

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 _____

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