

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

(FORM FOR MANAGER/SENIOR 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 \_\_\_\_\_

Executive Director \_\_\_\_\_

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

Deputy General Manager \_\_\_\_\_

General Manager \_\_\_\_\_

Executive Director \_\_\_\_\_

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

**Departmental Efficiency :**

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

**General Qualification :**

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

**Steps taken to remedy defects :**

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

**Report on the conduct and Qualification of \_\_\_\_\_**  
**Reporting Year \_\_\_\_\_**

**Promotion :**

- a) Do you consider him/her to be an officer of more than ordinary attainment and ability :
- b) Have you ever suggested his/her transfer from under your control, if so why \_\_\_\_\_ :
- c) Having regards to his/her work during the past year do you recommend him/her 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/she 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 \_\_\_\_\_

Executive Director/ General Manager/  
Deputy General Manager \_\_\_\_\_  
Circle/Division.

**Report on the conduct and Qualification of \_\_\_\_\_**  
**Reporting Year \_\_\_\_\_**

**Remarks of the Executive Director/General Manager :-**

- a) Deserving and qualified to hold charge of Division :
- b) Are you agreeable to his/her being employed in charge of a division under your control ? :
- c) General remark  
Has he/she 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 \_\_\_\_\_

Executive Director/ General Manager  
\_\_\_\_\_ Circle

**Remarks of the Managing Director:**

Managing Director