

KERALA STATE ELECTRICITY BOARD

PERFORMANCE APPRAISAL- FORM I
(For Officers of and above the cadre of Assistant Engineer / Senior Superintendent)

PART – A
APPRAISAL OF

Department Shri/Smt (in **BLOCK** letters)
for the period

Name

Date of birth

Post

Date of entry in KSEB Service

Date of appointment to the present post

Pay and scale of pay

Period of absence (except C.L).
Date & details to be given

List of subjects dealt with according to the
Office Order distributing work

EDUCATIONAL AND OTHER QUALIFICATIONS

General	Departmental	Special	Other skills, if any
1.			
2.			
3.			

List of publications, research activities:

Period for which Leave Without Allowance was availed of during the entire career:

EXPERIENCE

Department	Category of work	Period	
		From	To

List of difficult stations worked in and period of work :

Any exceptional contribution made by you to the organization (Successful completion of a difficult task, innovations brought about by you or any improvement in the system that you were responsible for :

PART- B
SELF ASSESSMENT

OFFICER'S OWN SUMMARY APPRAISAL OF PERFORMANCE

1. (Please summarise your performance in relation to the objectives and duties set for you or by yourself. Highlight the major achievements including percentage achievement as compared to benchmarks, innovations, special tasks achieved. The officer should also touch upon shortfalls and the reasons for the shortfall.)

Signature of Officer :

Place :

Name :

Date :

Designation :

PART - C
ASSESSMENT BY THE REPORTING OFFICER

Instructions for Reporting Officers

1. Consider only one factor at a time
2. Study each factor and the specifications for each grade.
3. Review upon completion to see that the rating of each factor applies exclusively to the individuals actual performance on his present job.
4. The Reporting Officer can record his remarks in a narrative form, if necessary, in the sheet provided in this form.
5. Put a tick (✓) mark in the appropriate boxes provided hereunder.

Sl.No.	Factors	A	B	C	D
1.	JOB KNOWLEDGE Technical and general knowledge about the job he is doing (a) General (of this and related subjects) or versatility (b) of work (c) uptodateness	Has an unusually thorough and comprehensive mastery of his field of work strives to expand his frontier of knowledge.	Knows his job thoroughly.	Possesses just adequate knowledge required of the job.	Knowledge inadequate. Has not yet competence.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	INTEREST IN THE ASSIGNMENT AND WILLINGNESS TO TAKE EXTRA EFFORT FOR ACHIEVING TARGETS	Takes keen interest in the assignments and takes all possible effort to complete the work assigned	Takes adequate interest and will complete the work if support is provided .	Does his work in a routine way and will complete tasks if closely monitored	Indifferent in discharge of duties and does not complete the task even with adequate supervision .
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	SUPERVISION AND CONTROL Ability to supervise and control. Skill in maintaining the morale of his staff. Capacity to train, help, advise and handle subordinates.	Successful, efficient and capable supervisor. Runs his organization smoothly and effectively. Very capable and successful to train help, advise and to handle his subordinates	Good supervisor. Runs his organization reasonably well. Capable to train, help, advise and to handle his subordinates.	Moderate ability to supervise and run the organization. Ordinary to train, help, advise and to handle his subordinates.	Lacks control over staff and leaves things to his subordinates. Capacity to train help, advise and to handle subordinates, inadequate.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sl.No.	Factors	A	B	C	D
4..	QUANTITY AND QUALITY OF WORK Quantum of work to be done, quantum actually done and the promptness with which it is done.	Distinguished output of work both in quantity and quality.	Turns out more than adequate volume of work of good quality.	Adequate output and quality.	Output and quality regularly insufficient.
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	USE OF DELEGATED POWERS	Always uses delegated powers and takes responsibility.	Generally uses delegated powers.	Has to be told to use his delegated powers.	Fails to use delegated powers even after being instructed.
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	PROCESSING OF SCHEMES FOR THE DEVELOPMENT AND PROTECTION OF SC AND/OR STs. ATTITUDES SENSITIVITY TO SOCIAL JUSTICE ABILITY TO TAKE QUICK AND EFFECTIVE ACTION ON REPRESENTATIONS RECEIVED FROM THEM.	Extremely prompt in processing the schemes and handling the representations from SC/ST and suggesting solutions to their problems.	Always takes keen interest in processing the schemes and handling the representations from SC/ST and suggesting solutions to their problems.	Usually analysis the problems and suggests solutions.	Does not take adequate interest to analyse the problems of SC/ST and suggest solutions.
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	PUNISHMENT AWARDED TO THE OFFICER IF ANY (Attach copies of the orders of punishments also).				

GENERAL

- (1) Do you know of any physical disability or health problem which prevents this Officer from working to full capacity ?

Yes ()

No ()

If yes, please explain the nature of this problem

GENERAL GRADING :

1. No. of items in Grade A -
2. No. of items in Grade B -
3. No. of items in Grade C -
4. No. of items in Grade D -

Comment with special reference to : (Attach separate sheets if necessary)

- (1) The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report.
- (2) Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.

Signature of Reporting Officer :

Name :

Designation :

PART - D **REMARKS OF THE REVIEWING OFFICER/AUTHORITY**

Signature of the Reviewing Officer/Authority.

Name :

Designation :

Date

I have read this report

Date

Signature of the Officer reported upon.

REMARKS OF THE ACCEPTING AUTHORITY

Signature :

Name :

Designation :

Date

PART- E
SECRET

(Not to be shown to the Officer reported upon)

(This part will not be the basis for promotion in the normal course)

1. Integrity and General Reputation :

- | | | | |
|------|--|-----------|----------|
| (a) | Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely : | | |
| (i) | On the Officer's ability to honestly execute his duties | Yes () | No () |
| (ii) | Showing favouritism in discharging his duties | Yes () | No () |
| (b) | (i) Has there been any preliminary finding regarding the corrupt practices of the Officer | Yes () | No () |
| | (ii) Has any case of corruption on the Officer been referred to Vigilance Department, after preliminary enquiries. | Yes () | No () |

If 'Yes' give details

- | | | | |
|----|---|-----------|----------|
| 2. | Whether the Officer requires any training for the purpose of his present job or for any higher responsibilities | Yes () | No () |
| 3. | Whether the Officer should be posted to some other section/ office for better work or for other reasons (to be specified) | Yes () | No () |

Signature of the Reporting Officer :

Name :

Date

Designation :

Remarks of the Reviewing Officer / Authority

- | | | |
|--|-----------|----------|
| Do you agree with the assessment made by the Reporting Officer | Yes () | No () |
| If you wish to modify anything or add, please elaborate. | | |

Signature of the Reviewing Officer/Authority :

Name :

Date

Designation :

ADDITIONAL SHEET FOR THE USE OF REPORTING OFFICER / REVIEWING AUTHORITY

Instructions

1. **Performance Appraisal Form I** is meant for Officers of and above the category of Assistant Engineer / Senior Superintendent in the Board.
 2. The forms will also be used for the officers belonging to the above said categories working in other Department/Institutions on deputation, Foreign Service conditions, etc.
 3. The forms consist of five parts viz. Part A, B, C, D, E. Part A consisting of the facing sheet and Part B containing the self assessment of the Officer will be got filled up by the reportee. "Self Assessment" in this context means a brief resume of work done by the Officer reported upon during the period under report bringing out any special achievement of him/her during the period. The resume should not exceed three hundred words. Part C consisting of the graphic portion is meant for the Reporting Officer to rate the assessment of the performance of the Officer reported upon ratings by marking the appropriate grading against the factors given. Part D is meant for recording the remarks of the Reviewing Authority and the Accepting Authority. Part A, B, C, and D will be shown to the reportee and his signature obtained in token of having seen the report. Part E is meant for recording the assessment of the Reporting / Reviewing Officer on the integrity of the reportee. This part will be considered as 'Secret' and should not be shown to the reportee. This will not be a basis for determining the officer's suitability for promotion / appointment to higher posts.
 4. Special care should be taken in filling up the Performance Appraisal forms by the Reporting and Reviewing Officers. The rating should be done taking into account the individual's actual performance on the job during the period under report and should bear a clear correlation with the quantitative measures of performance indexed on benchmarks.
 5. The performance appraisals of Officers of and above the cadre of Executive Engineer / Accounts Officer will be submitted to the "Departmental Promotion Committee" for preparing a select list and thereafter placing before the Full Board for approval. Similarly the performance appraisal of the Officers below the cadre of Executive Engineer / Accounts Officer will be submitted to the Sub Committee of the Departmental Promotion Committee for preparation of select list. The select list prepared by the Sub Committee in respect of the Officers of and above the cadre of Assistant Engineer / Senior Superintendent and of and below the cadre of Assistant Executive Engineer / Assistant Accounts Officer will be submitted to the Full Time Members meeting for approval.
 6. The Reviewing Authority will record his remarks in a narrative form, if necessary, in the sheet provided in the form. If he finds it necessary to revise the gradings he will do so, in which case the gradings given by the reviewing authority will prevail.
 7. It is the duty of the Reporting Officers/Reviewing Officers to see that no item in the form is left unfilled. The additional sheet provided in this form, if unused, should be scored by the Reviewing Officer.
 8. The Reporting Officer in respect of Executive Engineers the reporting authorities will be the Deputy Chief Engineer concerned, the reviewing authority the Chief Engineer and accepting authority will be the member concerned. In the case of Deputy Chief Engineers and equivalent cadres the reporting authority will be the Chief Engineer concerned, the Reviewing Authority the Member concerned and accepting authority the member concerned. In all cases, the Officer to whom one reports shall write up the performance appraisal forms irrespective of the rank of the Reportee.
 9. In all other matters, viz. disposal of representations received from the reportees, periods of writing the report, etc. and on matters not covered by these instructions, the procedure laid down in G.O.(P) No.344/PD dated 22.8.1966 as amended from time to time will apply.
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