

Confidential

# Uttarakhand Renewable Energy Development Agency (UREDA)



## Annual Performance Report District level Officers

Period From..... to .....

Name:

Designation:

# Form for Annual Performance Evaluation

## Section-I

### Self Appraisal

Period From..... to .....

1. Name of the Officer/Employee :
2. Designation :
3. Date of Joining in UREDA :
  - i) Present Scale :
  - ii) Present Designation :
4. Period of absence from duty during leave/training in the year:
5. Particulars of normal allocated works .
6. Particulars of achievement if any,
7. Detail of performance Appraisal of subordinated for the previous year

Sl	Name & Desgn. Of subodinate	Period	If performed (√) Yes	If not performed reasons

8. Difficulties observed in performing the work, if any
9. Suggestion for removing such difficulties

Signature  
Name & Designation

## Section-II

### 10-Reference table for Grading

Percentage	95% & Above	90-94%	85-89%	80-84%	75-79%	70-74%	65-69%	60-64%	55-59%	55 & Below
Grading Point	10	9	8	7	6	5	4	3	2	1

### Assessment of performance

#### 10-A- Table--(Weightage) 25%

Sl.	Works (Define every work separately)	Target	Target Achieved	% Target Achieved	Grading
1	Survey of Projects				
2	Project Reports				
3	Checking of Estimates/Assessment of Projects				
4	Progress made for under Construction Projects (Provide details of every project separately)				
5	Commissioning projects (if any)				
<b>Overall Grading:</b>					

#### 10-B-Table-(Weightage) 30 %

Sl. No	Systems	Target	Target Achieved	% Target Achieved	Grading
<b>Overall Grading:</b>					

#### 10-B(i) Financial year District Plan

Last Year Budget	Outlay	Budget Provision	Budget Release	Actual utilization

#### 10-C-Table-(Weightage) 20 %

a) Effort made for getting budget from District Plan (provide comments within 100 words) 10 Points

b) Innovative work/scheme started for Renewable Energy Development in Distt (provide comments with 200 words) **10 Points.**

**10-D-Table-(Weightage) 05 %**

Sl	Activity	Target	Target Achieve	% Target Achieved	Grading
	Conference / workshops/Training				
	Meetings & Participation other District level Activity which want to incorporate				
<b>Overall Grading:</b>					

**Signature of the Appraisee**

**Section-III**

**Appraisal by Reporting Officer**

**11-** Do you agree with the performance of the appraise relating to the accomplishments of assigned work as filled out point-10-A, B,C,D? If not give reason.

**12-** Has the appraise met with any significant failures in respect of his duties/works assigned? If yes, give reason.

**13. Assessment of Personal Attributes by Reporting Officer Table- (Weightage)-20%**

Sl. No.	Parameters	Grading
13.1	Theoretical knowledge	
13.2	Practical knowledge	
13.3	Knowledge of Rules/Codes/Manuals/Procedures	
13.4	Temperament	
13.5	Behaviors towards Consumers	
13.6	Behaviors towards Colleagues & Seniors	
13.7	Decision making Ability	
13.8	Sense of responsibility	
13.9	Supervision & Quality of work	
13.10	Intelligence & Understanding	
13.11	Ability in adhering to schedules & Co-ordination with others	
13.12	Management of staff	
<b>Overall Grading:</b>		

**14- Integrity Certificate:**

(a) The general reputation of Sri/Ms.....for honesty is Good and I certify his/her Integrity.

(b) The general reputation of Sri/ Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

**15-** In case the reporting authority is convinced that the appraise is exceptionally good with respect to His/her duties & responsibilities but due to some unavoidable circumstances during the period of appraisal his/ her performance has not been up to the mark as reflected at point-10, Reporting authority will have the discretion of giving +10% additional marks in the overall grading of Table- A&B and Vice-versa (-10%) in case the performance of the candidate is not up to the expected level (But detailed & convincing reasons will have to be given in the column provided below).

**Suggested variation (Please Tick)**

Percentage (%)	-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5	+6	+7	+8	+9	+10	
Pt.-10-A																						
Pt.-10-B																						
Pt.-10-C																						
Pt.-10-D																						

**16-** Overall Grade corresponding to the Assessment of Reporting & Reviewing Authority (on 10 points Scale) \_\_\_\_\_

**Date:**

**Signature of the Reporting Officer  
Designation**

Note- (Point 10 consider equal to Outstanding, Point 7-9 Very Good, point 6-7 good, upto 5 Point equal to Bad/Unsatisfactory)

**Section –IV**

**Assessment by Reviewing Authority**

**17-** Do you agree with the assessment made by the Reporting officer at points 11, 12, 13, 14, 15 & 16? If not, give (Point wise reasons along with your assessment in the following table.)

Point No.	Yes/No	If not, give reasons	Your Assessment
11			
12			
13			
14			
15			
16			

**Date:**

**Signature of the Reviewing Authority**

**Section-V**

**Assessment by Accepting Authority**

18- Overall Grade corresponding to the Assessment of Reporting & Reviewing Authority (on 10 points Scale)

19- **Integrity Certificate:**

(a) The general reputation of Sri/ Ms.....for honesty is Good and I certify his/her Integrity.

(b) The general reputation of Sri /Ms.....for honesty is not good and I withhold his/her integrity on accour.It of the following reasons:

Date:

Signature of the Accepting Authority  
Designation