

**GOVERNMENT OF INDIA
CENTRAL ELECTRICITY AUTHORITY**

**Form of Annual Performance Assessment Report of Head
Draftsman/ Draftsman Grade-I/ Grade-II**

Report for the Year / Period ending.....

PART - 1 PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/ Department/Office)

1. Name of the Officer :
2. Date of Birth :
3. Present post and date of appointment thereto :
4. Professional Qualification :
5. Section/ Directorate in which posted during the period of report :
6. Whether the officer belongs to SC/ST :
7. Period of absence from Duty on leave, training etc., during the year :

PART – II (TO BE FILLED IN BY THE REPORTING AUTHORITY)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. A brief statement of work handled by the official during the year/ period under report (This should indicate whether the officer reported upon is employed on tasks involving initiative, judgement of application of knowledge of Rules and Regulations or professional techniques or on tasks of simple nature and routine character).

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PART- III ASSESSMENT BY THE REPORTING OFFICER

1. **Work Output** (This assessment should rate the officer on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%)

		Reporting Officer	Reviewing Officer *	Initial of Reviewing Officer
1.	Accomplishment of planned works/ tasks allotted			
2.	Quality of output			
3.	Ability to meet time targets			
4.	Accomplishment of exception work/unforeseen tasks			
	Overall grading on "Work Output"			

* Please see the notes in Part-V, Column. II

2. ATTRIBUTES:

(This assessment should rate the officer on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 30%)

		Reporting Officer	Reviewing Officer	Initial of Reviewing Officer
1.	Attitude to work			
2.	Sense of responsibility			
3.	Overall personality			
4.	Emotional stability/ temperament.			
5.	Maintenance of discipline and punctuality			
6.	Communication skills			
7.	Capability for hard work			
8.	Inter-personal relations			
	Overall grading on "Attributes"			

3. Functional Competency:

(This assessment should rate the officer on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 30%)

		Reporting Officer	Reviewing Officer *	Initial of Reviewing Officer
1.	Technical Knowledge and IT skills			
2.	Initiative			
3.	Capacity to systematize work			
4.	Capacity to work in a team			
	Overall grading on Functional competency			

* Please see the notes in Part-V, Column. II

PART-IV GENERAL

1. Status of Health:
2. Integrity:
(Please see note attached)

3. Has the officer been reprimanded for indifferent work or for other causes during the period under report. If so, please give particulars:

4. Pen Picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards SC/ST/worker sections

4. If the officer reported upon is a member of Schedule Caste/ Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just.

5. Remarks on the pen picture recorded by the Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards SC/ST/weaker sections

6. Overall Grading (on a scale of 1-10):

Signature of the Reviewing Authority

Place:
Date:

Name in Block letters _____

Designation: _____

5. Overall Grading (on a scale of 1-10):

Signature of the Reporting Authority

Place:
Date :

Name in Block letters _____

Designation: _____

PART – V REMARKS OF THE REVIEWING AUTHORITY

1. Length of Service under the Reviewing Authority

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes to Section – III.
(In case you do not agree with any of the numerical assessments please record your assessment in the column provided for you in that section and initial your entries.)

Yes	No
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3. In case of difference of opinion details and reasons for the same may be given:

SECRET

SECRET

SECRET

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly; any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.