

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD

ANNUAL PERFORMANCE ASSESSMENT REPORT OF CLASS I & II SERVICE
FOR THE PERIOD FROM 20 TO 20

(1) Name :

(2) Date of Birth :

(3) Designation of the Officer :

(4) Department :

(5) Length of service
under reporting officer :

(6) **Self Appraisal:**

(a) Brief Description of Duties :

(b) Achievement :

SIGNATURE OF THE ASSESSEE

(7) PERFORMANCE ASSESSMENT BY THE REPORTING OFFICER:

SL. No.	Abilities	To be filled by Reporting Officer (Enter marks from 0- 10 in whole No.)
	(i) ASSESSMENT OF PROFESSIONAL ABILITIES:	
1	Accomplishment of planned work/work allocation as per subjects allotted	
2	Maintaining time schedule	
3	Quality of output	
4	Analytical ability	
5	Ability to tackle emergencies	
6	Cost consciousness	
7	Aptitude for Special work	
8	Accomplishment of exceptional work	
	(ii) ASSESSMENT OF PERSONAL ATTRIBUTES:	
9	Attitude to work	
10	Willingness to assume responsibility	
11	Communication skills	
12	Managerial Ability	
13	Capacity to work in team spirit	
14	Dependability	
	(iii) ASSESSMENT OF FUNCTIONAL COMPETENCY:	
15	Job Knowledge (Technical Awareness, Codes, Rules/Regulations etc.)	
16	Capacity to prepare plan and accurate estimates	
17	Working Knowledge in Computers	
18	Strategic Planning ability	
19	Decision making ability	
20	Ability to motivate and develop subordinates	
	Total (out of 200)	
	Overall Grading (%) = (Total / 2)	

Note: Assessment of individual shall be done on the basis of quantitative results achieved in the respective wings like improvement in the revenue (for eg. service connections effected / pending, collection and detection of theft in distribution system) and on the qualitative aspects like improvement in the system (For eg. Consumer grievances attended, defective meter replaced & feedback from the consumers in distribution system)

- (8) Overall Grading:
 (Please tick (✓) in the appropriate rating and strike out (X) others.)

Overall Rating	Out Standing	Very Good	Good	Average	Below Average
	<input type="checkbox"/>				
	(91 to 100)	(76 to 90)	(51 to 75)	(26 to 50)	(1 to 25)

- (9) Any punishment during the period of report (Give details if any):

(10) (i) Area best suited :

(ii) Fitness for Promotion :

Date:

SIGNATURE OF THE REPORTING OFFICER

Name in Block letters:

Designation:

Remarks of Scrutinising Officer:

Date:

SIGNATURE OF THE SCRUTINISING OFFICER

Name in Block letters:

Designation:

Acknowledgement:

Seen the Performance Assessment Report for the period from 20 to 20

Date:

SIGNATURE OF THE ASSESSEE

Name in block letters:

Designation: