

FORM – A
NORTHERN POWER DISTRIBUTION COMPANY A.P LTD.
ANNUAL APPRAISAL REPORT OF NON – TECHNICAL OFFICERS
IN CLASS – I AND II IN THE CORP.

PERIOD FROM----- TO -----

GENERAL INFORMATION :

1. Full name and date of birth :
2. Designation and Qualification :
3. Present post held and Headquarter :
4. Nature of work engaged Upon in brief :
5. Date of entry into service :

Factor	Rating	Justification with specific instance of outstanding work done other than routine work where the rating is A or B. Rating E denotes poor and therefore treated as adverse. Justification should be given with specific instances to justify "E" grading also.
1	2	3
I. WORK OUTPUT		
1. Exceptionally high output (81% to 100%)	A	
2. Very good output (71% to 80%)	B	
3. Good output (61% to 70%)	C	
4. Average output (Between 50% to 60%)	D	
5. Poor output (below 49%)	E	
II. JOB KNOWLEDGE AND ACCURACY OF WORK		
(Knowledge of rules, regulations, Tariff, procedures and their application, Accuracy of disposal of business with reference to the above).		
1. Thoroughly comprehensive and accurate.	A	
2. Very good and accurate.	B	
3. Reasonably good.	C	
4. just enough for average output	D	
5. poor	E	

III.PROMPTNESS AND INTEREST SHOWN IN WORK.

Regarding Assessment/billing/collections/Audit/rendering of accounts in accounts wing. Disposal of office correspondance.ability to identify and dispose of urgent work promptly.determation to work hard and dispose previous papers and non-accumulation of pendency.

- | | |
|-----------------|---|
| 1. outstanding | A |
| 2. Very Good | B |
| 3. Good | C |
| 4. Satisfactory | D |
| 5. Poor | E |

IV. JUDEMENT

- | | |
|--|---|
| 1. Imaginative, Quick and sound in all cases | A |
| 2. Very good judgment in all cases | B |
| 3. Dependable and often precedent based in all matters | C |
| 4. Adequate in matters of routine nature | D |
| 5. poor/incapable of judgment /biased | E |

V. RESOURCESFULNESS AND OPEN MINDEDNESS

- | | |
|---|---|
| 1. Always finds acceptable solution to any. Problem has high degree of receptivity to others ides without bias. | A |
| 2. Resourcefully in tacking difficulties and receptive/to new ideas and suggestions without bias. | B |
| 3. Usually resourceful in ordinary matters. Receptive in suggestions only when precedent based solutions are not available. | C |
| 4. Limited resourcefulness and limited receptivity to new ideas | D |
| 5. Panicks in difficult situations resentful to suggestions often biased | E |

VI. ABILITY AND ACCURACY TO COMMUNICATE WRITTEN AND ORAL

- | | |
|---|---|
| 1. Clear concise and bold and highly accurate | A |
| 2. Effective to put forward his ideas and generally accurate | B |
| 3. Unambiguous ability of expression | C |
| 4. Average abilities in a routine way | D |
| 5. Incapable of clear expression and inability to convey his ideas on paper | E |

VII. ORGANISATION, SUPERVISION, WILLINGNESS TO ACCEPT RESPONSIBILITY AND ABILITY TO GET THE WORK DONE AND REASONABLENESS IN PROBLEM SOLVING:

- | | |
|--|---|
| 1. Outstanding | A |
| 2. Very Good | B |
| 3. Good | C |
| 4. Gets the work done routinely and limited capability to solve problems | D |
| 5. Poor capability to get the work done and unable to solve the problems | E |

VIII. PUBLIC RELATIONS AND INDUSTRIAL RELATIONS:

- | | |
|--|---|
| 1. Exceptionally good relations which will improve the image of the organization | A |
| 2. Very good | B |
| 3. Good | C |
| 4. Satisfactory | D |
| 5. Indifferent/Quarrelsome and poor | E |

IX. Creativity with reference to his job and capacity to develop

- | | |
|--|---|
| 1. Highly innovative with productive new ideas to improve work methods. Has excellent potential to develop | A |
| 2 Constructive thinking and willing to try new ideas . Has very good potential to develop | B |
| 3. Good initiative and encourages new ideas. Has potential to develop through training and guidance of superiors | C |
| 4. Occasionally comes up with new ideas has limited potential to develop | D |
| 5. No creative thinking Doubtful capability to develop further | E |

X. CONDUCT, CHARACTER AND HEALTH

- | | |
|--|---|
| 1. Extremely honest, loyal, highly disciplined mentally alert, of sound of health highly patient, high degree of punctuality | A |
| 2. Very honest, loyal, disciplined, patient, mentally alert ,of sound health, and punctual | B |
| 3 Honest, Loyal, disciplined mentally alert patient, of sound health and punctual. | C |
| 4. Nothing of adverse | D |
| 5. Doubtful integrity, rebellious not amenable to discipline, mentally not alert ,impatient, bad reputation , and unsound health which is in the way of discharge of his duties. | E |

**X(A).DATE OF SUBMISSION OF ANNUAL
PROPERTY RETURNS STATEMENTS
PERTAINING TO THE YEAR.**

XI.GENERAL REMARKS:

XII.OVERALL RATING:

Appropriate item may _____ marked.

A	B	C	D	E
(81 and above)	(71 to 80)	(61 to 70)	(50 to 60)	(49 to below)

Note: Overall rating is sum total of mark against rating awarded in respect of item 1 to X above the following marks may be awarded for the rating A,B,C,D and E under the each.

	I	II	III	IV	V	VI	VII	VIII	IX	X
A =	10	10	10	10	10	10	10	10	10	10
B =	8	8	8	8	8	8	8	8	8	8
C =	7	7	7	7	7	7	7	7	7	7
D =	6	6	6	6	6	6	6	6	6	6
E =	4	4	4	4	4	4	4	4	4	4

- 2). Overall rating may be indicated only in alphabets of A,B,C,D and E
- 3) Justification with specific instances of outstanding very good and poor work done in respect of Grade A,B,C,D and E should invariably be furnished and the A. Rs with the above grades will not be accepted without justification.
- 4). Self assessment report enclosed /not received

Date:

Station:

**REPORTING OFFICER
NAME
(IN BLOCK LETTERS)
AND OFFICE STAMP:**

Date:

Station:

**COUNTERSIGNED OFFICER
()
Name in block letters and
Stamp**

Remarks:

Adverse remarks in the Annual
Report and communicated in
Memo. No

Dated.

Date:

**HEAD OF THE DEPARTMENT
(Name in block letters with
office stamp)**