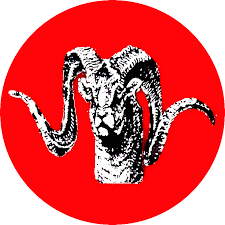
****

**PERFORMANCE EVALUATION REPORT**

**PART-l**

**EMPLOYEE INFORMATION**

Employee No: Name:

Appointment: Category:   
Date of Emp: Qualification:   
Directorate / Group / Unit: Project / Location:

Last Promotion / Salary Raise:

Performance Period: From To

Number of Warnings / Explanation Issued During the Year (If any):

Is he Performing Duties relevant to his Qual & Exp (Yes / No):

**PART-II**

**TO BE FILLED BY IMMEDIATE SUPERVISOR (IO)**

1. **Job Description as per JD Manual**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Job Description** | **5** | **4** | **3** | **2** | **1** | **0** | **Marks** |
| a. |  |  |  |  |  |  |  |  |
| b. |  |  |  |  |  |  |  |  |
| c. |  |  |  |  |  |  |  |  |
| d. |  |  |  |  |  |  |  |  |
| e. |  |  |  |  |  |  |  |  |
| f. |  |  |  |  |  |  |  |  |
| g. |  |  |  |  |  |  |  |  |
| h. |  |  |  |  |  |  |  |  |
| i. | Misc Aspects (If Any not covered above) |  |  |  |  |  |  |  |
| **Total Marks (45)** | | | | | | | |  |

Dated:

**(To be Sign by Employee)**

2. **Personal Attributes** (Please mark the relevant box)

(2: Excellent) (1.75: Very Good) (1.5: Good) (1: Average) (0.5: Below Average) (0: Unsatisfactory)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Attributes** | **2** | **1.75** | **1.5** | **1** | **0.5** | **0** | **Total** |
| a. | Temperament |  |  |  |  |  |  |  |
| b. | Acceptance of Responsibility |  |  |  |  |  |  |  |
| c. | Comprehension Level |  |  |  |  |  |  |  |
| d. | Initiative and Drive |  |  |  |  |  |  |  |
| e. | Appearance & Dress Code |  |  |  |  |  |  |  |
| f. | Respect for Authority |  |  |  |  |  |  |  |
| g. | Self-Discipline – Punctuality / Personal Conduct |  |  |  |  |  |  |  |
| h. | Teamwork |  |  |  |  |  |  |  |
| i. | Innovation & Change |  |  |  |  |  |  |  |
| j. | Decision Making / Analytical Skills |  |  |  |  |  |  |  |
| **Total Marks (20)** | | | | | | | |  |

3. **Professional Attributes** (Please mark the relevant box)

(5: Excellent) (4: Very Good) (3: Good) (2: Average) (1: Below Average) (0: Unsatisfactory)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Attributes** | **5** | **4** | **3** | **2** | **1** | **0** | **Total** |
| a. | Project Timelines |  |  |  |  |  |  |  |
| b. | Project Implementation within stipulated budget in 1st PEP |  |  |  |  |  |  |  |
| c. | Quality Control & Quality Check |  |  |  |  |  |  |  |
| d. | Human Resource Management |  |  |  |  |  |  |  |
| e. | Power / Tasks Distribution |  |  |  |  |  |  |  |
| f. | Value Engineering |  |  |  |  |  |  |  |
|  | **Total Marks (30)** | | | | | | |  |

**Marks Obtain: \_\_\_\_\_ out of 95**

4**. Pen Picture**

5. **Strength (Professional / Personal)**

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. **Weaknesses (Professional / Personal)**

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. **Training Needs**

a. **Deserves Special Training as per Organization Future Objectives**

b. **Improvement Areas** (if any)

**Name of IO:** **Designation:**

**Signature:** **Date:**

**PART - III**

**TO BE ENDORSED BY Dir / COMD / COO / SRO**

8.Do you agree with the assessment of Immediate Supervisor (IO). In case of ‘***NO***’ please   
give reasons below.

Yes No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. **Recommendations**

1. **Employment Recommendation** (May be considered for re-contract)

Yes □ No

1. **Pay / Promotion Recommendation**

Continue in same salary □ To be given raise To be promoted

10. **Any Achievements / Specialized Tasks (2 Marks)**

\*2 x Marks by Dir / Comd / COO / SRO to be endorsed on ack of special / extra ordinary task / assignment performed by the indl with brief description or **NIL**.

(1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marks Obtain: \_\_\_\_\_ Out of 97**

Recommended for Endorsement of DG FWO on Excellent Performances Yes No

**Name:**  **Designation:**

**Signature:**  **Date:**

**PART-IV**

**(TO BE FILLED BY CONCERNED DTE / GP / SPVC HR MANAGER / REP)**

**FOR FINAL SUBMISSION TO HQ FWO (HR DTE)**

11. Grading of Previous Two Performance Report:

a. Year Grading

b. Year Grading

1. Checked all the fields and found in order. **( Yes / No )**
2. I hereby confirm that PER of year 2020 of a/n individual uploaded on HRIS.

**HR Manager / Rep**

**PART - V**

**TO BE ENDORSEMENT BY DG FWO (FOR EXCELLENT PERFORMERS ONLY)**

\*3 x Marks by DG FWO (if desired) in acknowledgement of indls contribution towards FWO.

12. **DG Remarks (3 Marks)**

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DG FWO**

**Total Marks Obtain: \_\_\_\_\_ Out of 100**

**13 OVERALL GRADE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Very  Good | Good | Average | Below  Aaverage Unsatisfactory |
| (90% & Above) | (85-89%) | (80-84%) | (75-79%) | (60-74%) (59% & Below) |

**PART-VI**

**FOR USE / ENDORSEMENT BY (HUMAN RESOURCE DIRECTORATE)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director HR**

**COMPETENCE GRADING AND RECOMM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GRADING** | | | **RECOMM** | | |
| **Appraisal Cat** | **Marks** | **Description** | **Emps to be Ranked** | **Annual Inc (Basic Pay)** | **To be Ranked By** |
| **Excellent** | **90% & above** | Consistently exceeds all relevant performance standards. Produce top quality work. Along with addl role in addn to JD. | **5 %** | **15 %** | Final endorsement by ***DG FWO*** |
| **Very Good** | **85 to 89 %** | Consistently meets and often exceeds all relevant performance standards. Have strong technical & interpersonal skills. | **15 %** | **10 %** | **SRO** |
| **Good** | **80 to 84 %** | Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives | **60 %** | **7.5 %** |
| **Average** | **75 to 79 %** | Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly. Needs strict mentoring and job analysis. | **15 %** | **5 %** |
| **Below average** | **60 to 74 %** | Performance has declined significantly consistently falls standards / tasks | **5 %** | **No Inc (for the reporting Yr)** | 3 x months Probation |
| **Unsatisfactory** | **59 % & Below** | Consistently below expectations | | ***Termination from Svc forth with without adv notice / salary after ratification of DG FWO*** | |

**Time Lines:-**

1. Part 1 to be filled by Offr (reporting upon) and submitted to IO till **2nd wk of Dec**
2. Part 2 to be filled by IO and submitted to SRO till **1st wk of Jan**
3. Part 3 to be filled by SRO and fwd to HR Dte till **2nd wk of Jan**

**Guideline for Supervisor:-**

1. RO IO SRO

2. **For Excellent**: IO SRO DG FWO

|  |  |  |  |
| --- | --- | --- | --- |
| **Cat** | **IO** | **SRO** | **NSRO** |
| NMS/FS-6 to 12 | Capt / Maj / Dy Mngr | GSO-1 / AQ / CO / Dir / GM / COO | DG FWO |
| MS-5 |
| MS-3 to 4 | CO |
| MS-2 | GSO-1 / AQ / CO | Comd / Dir / COO |
| MS-1 | Brig Staff | DG FWO |