c)

Sr. No.	Audit Paras pending at the beginning of year	Audit Paras added during the years	Audit Paras decided/settled	Audit Paras pending at the end of year
1.				
2.				

(d)

Sr. No.	No. of load sanction/extension received	No. of cases in which load sanctioned.	No. of load extension cases pending	Remarks
1.				
2.				

(e) Sales circular/instruction issued during the year.

(f) Preparation of specification of equipments.

(g) Any other quantitative targets and achievement thereof.

2. Other relevant work done with regard to improvement of system.

(i) For all Engineer officers incharge of field units.

Sr. No.	Particulars	Achievement %age	Shortfall %age
1.	HT Meters connections checking a) No. of Connections due= b) No. of connections checked=		
2.	Periodical testing of Sub Stations a) No. of Sub Stations due for periodical checking= b) No. of Sub-Stn. Periodically tested=		
3.	Fault attendance at Sub-Stations a) No. of faults occurred= b) No. of faults attended=		
4.	Fault attendance at consumers premises a) No. of faults occurred= b) No. of faults attended=		
5.	Pre commissioning/Commissioning of new Sub-stations (Total Nos)=		
6.	a) No. of cases received for inspection of material/line under self Execution Scheme= b) No. of cases for which material inspected=		
7.	i) No. of loss of Revenue cases detected= ii) Amount charged on A/c of above=		
8.	i) No. of theft cases/unauthorized use of electricity detected= ii) Amount charged on account of above=		
9.	Checking of feeder meters i) No. of feeder meters due for checking= ii) No. of feeder meters checked= iii) No. of defective declared feeder meters= iv) No. of defective declared feeder meters replaced=		
10.	<u>For M&T Lab.</u> a) No. of consumers meters tested= b) No. of stock meters tested i) Single phase= ii) Three phase= c) No. of T&P meter checked received through 'OP' wing i) Single phase= ii) Three phase= d) No. of meters declared tempered/seals declared fake i) Single phase= ii) Three phase= iii) Amount charged on account of above=		

11.	No. of new Transformers tested for load/No. load basis with SDO/Workshop.		
12.	Checking of Distribution Transformer for load balancing and routine maintenance.		

(ii) For Engineering officers of Store Org.

- (a) Whether 10% items checked or not?
- (b) Number of transformers repaired/got repaired.
- (c) Any loss of material.
- (d) Quality post receipt of checking o material.
- (e) Prevention-of-Accident.
- (f) Improvement in quality of supply of the material?
- (g) No. of New Transformer tested.
- (h) No. of switchgear checked.
- (i) Whether store items are inspected regularly?

4(i) For Engineering officers of Vigilance/Flying units.

Sr. No.	Target fixed for detection of theft month wise	Target Achieved	Short fall %age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

(ii)

Sr. No.	No. of Enquiries at beginning of year.	No of Enquiries added during the year	No. of enquiries completed/finalized.	No. of enquiries pending
1.				
2.				

Any special achievement e.g. big theft, fraud detection for meter tempering gain etc.

Note:i) Separate sheet may be added, if required.

5. (a) Please state briefly the shortfall with reference to the targets/objectives referred to above (item 2 to 4) specify constraints, if any, in achieving the targets.

(b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

Note: If the self assessment report is not filled/attached with ACR form, then the ACR may be treated as **AVERAGE**.

PART-III**ASSESSMENT BY INITIATING/REVIEWING OFFICERS****(IN RESPECT TO Sh. _____)****For the period _____**

a) Name & Designation of the Reporting Officer.		
b) Name & Designation of the Reviewing Officer.		
	Report/Assessment	
	Initiating Officer	Reviewing Officer
<p>1. Work Efficiency Assessment. How far you agree with the self assessment report, particularly in respect of the following give reasons for disagreement, if any?</p> <p>(i) T&D, AT&C losses.</p> <p>(ii) Transformer damaged.</p> <p>(iii) Revenue realization.</p> <p>(iv) Capitalization of Assets.</p> <p>(v) Audit paras.</p> <p>(vi) Inspection/Checking of installation.</p> <p>(vii) Inspection of material/stores.</p> <p>(viii) Reliability indices and quality of supply.</p> <p>(xi) Redressal consumer complaints/grievances.</p> <p>(x) Any other quantitative/qualitative achievement.</p> <p>2. Other Efficiency parameters.</p> <p>(a) Has the managed the work well?</p> <p>(b) Are projects and report received from him carefully and lucidly prepared, technically sound and do these show that he is professionally land otherwise well qualified; and an officer with a sense of sound judgment?</p> <p>(c) Does he exercise an efficient control over his subordinates/labour and their work?</p> <p>(d) Is he careful and pains-taking in instructing and training of his subordinates?</p> <p>(e) Is his office in good order? Does he habitually delay with matters which can and ought to be disposed off promptly?</p>		

(f) Are his arrangement for carrying out the work satisfactory are his methods economical?

(g) Are his relations with those working with him generally cordial and does he display good temper in dealing; with those with whom he comes in contact?

(h) Attitude of the officer towards other castes & communities.

3. Professional Ability.

a) Does he possess sound technical knowledge for construction/maintenance of lines/electrical equipment and other areas relating to his duties?

b) Could his service be utilized in some other areas more effectively?

c) Has he written some useful papers on some technical subject?

d) Does he keep abreast with latest development in the field of Engineering, connected with his job requirements?

4. General Qualification.

a) Dependability.

b) Amenability to discipline.

c) Punctuality and regularity.

d) Does he show adequate initiative and drive and is he energetic and poses active habits?

e) Does he inspect his work frequently?

f) Timely reporting and necessary feedback to superior.

5. General Remarks.

a) Are there any points in which he specifically excels or in which he is deficient?

b) integrity (In case f doubtful integrity give reasons)

c) Whether in case of adverse report a communication has been made if so, quote the reference No. & date vide which made.

<p>6. Assessment regarding Monthly Revenue Realization for the Whole year.</p> <p>7. Assessment regarding targeted completion of works/schemes.</p> <p>8. <u>Overall assessment</u> Outstanding/Very Good/Good/ Average / below average.</p>	<p>Signature</p> <p>Initiating Officer</p> <p>Designation</p>	<p>Signature</p> <p>Reviewing Officer</p> <p>designation</p>
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(6) Comments of accepting Officer, if any.

Signature (Name in block letters)

With date & Designation

(FOR OFFICE USE)

Average remarks have been communicated.

Vide No. _____ Date _____

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED**PERFORMANCE REPORT OF ADDL. ASSISTANT ENGINEER/JUNIOR ENGINEER**

Office of the :

Report for the year/period ending :

SECTION-I – PERSONAL DATA

(To be completed by the Administrative Section)

1. Name (In Block Letters) :
2. Date of Birth :
3. Date of entry :
4. Qualification:
 - a) Academic :
 - b) Technical/Professional :
5. Office of work :
6. Self Appraisal
(By Officer to be reported upon)
7. Comments of Reporting Officer on item No.6

Signature.....

Name (in block letters)

Date

SECTION-III-A – TECHNICAL ASSESSMENT

(To be completed by the Reporting Officer)

(a) For Addl. AEs/JEs in Planning Units. Give brief remarks on:

1. Theoretical knowledge
2. Estimating
3. Specifications
4. Drawing, sketching and detailing
5. Analysis of rates, checking of extra/substituted items etc.
6. Knowledge of departmental rules and procedures

(b) For Addl. AEs/JEs of field duties. Give brief remarks on:

1. Engineering
2. Theoretical knowledge
3. Practical application

SECTION-III-B – GENERAL ASSESSMENT

(To be completed by the Reporting Officer)

1. Management and Organization of work
2. Knowledge of accounts, rules and departmental procedure
3. Position of MAS Accounts in the Section
4. Promptness in submission of measurements, estimates and returns
5. Control and supervision work
6. Promptness in varying out instructions
7. Health

8. Intelligence
9. Initiative drive resourcefulness
10. Correspondence and office work
11. Capacity and output of work
12. Mention of any special contribution and notable work
13. **Integrity:** Nothing has come to my knowledge which casts any reflection on the integrity of
Sh.....His general reputation for honesty is good.
14. (a) Relationship with public
 - (b) Relationship with contractors
 - (c) Relationship and control over labour
 - (d) Relationship with Colleagues
15. Steps taken to remedy the defects pointed out
16. (a) Attitudes towards Scheduled Castes
 - (b) Sensitivity to Social Justice
 - (c) Ability to take quick and elective action to prevent and quell
atrocities and ensure justice to Scheduled Castes
 - (d) Effectiveness in bringing about the development of Scheduled Castes
17. General Remarks

Signature of Reporting Officer

Name (in block letters)

Designation

Date

SECTION-IV – REVIEW

(To be completed by the Reviewing Officer)

1. General remarks in the light of assessment of the Reporting Officer

2. Fitness for promotion:

(a) Fit

i) Out of turn (Give reasons)

ii) In turn

(b) Unfit

(c) Not yet fit

Signature of Reviewing Officer

Name (in block letters)

Designation

Date

SECTION-V

(Remarks by the Accepting Officer)

Poor

Average

Good

Very Good

Outstanding

Signature of Reviewing Officer

Name (in block letters)

Designation

Date

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
**PERFORMANCE REPORT OF ADDL. SECY.-CUM-PS/SR., SPL. PRIVATE
 SECRETARY/ SPL.PRIVATE SECRETARY/SR. PRIVATE SECRETARY/PRIVATE
 SECRETARY/ADDL. PS/P.A/SR. SCALE STENOGRAPHERS/JR. SCALE
 STENOGRAPHERS/STENO TYPIST**

Office of the :

Report for the year/period ending :

SECTION-I – PERSONAL DATA

(To be completed by the Administrative Section)

1. Name (In Block Letters) :
2. Date of Birth :
3. Post Held :
4. Date of continuous appointment to the present grade viz. :
5. Officer with whom employed during the year and period served with each. :
6. Whether permanent, quasi-permanent or temporary :
7. Period of absence from duty on leave etc.: during the year/period under report.
8. Qualification:
 - (a) Academic
 - ∴
 - (b) Service examination passed, if any :

SECTION-II – ASSESSMENT

(To be completed by the Reporting Officer)

9. State of Health
10. General Assessment:

This should cover the official qualities and shortcomings with particular reference to:

 - (a) Intelligency, diligence, initiative, keenness, willingness to undertake more responsibility/ work, punctual, attendance, discipline, reliability aptitude for any particular type of work etc.
 - (b) Proficiency and accuracy in stenography work maintenance of engagement record and time submission of papers tact in dealing with telephone calls/visitors, proper maintenance of papers, etc.
 - (c) Trust worthiness in handling secret and Confidential documents.

11. Notable work done, if any during the period

12. Whether reprimanded in writing, for indifferent work or for any other reasons (give brief particulars)

13. (a) Fitness for promotion :

- i) Fit
- ii) Not yet fit
- iii) Fit for promotion out of turn

(b) Special traits and/or merits justifying out of turn promotion (Give brief particulars)

14. (a) Attitudes towards Scheduled Castes

(b) Sensitivity to Social Justice

(c) Ability to take quick and elective action to Prevent and quell atrocities and ensure Justice to Scheduled Castes

(d) Effectiveness in bringing about the development of Scheduled Castes

15. **Integrity:** Nothing has come to my knowledge which casts any reflection on the integrity of Sh.....His general reputation for honesty is good.

Signature of Reporting Officer

Name :

Designation:

Date

SECTION-V

(Remarks by the Accepting Officer)

Poor

Average

Good

Very Good

Outstanding

Signature of Reviewing Officer

Name:

Designation

Date

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

**FORM OF CONFIDENTIAL REPORT OF LOWER DIVISION
CLERK/TYPIST/CASHIER/ METER READER/METER LEDGER CLERK/ASSISTANT
STORE KEEPER**

Office of the :

Report for the year/period ending :

1. Name (in block letters) :
2. Date of birth :
3. Date of continuous appointment to the present :
grade
4. Whether permanent, quasi-permanent or temporary:
5. Section in which served during the year under :
report and period of service in each.
6. Qualification:

Assessment by the Reporting Officer

7. Nature of work on which employed (Diary Despatch)
Recording and Indexing Cash and Accounts works,
Typing, Proof Reading etc.)
8. Proper maintenance of prescribed registers and chart
etc. (e.g. Section Diary, Control Chart, Despatch,
Register Index, Slip, File register, etc.)
9. Accuracy and speed in typing
10. Intelligence, Industry and keenness
11. Observation of capacity:
Clearly and comprehension in himself with drafts
(If he has had occasions to do case work.
12. Amenability to discipline
13. Punctuality in attendance
14. Relations with fellow employees
15. Fitness for promotion to grade of Sr. Asstt.
16. General summing up good and bad qualities

Integrity: Nothing has come to my knowledge, which casts any reflection on the integrity of
Sh.....His general reputation for honesty is good

Signature of the Reporting Officer
Name in Block Letters
Designation

Remarks of the Reviewing Officer

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated).

General remarks & special comments on Reporting Officer's assessment

Signature of Reviewing Officer
Name (in block letters)
Designation

(REMARKS OF THE ACCEPTING AUTHORITY)

Grading :

Poor

Average/Fair

Good

Very Good

Outstanding

Signature
Name (in block letters)
Designation

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
PERFORMANCE REPORT OF STAFF CAR/JEEP/TRUCK DRIVER

Office of the :

Report for the year/period ending:

SECTION-I – PERSONAL DATA

(To be completed by the Administrative Section)

1. Name (in block letters) :
- 2 Date of Birth :
3. Date of continuous appointment to the present grade . :
4. Whether permanent, quasi-permanent or temporary:
5. Period of absence from duty on leave, etc. :
during the year/period under report
6. QUALIFICATIONS:
 - (a) Academic :
 - (b) Technical/Professional

SECTION-II – ASSESSMENT

(To be completed by the Reporting Officer)

7. State of health
:
8. General Assessment:
(This should relate to qualities and shortcomings of the officer with particular reference:
 - (a) Intelligence, reliability, behaviour, amenability
To discipline (including wearing of livery) punctual attendance etc.
 - (b) Technical/professional knowledge and proficiency
ability for petty repairs economy in use of petrol/
diesel and lubricants, adherence to traffic regulations
(number of accidents, if any etc.)
9. Notable performance, if any during the period requiring special mention.
10. Whether reprimanded (in writing) for different performance or for any other reasons (Give brief particulars)

Signature of the Reporting Officer
Name in Block Letters
Designation

SECTION-III – REVIEW

(To be completed by the Reviewing Officer)

General remarks and special comments on the Reporting Officer Assessment

Signature of Reviewing Officer
Name (in block letters)
Designation
Date

SECTION-V

(Remarks by the Accepting Officer)

Signature of Reviewing Officer
Name (in block letters)
Designation
Date

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
PERFORMANCE REPORT OF SR. ASSISTANT

Office of the :

Report for the year/period ending :

SECTION-I – PERSONAL DATA

(To be completed by the Administration Section)

1. Name (In Block Letters) :
2. Date of Birth :
3. Designation/Post Held :
4. Date of continuous appointment to the present grade viz. :
5. Sections in which employed during the year and the period of service in each. :
6. Whether permanent, quasi-permanent or temporary :
7. Period of absence from duty on leave, Training etc.. :
8. Qualification:
 - (a) Academic :
 - (b) Service examination passed, if any :

SECTION-II – ASSESSMENT

(To be completed by the Reporting Officer)

9. State of Health
10. Nature of work assigned (i.e. whether employed on tasks Involving initiative, knowledge of rules and regulations or On tasks of routine and simple nature)
11. General Assessment:
 - (a) This should cover the officers qualities and shortcomings with particular reference to proper constitution of files, submission of cases duly referenced and in the prescribed order, upto date, maintenance of dealing hand, Diary, guard files, reference folders and other prescribed registers proficiency in noting & drafting, promptness and accuracy, clarity of thought and expression, knowledge of rules regulations and procedures:
 - (b) Initiative, intelligence, reliability, industry, punctuality, willingness to undertake more responsibility work, relations with colleagues, aptitude for any particular type of work:
12. Notable work done, if any during the period:

13. Whether reprimanded in writing, for indifferent work or for any other reasons (give brief particulars)

14. **Integrity:** Nothing has come to my knowledge which casts any reflection on the integrity of Sh.....His general reputation for honesty is good.

Signature of Reporting Officer
Name :
Designation:
Date

SECTION-III – REVIEW
(To be completed by the Reviewing Officer)

15. Period of service under Reviewing Officer
During the year :

16. General Remarks, and special comments on
The assessment of the Reporting Officer :

17. (a) Fitness for promotion :
(i) Fit
(ii) Not yet fit
(iii) Fit for promotion out of turn

(b) Special traits and/or merits justifying
out of turn promotion (Give brief particulars) :

(c) Suitability for other spheres of work :
(indicate the spheres)

Signature of Reviewing Officer
Name:
Designation
Date

SECTION-VI
(Remarks by the Accepting Authority)

Poor Average Good Very Good Outstanding

Signature of Accepting Authority
Name:
Designation
Date

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
**PERRORMANCE OF CIRCLE DRAFTSMAN AND HEAD DRAFTSMAN/
 DRAFTSMAN/ JUNIOR DRAFTSMAN**

Office of the :

Report for the year/period ending:

SECTION-I – PERSONAL DATA

(To be completed by the Administrative Section)

1. Name (in block letters) :
2. Qualifications :
- (a) Academic :
- (b) Technical :
3. Date of entry :
4. Date of Birth :
5. Present Post :

SECTION-II

(For C.D.M.only)

6. Self appraisal*
(By Officer to be reported upon)

4. Comments of Reviewing Officer on item No.6

Signature.....
 Name (in block letters).....
 Date.....

*The officer should briefly narrate only the notable work done or significant achievements made, if any, during the period under report. Controversies, aspersions or imputation of motives/ fault should be meticulously avoided.

SECTION-III-GENERAL ASSESSMENT

(To be completed by Reporting Officer)

PROFICIENCY

1. Quality of tracing
2. Capacity to read drawings
3. Quality of structural drawing work
4. Ability to prepare and check extra and substituted items
5. Ability to check contract documents (NITs)
6. Ability to prepare & check estimate
7. Thoroughness in routine work of drawing Branch

GENERAL

8. Speed

9. Accuracy
10. Initiative & resourcefulness
11. Health
12. Punctuality & Regularity
13. Integrity
14. Steps taken to remedy defects
15. General remarks

Signature of Reporting Officer
Name (in block letter)
Designation
Date

SECTION-IV-REVIEW

(To be completed by Reviewing Officer)

General Remarks and Comments on Assessment of the Reporting Officer

1. Fitness for promotion:
 - i) Fit
 - ii) Out of turn (Give reasons)
 - iii) In turn
 - iv) Not yet fit

Signature of Reporting Officer
Name (in block letter)
Designation
Date

SECTION-V

(Remarks of the Accepting Authority)

Grading:

Poor
Average
Good
Very Good
Outstanding

Signature of Reporting Officer
Name (in block letter)
Designation
Date

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
PERRORMANCE OF C.A.O/ DY. CHIEF ACCOUNTS OFFICER/DEPUTY
FINANCIAL ADVISOR/SENIOR ACCOUNTS OFFICER/ACCOUNTS OFFICER/AAO

Office of the

Report for the year/ period ending

SECTION-I-PERSONAL DATA

(To be completed by the Administration Section)

1. Name (in block letter) :
2. Date of birth :
3. Designation / Post held :
4. Date of continuous appointment to the present grade
5. Whether permanent, quasi-permanent or temporary.....
6. Period of absence from duty on leave training etc. during the year/ period under report .
7. Qualifications:
 - (a) Academic
 - (b) Professional
 - (c) Service Examination passed/training courses attended, if any

SECTION-II

8. Self Appraisal
(By Officer to be reported upon)

9. Comments of Reporting officer on (Col.9)

Signature

Name (in block letters).....

Designation.....

Date

The officer should briefly narrate only the notable work done or significant achievements made, if any, during the period under report. Controversies, aspersions or imputation of motive/value should be meticulously avoided.

SECTION-III-GENERAL ASSESSMENT

(To be completed by Reporting Officer)

10. State of Health
11. General Assessment
(This should cover qualities and shortcoming of the officer with particular reference to:-
 - (a) Professional ability, comprehension, diligence, initiative, resourcefulness clarity of thought and expression etc.
 - (b) Ability to organise work, control and take work from the subordinates attention to details, capacity to take quick and sound decisions, willingness to assume responsibility, relation with subordinates and colleagues, public relations etc.
12. Whether reprimanded in writing for indifferent work or any other reasons (Give brief particulars)

13. Integrity : Nothing has come to my knowledge which casts any reflection on the integrity of Sh.His general reputation for honesty is good.

14.

- a) Attitudes to wards Scheduled Castes
- b) Sensitivity to Social Justice.
- b) Ability to take quick and elective action to prevent and quell atrocities and ensure justice to scheduled castes.
- (d) Effectiveness in bringing about the development of scheduled castes.

Signature of Reporting Officer
Name (in block letters).....
Designation
Date.....

SECTION –IV-REVIEW
(To be completed by Reviewing Officer)

- 15. Period of service under Reviewing Officer during the year.
- 16. General remarks and special comments on the assessment of the Reporting Officer.

17.

- (a) Fitness for promotion
 - (i) Fit
 - (ii) Not yet fit
 - (ii) Fit for promotion out of turn
- (b) Special characteristics and /or merits justifying out of turn promotion or selection of IA & AS.
- (c) Suitability for other spheres or work (indicate the spheres)

Signature of Reviewing Officer...
Name (in block letter).....
Designation.....
Date.....

SECTION –V
(Remarks of the Accepting Authority)

Poor Average Good Very Good Outstanding

Signature of Reviewing Officer...
Name (in block letter).....
Designation.....
Date.....

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
PERFORMANCE REPORT OF SUPERINTENDENT, GRADE-II/INTERNAL AUDITOR

Office of the :

Report for the year/period ending:

SECTION-I – PERSONAL DATA

(To be completed by the Administration Section)

1. Name (In Block Letters) :
2. Date of Birth :
3. Designation/Post Held :
4. Date of continuous appointment to the present grade viz. :
5. Sections in which employed during the year and the period of service in each. :
6. Whether permanent, quasi-permanent or temporary :
7. Period of absence from duty on leave, Training etc.. :
8. Qualification:
 - (a) Academic :
 - (b) Service examination passed, if any :

SECTION-II- ASSESSMENT

(To be completed by Reporting Officer)

9. State of health.....
 - (a) Nature of work assigned (i.e. whether employed on tasks involving initiative, knowledge of rule and regulations or on tasks of routine and simple nature).
10. General Assessment:-
 - (a) This should cover the officers qualities and shortcoming, with particular reference to proper constitution of files, submission maintenance of dealing hand, diary, guard files reference folders and other prescribed registers proficiency in noting and drafting promptness and accuracy- clarity of thought and expression, knowledge of rules regulation and procedures.....
 - (b) Initiative, intelligence, reliability, industry punctuality, willingness to undertake more responsibility work, relations with colleagues, aptitude for any particular type of work.
11. Notable work done, if any, during the period
13.
 - (a) Attitudes towards Scheduled Castes
 - (b) Sensitivity to Social Justice
 - (c) Ability to take quick and elective action to prevent and quell atrocities and ensure justice to scheduled castes.
 - (d) Effectiveness in bringing about the development of scheduled castes.

14 Whether reprimanded in writing for indifferent work or for any other reasons (Give brief particulars).

Integrity:- Nothing has come to my knowledge which casts any reflection on the integrity of Sh..... His general reputation for honesty is good.

Signature of the Reporting Officer.....
Name (in Block Letters).....
Designation
Date

SECTION-III-REVIEW
(To be completed by Reviewing Officer)

15. Period of service under Reviewing Officer during the year.....

16. General Remarks and special comments on the assessment of the Reporting Officer.....

17. (a) Fitness for promotion:

(i) Fit

(ii) Not yet fit

(iii) Fit for promotion out of turn.....

(b) Special traits and/or merit justifying out of turn promotion (Give brief particulars).....

(c) Suitability for other spheres of work (indicate the spheres).....

Signature of the Reporting Officer
Name (in Block Letters)
Designation
Date

SECTION-IV
(Remarks of the Accepting Authority)

Poor Average Good Very Good Outstanding

Signature of the Reporting Officer
Name (in Block Letters)
Designation
Date