

**KSEB**

കേരളത്തിന്റെ ഊർജ്ജം

**KERALA STATE ELECTRICITY BOARD LTD.**

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

Office of the Chief Engineer (HRM), Vidyuthi Bhavanam, Pattom,  
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No. EB6(b)/Pro/01/2014

Dated:14.1.2021

To,

All Chief Engineers/Deputy Chief Engineers/Executive Engineers

Sub:- Promotion to the cadre of Assistant Engineer (Civil) in 30% Diploma quota –  
Performance Appraisal Report – Pro-forma publishing of - reg

Ref:- Letter No EB6(b)/Pro/01/2014 dated 30.12.2020 of Chief Engineer (HRM)

‘Performance Appraisal Report’ for the preceding six months of Sub Engineers (Civil) having diploma qualification has been called for, vide letter referred to above, for promotion to the cadre of Assistant Engineer (Civil). ARU heads concerned are requested to forward the ‘Performance Appraisal Report’ in respect of the Sub Engineers (Civil) figured in the seniority list annexed to the letter referred to above in the pro-forma annexed to this letter. This communication may be ignored, if ‘Performance Appraisal Report’ has already been forwarded in the pro-forma annexed herein, in response to the letter cited above.

  
CHIEF ENGINEER (HRM)

(Annexure to B.O.(CMD) No:1579/2015(Estt.III/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