



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Reg. Office: Vydyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004, Kerala

website: www.kseb.in. CIN :U40100KL2011SGC027424

### Abstract

Promotion of employees in workmen category to officer category – Implementing Performance Appraisal Reporting system – orders issued.

### CORPORATE OFFICE (ADMINISTRATION)

B.O.(CMD) No.1579/2015 (Estt.III/CR-Rules/2006), Dated, Thiruvananthapuram, 27/06/2015.

Read : 1. Circular No. Estt.III/CR- Rules/2006 dated 9.7.2008 of the Chairman, KSEB.  
2. B.O. (FB) No. 395/2012 (Estt.III/CR- Rules/2006) dated 18.02.2012.

### ORDER

Kerala State Electricity Board has constituted two Departmental Promotion Committees namely DPC (Higher) and DPC (Lower) for recommending select list for promotion to various categories of posts in the cadre of officers. With effect from 1.4.2012, Board has implemented a Performance Appraisal Reporting system to evaluate the performance of officers. But such appraisal system has not so far been implemented for promotion from the posts of workmen category to officers' category. As the Board has started functioning in a corporate set up it is a need of the hour that the employees should be made competent enough to work in a competitive environment for which Board should start evaluate the ability of those candidates who are to be posted to the Middle Management Level also. Therefore it was suggested to have a Performance Appraisal Reporting system for promotion from the posts of workmen category to officers' category with immediate effect. Board has decided to collect Performance Appraisal Reports (PAR) of the workmen concerned, in a prescribed format (as given in the annexure Form I to this BO) from the immediately superior controlling officers of the workmen concerned. The employee concerned shall submit to his immediately superior controlling officer, a self appraisal report in brief with regard to the nature, quantity etc. of the works entrusted with him and as to his overall performance.

However since the PAR is being introduced among workmen category for the first time, the performance relating to the six months' period immediately prior to the date of reporting need only be reported, for this time. All other formalities presently being followed in the officer category including obtaining of vigilance clearance may be followed in these categories also. In future the guidelines for maintenance of PAR for workmen and officers will be modified suitably considering all aspects. Chief Engineer (HRM) will collect Performance Appraisal Reports (PAR) in the format prescribed in the annexure (Form I) to this BO, by circulating the proforma, among all the offices concerned. Chief Engineer (HRM) shall then place the PARs along with the other relevant details for consideration of the DPC (Lower) for recommending select list for promotion from the posts of workmen category to officers' category.

By Order of the  
Chairman & Managing Director

Sd/-  
R. RAJASEKHARAN NAIR,  
Secretary (Administration)



To

The Chief Engineer (HRM).

Copy to:

The Chief Engineer (IT).  
The LA & DEO / Chief Vigilance Officer.  
The Financial Adviser / Chief Internal Auditor.  
The Deputy Chief Engineer (HRM-I) / Deputy Secretary (Administration).  
The T.A. to Chairman & Managing Director / Director (Distribution & Safety) /  
Director (Transmission & System Operation) / Director (Generation & HRM)/  
Director (CP & SCM).  
The PA to Director (Finance) / CA to Secretary (Administration) /  
The Legal Liaison Officer, Kochi / Fair Copy Superintendent / Stock file.

Forwarded/ By Order

  
Senior Superintendent  


(Annexure to B.O.(CMD) No.1579/2015(Estt.II/CR-Rules/2006),  
Dated Thiruvananthapuram, 27/06/2015).

Form I

**PERFORMANCE APPRAISAL REPORT**

(For employees of Workmen category)

**PART – I Self Appraisal Report**

(Employee shall submit here a duly signed and dated self appraisal report to his immediate superior controlling officer. The report should be brief and clear and either be in English or in Malayalam)

## PERFORMANCE APPRAISAL REPORT

### PART – II Report of the Controlling Officer

[Controlling Officer shall fill up the following and forward it along with the self-appraisal report of the employee concerned, to the Chief Engineer (HRM)]

1. (a) Name of employee reported upon -
- (b) Designation -
- (c) Employee Code -
2. Post held and name of Office -
3. The period for which the employee reported upon is working in the present post -
4. Signature of the employee reported upon -
5. Appraisal by the Reporting Officer  
(please tick mark in the grade column applicable) –

Factors	Grade A Excellent	Grade B Good	Grade C Satisfactory	Grade D Below Average
Integrity				
Professional Knowledge				
Organisational Knowledge				
Departmental Experience				
Ability to complete a task despite difficulties				
Interpersonal skills (Ability to relate to others, particularly in obtaining and giving cooperation; effective team member.)				
Communication skill: Ability to express ideas clearly				
Ability to accept responsibility				
Dependability in job performance				
Dependability in punctuality and attendance				
Total number of items under				

6. General remarks -

Station:  
Date:

Signature:  
Name:  
Designation of the Reporting Officer  
Office seal