

Performance Appraisal Report (PAR) of MANIPUR STATE POWER COMPANY LIMITED

(FORM FOR MANAGER)

Department/Office of the _____

For the year / period ending _____

Name of the Officer reported on _____

Rank of the Officer reported on _____

Name of Reporting Officer :

Deputy General Manager _____

General Manager _____

Period for which the Manager has served under the reporting officers :

Deputy General Manager _____

General Manager _____

INSTRUCTION

1. It is desirable that instances bearing out the opinions expressed are to be given wherever practicable, especially if the same are unfavourable.
2. It is expressed that the General Manager will in general term give their own opinion regarding the conduct and qualification of the Manager. And that they will especially state how far they agree with the Deputy General Manager's report.
3. If the Engineer has served less than six months under the officer reporting the opinion the officer under whom he had previously served should be consulted and his opinion attached to the report. If the reporting authority is transferred after a period of more than 3 (three) months, he should leave to his successor a full report in the prescribed form.
4. Under the "General Remark" such additional information must be given as may be necessary to assist the Managing Director to form an accurate opinion on the conduct and qualification of the officer reported upon.

Report on the conduct and Qualification of Shri _____
Reporting Year _____

Nature of charge :

- a) Name of Sub-Division _____
- b) Description of work of which
The officer has been engaged :

Professional ability :

- a) Is his technical knowledge sound :
- b) Has he sufficient practical
experience on building & road etc :
- c) Is he efficient in maintenance
of building & road etc :
- d) Has he any special professional
attainments :
- e) Does he have any special aptitude
for any particular class of work :

Departmental Efficiency :

- a) Has he adequate knowledge of
initial accounts and does he exercise
sufficient supervision over them :
- b) Does he exercise effective control
over the work of his subordinates :
- c) Does he exercise check of their works :
- d) Does he comply with Code rules regarding
the accounting of and accounting for stock :
- e) Is he methodical and is his office in good order :
- f) Are his arrangement for carrying out works
satisfactory and are his method sound or otherwise :
- g) Are his reports reliable :

General Qualification :

- a) Mention specially whether he is
 - i) energetic :
 - ii) Observant :
 - iii) Initiative & drive :
- b) Is he good tempered :
- c) Is he careful and painstaking in
instructing & training his subordinates :
- d) Has he passed his departmental Exam :

Steps taken to remedy defects :

- a) Has he taken steps during the period
under report to remedy defects, if any,
to which his attention might have been drawn
in the previous year :

Report on the conduct and Qualification of Shri _____
Reporting Year _____

Promotion :

- a) Do you consider him to be an officer of more than ordinary attainment and ability :
- b) Have you ever suggested his transfer from under your control, if so why :
- c) Having regards to his work during the past year do you recommend him for an increment under the time scale. If not state the ground why it should be withheld :
- d) State whether you consider the Manager qualified to hold charge of division :

General Remarks :

Has he maintained reputation for integrity :

Note : Deal fully with such evidence as is available of inefficiency or corruption or other failings which impair his value. Any instance of corrupt practice should be stated.

Date _____

Deputy General Manager.
_____ Division.

Remarks of the General Manager :-

- a) Deserving and qualified to hold charge of Division :
- b) Are you agreeable to his being employed in charge of a division under your control ? :
- c) General remark
Has he maintained reputation for integrity :

Note : Deal fully with such evidence as is available of inefficiency or corruption or other failings which impair his value. Any instance of corrupt practice should be stated.

Date _____

Report on the conduct and Qualification of Shri _____
Reporting Year _____

General Manager
_____ Circle

Remarks of the Managing Director:

Managing Director