



CONFIDENTIAL

**INDRAPRASTHA POWER GENERATION CO. LTD.**  
**&**  
**PRAGATI POWER CORPORATION LIMITED**  
**ANNUAL ASSESSMENT REPORT : (STENOGRAPHERS,**  
**PERSONAL ASSISTANT AND PRIVATE SECRETARY)**

For the Year : \_\_\_\_\_

(If for part of the year, specify period

From : \_\_\_\_\_ To : \_\_\_\_\_)

Name :	Employee No. :
Designation :	Department :
Division :	Dt. of Entry in the present Grade :
Whether SC or ST or OBC : If not say 'Neither'	Date of Birth :

**ANNUAL ASSESSMENT : GUIDELINES FOR USE**

1. Responsibility for Assessment: Assessment for each employee will be done by the Reporting Officer (to whom the employee reports) - the minimum level for which should not be less than Asstt. Manager.
2. Where the employee has worked with more than one reporting officer for more than 3 months, he will be assessed by all the reporting officers, in separate forms.
3. The reporting officer should evaluate the attributes as corroborated by periodic records maintained and have sufficient evidence reflected during the entire period and not on isolated for recent incidents.
4. Each attribute should be assessed independently, uninfluenced by the rating of other attributes. Against attributes that are not applicable kindly write 'NA'.

It may be pointed out that the appraiser has the freedom not to evaluate an attribute for which he does not have sufficient data or which he does not consider relevant for the position of the appraisee.



	Outstanding (Exceeds present job requirement)	Satisfactory (Meets present job requirement)	Unsatisfactory (Below Present job requirement)
1. Job abilities ; Job knowledge and its utilization, relating to the position held	.....	.....	.....
In case of Stenos & Typists:			
Proficiency and accuracy in typing/ stenographic work	.....	.....	.....
2. Timely completion of tasks assigned/ promptness	.....	.....	.....
3. Maintenance of records and files and efficiency in retrieval of papers	.....	.....	.....
4. Follow-up of matters relating to work	.....	.....	.....
5. Dependability and responsibility towards work	.....	.....	.....
6. Accuracy and thoroughness (Quality)	.....	.....	.....
7. Knowledge of Company Rules and procedures related to job.	.....	.....	.....
8. Handling of confidential documents	.....	.....	.....

	<b>Outstanding (Exceeds present job requirement)</b>	<b>Satisfactory (Meets present job requirement)</b>	<b>Unsatisfactory (Below Present job requirement)</b>
9. Proficiency with regards to written communication/skill in drafting.	.....	.....	.....
10. Amenability to discipline.	.....	.....	.....
11. Relationship with supervisors and fellow employees	.....	.....	.....
12. Punctuality and regularity in attendance.	.....	.....	.....
13. To be filled for PAs/PSs & where applicable	.....	.....	.....
Tact in handling telephone calls and dealing with visitors	.....	.....	.....
14. Cite incidents of breach of Company Rules & features of misconduct, if any. In case of any disciplinary action, give details & name of charge.			
15. Has the official been reprimanded for indifferent work or for other causes during the period under report.			
Details of commendations & awards and special remarks, if any.			



**TRAINING & CAREER DEVELOPMENT : (To be filled by the Reporting Officer)**

(a) Keeping in mind his/her (i) present assignment (ii) capabilities (iii) future development, do you feel that the employee should be given a rotational assignment within or outside the section/department or an additional skill?

(b) If yes, give details of the rotational assignment/additional skill:

- With reference to his present assignment :
- With reference to his future development :

(c) Approximate month when these recommendations should take effect :

**OVERALL ASSESSMENT :**

(To be filled by the Reporting Officer)

Outstanding  
(Consistently  
exceptional  
performance)

Good  
(Fairly  
High level  
of  
performance)

Average  
(Performance  
generally as  
per job  
requirement)

Below Average  
(perf. generally  
below the job  
requirement)

Unsatisfactory  
(Performance  
mostly not  
meeting the  
job requirement)

**FINAL RATING (in words)**

(O.S/GOOD/AVERAGE/BELOW AVERAGE/UNSATISFACTORY)

Name .....

Signature .....

Designation .....

Date .....