

Performance Appraisal Report (PAR) of MANIPUR STATE POWER COMPANY LIMITED
For General Manager (Technical)

Report on the conduct and qualifications of General Manager for the period from.....to

Name of Officer reported on.....

Name of Reporting Officer.....

Executive Director/ Managing Director

Period for which the General Manager
has served the reporting officer

Executive Director/Managing Director

Year

month

INSTRUCTION

1. Instances bearing out the opinion expressed are to be given wherever practicable and in the cases of questions (2)(a),(b) & 4, they are absolutely necessary if the answer is unfavourable.
2. Anything specially creditable or discreditable to the office should be mentioned even if not specially provided for and all commendations of censures recorded by the Government of Manipur during the year should be referred to.
3. If the work on which the office is employed is specially important or arduous, the fact should be stated.
4. If the officer has served under the reporting authority for less than 6(six) months, the Officer who has 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

- f) Has he adequate of account to be able to expenditure?
- g) Has he proved his fitness for powers delegated to him for technical sanctions, acceptance of contracts etc.?
- h) Is he well acquainted with rules and procedures?

6. Professional knowledge

- f) Is he technical knowledge sound?
- g) Has he sufficient practical experience of construction of new works?
- h) Is he efficient in maintenance of building and roads etc.
- i) Has he any special professional attainments?
- j) Does he show special aptitude for any particulars class of work?

7. **General qualification :**

- e) Does he show adequate initiative drive and is he energetic?
- f) Is there anything in his work to show that his efficiency as a Government Officer is impaired by his constitution or habits?
- g) Does he process active habits and does he inspect his work frequently?
- h) Does he take adequate interest in the training of his Sub-Divisional Officers and Section Officers?

8. Steps taken to remedy defects :

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

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9. Promotion:

- e) Do you consider him to be an officer to more than ordinary attainment and qualities ?
- f) Have you ever suggested his transfer from under your control? If so, Why?
- g) Having regard to his work during the past year, do you recommend him for an increment under the time scale? If not state grounds on which you consider that the increment would be withheld?
- h) Do you consider him fit for promotion for Administrative charged?

10. General Remarks of the Reporting Officer :

Has the officer maintained his integrity?

(Note:- Dealfully with such evidence as is available of inefficiency or corruption or other failing which impair his value, and instance of corruption practice should be specifically stated).

Executive Director/ Managing Director

11. Remarks of the Reviewing Officer:

Managing Director

12. Remarks of the Accepting Authority(if any)

Administrative Secretary (Power)