



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Power Grid Corporation of India Limited
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी
Central Public Information Officer under the RTI Act, 2005
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122007
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



PGCIL/R/21/M-32

दिनांक: 31 December, 2021

Shri Hitendra Kumar Phukan
(Emp. No. 60051252),
Jayanta Enclave, VIP Road,
Sachal, Kamrup (M), Assam - 781022

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी।

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 7 December, 2021 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें।


उपरोक्त पत्र में बांछित जानकारी अनुलग्नक-1 में संलग्न है।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हो तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आरटीआई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी. अनंत शर्मा
कार्यपालक निदेशक (सी. एस.) एवं अपील प्राधिकारी
केन्द्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
सौदामिनी, प्लॉट नंबर-2, सेक्टर-29, गुडगांव-122001, हरियाणा।
ईमेल आईडी: appellate.cc@powergrid.co.in
फोन नंबर: 0124-2571994

धन्यवाद,

भवदीय,


(जसबीर सिंह) 31/12/21

मुख्य महाप्रबंधक (के. आ.) एवं के.लौ.सू.अधिकारी

Email ID: cpio.cc@powergrid.co.in

Sub: Reply to RTI Request of Shri Hitendra Kumar Phukan, Kamrup, Assam

Sl.No.	Information sought:	Reply:
1.	Kindly furnish me the Annual Appraisal Reports (ACRs) for the last 3 (Three) years from 2017-18; 2018-19 to 2019-20	The requested ACRs are enclosed at Annexure-A.

हरिहर कुमार

ANNUAL APPRAISAL REPORT

Name: Hitendra Kumar Phukan
Employee No. : 60051252
Year : 2017-18
Duration : 01.04.2017 - 31.03.2018

E6

POWERGRID CORPORATION OF INDIA LIMITED
(A Government of Indian Enterprise)

**PERFORMANCE APPRAISAL REPORT
FOR EXECUTIVES AT THE LEVEL OF
E6**

From 01.04.2017 To 31.03.2018.

PERSONAL DATA :

NAME: Hitendra Kumar Phukan	EMPLOYEE NO. : 60051252
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Phulbari / NERPSIP /North Eastern Region	QUALIFICATION : B Tech-1991
NAME & DESIGNATION : OF THE REPORTING OFFICER : Vikram Chand DGM	DATE OF BIRTH : 21.02.1969

Emp. No. 60051252

PART - I : PERFORMANCE**A : PERFORMANCE PLAN AND MID YEAR REVIEW**

Key Result Areas together with measures / indicators and max. marks to be jointly agreed upon between the Appraiser and Appraisee at the beginning of the review period and then filled in the format given below :-

PERFORMANCE PLAN					MID YEAR REVIEW	
SNo.	Key Result Areas	Measures/ Indicators	Targets	Maximum Marks	Actual Achievement (given by appraisee)	Review (by Appraiser)
0001	Establishment of project office and infrastructure development works related to the project	Percentage	100.00	010	10	
0002	Cordination between state Electricity Board, and various Govt. agencies for statutory clearances well as day to day activities	Percentage	100.00	005	5	
0003	substation construction activities like boundary wall , control room, and switchyard	Percentage	100.00	020	19	
0004	Initiate the survey of Transmission line, finalization of route, details and check survey and its approval	Percentage	100.00	010	10	
0005	Foundation of Transmission line	Percentage	100.00	020	20	
0006	Row related to both Sub station and Transmission line	Percentage	0.00	015	15 (No ROW issue)	
0007	FQP	Percentage	100.00	010	10	
0008	SAFETY	Percentage	100.00	010	10	

SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISERNAME : Vikram ChandEMPLOYEE NO. : 60016376DESIGNATION : DGM

B : YEAR-END PERFORMANCE REVIEW

The KRAs and measures after incorporating changes, if required, will be recast from the previous page and year-end review will be carried out.

PERFORMANCE REVIEW					YEAR-END REVIEW		
SNO.	Key Result Areas	Measures/ Indicators	Targets	Maximum Marks	Actual Achievement (given by appraisee)	Review (by Appraiser)	Marks Awarded*
0001	Establishment of project office and infrastructure development works related to the project	Percentage	100.00	010	10	60	6.00
0002	Coordination between state Electricity Board, and various Govt. agencies for statutory clearances well as day to day activities	Percentage	100.00	005	5	90	4.00
0003	substation construction activities like boundary wall, control room, and switchyard	Percentage	100.00	020	20	70	14.00
0004	Initiate the survey of Transmission line, finalization of route, details and check survey and its approval	Percentage	100.00	010	10	80	8.00
0005	Foundation of Transmission line	Percentage	100.00	020	20	80	16.00
0006	Row related to both Sub station and Transmission line	Percentage	0.00	015	15	80	11.00
0007	FQP	Percentage	100.00	010	9	50	5.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

[Signature Box]

SIGNATURE OF THE APPRAISER

NAME: Vikram Chand

EMPLOYEE NO.: 60016376

DESIGNATION: DGM

[Signature Box]

Total Performance Marks for the year (Prorated to total Marks of) =

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 46.80$$

0008	SAFETY	Percentage	100.00	010	10	80	8.00
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SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

Total Performance Marks for the year
(Prorated to total Marks of) =

SIGNATURE OF THE APPRAISER

NAME: Vikram Chand

EMPLOYEE NO.: 60016376

DESIGNATION: DGM

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 46.80$$

Emp.No. 60051252

PERFORMANCE REVIEW SHEET

Comments on performance & review discussion by Appraiser-major achievements,constraints if any,& need for training & development

HE NEEDS TRAINING ON ETHICAL BEHAVIOUR

Comments of work done in official language Hindi

HE KNOWS WORKABLE HINDI

Appraiser's comments on Potential suitability

HE NEEDS TRAINING ON ETHICAL BEHAVIOUR

SIGNATURE OF THE APPRAISER

NAME: Vikram Chand

EMPLOYEE NO.:60016376

DESIGNATION: DGM

PART - II : COMPETENCIES

(This section consist of functional/technical mangerial competencies required for successful performance in job)

COMPETENCIES		RATING 5-4-3-2-1*
001	Business Environment Knowledge : Knowledge and understanding of POWERGRID's business dimensions; Knowledge of mission; MOU targets, Corporate Plan and understanding of economic, legal, socio political trends.	03
002	Profession Specific Knowledge : Knowledge related to one's profession; Knowledge of standard operating procedures and policies in POWERGRID; Keeping abreast of current developments and trends.	03
003	Decision Making : Use related data to support effective and timely decisions by - systematically gathering relevant information, - identifying the strengths and weaknesses of a particular area/department/function,- recognizing opportunities or threats and acting on them rapidly using facts collected.	02
004	Planning & Coordination : Ability to develop strategies and schedules for meeting goals and anticipate obstacles to goal attainment. It includes thinking ahead and identifying possible barriers or problems which will affect the completion of work;Monitoring progress of plans and making adjustments when necessary.	02
005	Systematic Thinking : Identifying connections between situations that are not obviously related; Using common sense; Past experience and basic rules to identify key underlying issues;Generating and testing hunches which may explain complex situations or problems.	02
006	Learning Orientation : Desire and capacity to readily learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. It involves an orientation towards new ideas, acquiring knowledge, mastering new skill sets, and the drive to continuously grow and learn. Understand own strengths and identifies areas of development and growth; Demonstrate self-development skills and make initial efforts to improve in weaker areas.	02
007	Result Orientation : and a concern for exceeding goals set by self or others. It includes executing actions in a focused manner and pursuing alternative courses of action to increase the probability of reaching desired outcomes.Capacity to be energized and excited by challenging objectives	03
008	Leadership : Ability to use effective leadership techniques to manage the performance of team members. This includes motivating and inspiring others towards achieving specific aims,communicates the mission of the team and uses it to set goals, encourages team members to achieve set goals; Understands the full extent of the team's capabilities; Ensures support to the team by obtaining resources and information for the team.	03
009	Team Player : To contribute to group objectives in a team environment through cooperating and interacting well with others; Contributing actively and fully to team projects;Working collaboratively as opposed to competitively with others, acknowledging diverse opinions, addressing relevant concerns and working towards consensual solutions that enhance the output of the team.	02

Rating on Competencies (Prorated to marks) = $\frac{\text{Total of All Ratings} * 15.00}{45} = 7.33$

- *5 Indicates Outstanding Ability
- 4 Indicates Very Good
- 3 Indicates Good
- 2 Indicates Average
- 1 Indicates Not Satisfactory

SIGNATURE OF THE APPRAISER

NAME Vikram Chand
EMPLOYEE NO. 60016376
DESIGNATION DGM

Emp.No. 60051252

PART-III: VALUES

This section consist of values which are to be demonstrated in day to day activities

VALUES		RATING 5-4-3-2-1*
001	FAIRNESS: DECISIONS ARE MADE OBJECTIVELY; FREE FROM PATRONAGE AND REFLECT THE JUST TREATMENT OF EMPLOYEES AND APPLICANTS.	02
002	INTEGRITY: DEMONSTRATE HONESTY AND SINCERITY IN EVERY ACTION ; APPLY SOUND BUSINESS AND PROFESSION ETHICS; BEING ACCOUNTABLE FOR MISTAKES.	02
003	ZEAL TO EXCEL: HAS THE EAGERNESS TO PERFORM, PASSION TO EXCEL AND REACH THE TOP, STRIVE TO DELIVER THE BEST POSSIBLE RESULTS	02
004	ZEST FOR CHANGE: APATITE TO IMPROVE ON PREVIOUSLY ESTABLISHED PROCESSES AND PROCEDURES, EXCITEMENT FOR NEW OPPORTUNITIES AND POTENTIAL, WORKING PROACTIVELY TO ADDRESS THE NEW REQUIREMENTS	02
005	SPEED OF RESPONSE: PROMPT ACTION IN MATTERS RELATING TO WORK, SENSE OF URGENCY IN RESOLVING THE PROBLEM	03
006	ADHERENCE TO COMMITMENTS: HAVING A SENSE OF OBLIGATION TOWARDS COMPLETION OF TASKS.	03
007	RESPECT FOR DIGNITY: SHOWING RESPECT TO PEOPLE ALONG WITH WHOM ONE WORKS. UNDERSTAND, ACKNOWLEDGE AND CONSIDER THE VALUES, BELIEFS AND EXPECTATIONS OF EMPLOYEES, BELIEVES/ASSUMES THE BEST IN OTHERS	02
008	FOSTERING LEARNING: CREATING AN ATMOSPHERE OF CONTINUOUS LEARNING, PROMOTING COLLABORATIVE EXPERIENCES AT WORK THAT HELP PEOPLE CONSTANTLY LEARN AND SHARE KNOWLEDGE. ACTS AS A MENTOR AND/OR ENCOURAGES OTHER EMPLOYEES TO IMPROVEAND DEVELOP INDIVIDUAL SKIL	03
009	CREATIVITY: DIVERGENT THINKING SKILLS, ABILITY TO PERCEIVE THE WORK IN NEW WAYS, TO FIND HIDDEN PATTERNS, TO MAKE CONNECTIONS BETWEEN SEEMINGLY UNRELATED PHENOMENA, TRIES DIFFERENT AND NOVEL WAYS TO DEAL WITH WORK PROBLEMS AND OPPORTUNITIES.	02
010	LOYALTY & PRIDE: SHOWING OWNERSHIP TOWARDS WORK, KNOWING THAT THEIR WORK COMPLEMENTS THE GREATER WHOLE, HAVING SENSE OF SATISFACTION AND ACHIEVEMENT FROM BEING ASSOCIATED WITH WORK.	02

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 4.60$$

SIGNATURE OF THE APPRAISER

NAME: Vikram Chand
 EMPLOYEE NO.:60016376
 DESIGNATION: DGM

Emp.No. 60051252

PART-IV : POTENTIAL APPRAISAL

This section consist of Attributes which are to be demonstrated in day to day activities. Attributes would represent the core skills required for the next higher ground

GENERIC ATTRIBUTES		RAITINGS 5-4-3-2-1*
001	Inspire People : To generate a sense of purpose for the work done through instilling enthusiasm; Loyalty and commitment among team members;Setting an example for others by behaving in ways that are consistant with espoused beliefs and values and the organ	02
002	Team Building : Demonstrates effectiveness in re-organising his/her own department; Manage diverse and divergent views and group processes without losing sight of objectives.	02
003	Ability to build a Strategic Vision : Demonstrates ability to manage change; Focus on long term issues; Strategic thinking and Translate vision into goals.	03
004	Business Sense : Commitment to bottom line results by enhancing revenue generation by addressing interest of customers and stakeholders; Balancing need for viable short and long term performance; Optimizing unit/organization's contribution while supportin	02
005	Coaching : It is a process of communicating and engaging employees to bring efficiency. This promotes a productive employee environment.Coaching employees facilitates effective communication from all levels of an organization and provides a channel for f	02

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 4.40$$

SIGNATURE OF THE APPRAISER

NAME: Vikram Chand

EMPLOYEE NO.:60016376

DESIGNATION: DGM

Emp.No. 60051252

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Vikram Chand , DGM)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	46.80
COMPETENCIES	15.00	7.33
VALUES	10.00	4.60
POTENTIAL	10.00	4.40
TOTAL	100.00	63.13

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	S C Agrawal	General Manager	100	59	Marks moderated as per the position in the Group
Level - 0003	Rajiv Kumar	ED	100	59	ok
Level - 0004	Prabhakar Singh	Director (Proj)	100	59	Agree

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Good(59.00)

Signature of the Chairman of
moderation committee :Ravi P Singh
Director (Personnel)**"This is computer generated report, hence no signature is required."**

ANNUAL APPRAISAL REPORT

Name:	Hitendra Kumar Phukan
Employee No. :	60051252
Year :	2018-19
Duration :	01.04.2018 - 31.01.2019

E6

POWERGRID CORPORATION OF INDIA LIMITED
(A Government of Indian Enterprise)
Corporate Office: "Saudamini", Plot No.-2, Sector-29, Gurgaon-122001, Haryana

POWERGRID CORPORATION OF INDIA LIMITED

(A Government of Indian Enterprise)

**PERFORMANCE APPRAISAL REPORT
 FOR EXECUTIVES AT THE LEVEL OF
 E6**

From 01.04.2018 To 31.01.2019.

PERSONAL DATA :

NAME: Hitendra Kumar Phukan	EMPLOYEE NO. : 60051252
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Balipara / S/S O&M /North Eastern Region	QUALIFICATION : B Tech-1991
NAME & DESIGNATION : OF THE REPORTING OFFICER : P S Stafford Senior GM	DATE OF BIRTH : 21.02.1969

Emp. No. 60051252

PART - I : PERFORMANCE**A : PERFORMANCE PLAN AND MID YEAR REVIEW**

Key Result Areas together with measures / indicators and max. marks to be jointly agreed upon between the Appraiser and Appraisee at the beginning of the review period and then filled in the format given below :-

PERFORMANCE PLAN					MID YEAR REVIEW	
SNo.	Key Result Areas	Measures/ Indicators	Targets	Maximum Marks	Actual Achievement (given by appraisee)	Review (by Appraiser)
	Availability of all elements in the S/s	Percentage	100.00	010		
0002	Adherence of AMP	Percentage	100.00	010		
0003	Availability of Auxiliary System	Percentage	100.00	010		
0004	Equipment failure	Number or Days	0.00	010		
0005	Rectification of all issue identified by SIR	Percentage	100.00	010		
0006	Compliance of IMS Audit, safety audit, implementation of CSR scheme, etc.	Percentage	100.00	010		
0007	Observation of FOA and Compliance	Percentage	100.00	005		
0008	Safety Zero Accident	Number or Days	0.00	010		
0009	Renovation and repairing of all S/s infrastructure works	Percentage	100.00	010		

SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISER

NAME : P S Stafford

EMPLOYEE NO. : 60050020

DESIGNATION : Senior GM

0010	Erection Commissioning of new equipment	Percentage	100.00	005		
0011	Timely replacement of faulty equipment in switchyard	Percentage	100.00	010		

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION :

SIGNATURE OF THE APPRAISER

NAME : P S Stafford

EMPLOYEE NO. : 60050020

DESIGNATION : Senior GM

Emp. No. 60051252

B : YEAR-END PERFORMANCE REVIEW

The KRAs and measures after incorporating changes, if required, will be recast from the previous page and year-end review will be carried out.

PERFORMANCE REVIEW					YEAR-END REVIEW		
SNO.	Key Result Areas	Measures/ Indicators	Targets	Maximum Marks	Actual Achievement (given by appraisee)	Review (by Appraiser)	Marks Awarded*
0001	Availability of all elements in the S/s	Percentage	100.00	010	99%		8.00
0002	Adherence of AMP	Percentage	100.00	010	95%		9.00
0003	Availability of Auxiliary System	Percentage	100.00	010	95%		8.00
0004	Equipment failure	Number or Days	0.00	010	0		8.00
0005	Rectification of all issue identified by SIR	Percentage	100.00	010	90%		9.00
0006	Compliance of IMS Audit, safety audit, Implementation of CSR scheme, etc.	Percentage	100.00	010	95%		9.00
0007	Observation of FQA and Compliance	Percentage	100.00	005	95%		4.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

Total Performance Marks for the year
(Prorated to total Marks of) =

SIGNATURE OF THE APPRAISER

NAME: P S Stafford

EMPLOYEE NO.: 60050020

DESIGNATION: Senior GM

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 53.95$$

0008	Safety Zero Accident	Number of Days	0.00	010	0	8.00
0009	Renovation and repairing of all S/s infrastructure works	Percentage	100.00	010	97%	8.00
0010	Erection Commissioning of new equipment	Percentage	100.00	005	100%	4.00
0011	Timely replacement of faulty equipment in switchyard	Percentage	100.00	010	95%	8.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

[Signature Box]

SIGNATURE OF THE APPRAISER

NAME: P S Stafford

EMPLOYEE NO.: 60050020

DESIGNATION: Senior GM

[Signature Box]

Total Performance Marks for the year
(Prorated to total Marks of) =

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 53.95$$

Emp.No. 60051252

PERFORMANCE REVIEW SHEET

Comments on performance & review discussion by Appraiser-major achievements,constraints if any,& need for training & development

[Empty box for performance review comments]

Comments of work done in official language Hindi

[Empty box for work done in Hindi]

Appraiser's comments on Potential suitability

[Empty box for potential suitability comments]

SIGNATURE OF THE APPRAISER

NAME: P S Stafford
EMPLOYEE NO.:60050020
DESIGNATION: Senior GM

PART - II : COMPETENCIES

(This section consist of functional/technical mangerial competencies required for successful performance in job)

COMPETENCIES		RATING 5-4-3-2-1*
001	Business Environment Knowledge : Knowledge and understanding of POWERGRID's business dimensions; Knowledge of mission; MOU targets, Corporate Plan and understanding of economic, legal, socio political trends.	04
002	Profession Specific Knowledge : Knowledge related to one's profession; Knowledge of standard operating procedures and policies in POWERGRID; Keeping abreast of current developments and trends.	04
003	Decision Making : Use related data to support effective and timely decisions by - systematically gathering relevant information, - identifying the strengths and weaknesses of a particular area/department/function, - recognizing opportunities or threats and acting on them rapidly using facts collected.	03
004	Planning & Coordination : Ability to develop strategies and schedules for meeting goals and anticipate obstacles to goal attainment. It includes thinking ahead and identifying possible barriers or problems which will affect the completion of work; Monitoring progress of plans and making adjustments when necessary.	03
005	Systematic Thinking : Identifying connections between situations that are not obviously related; Using common sense; Past experience and basic rules to identify key underlying issues; Generating and testing hunches which may explain complex situations or problems.	04
006	Learning Orientation : Desire and capacity to readily learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. It involves an orientation towards new ideas, acquiring knowledge, mastering new skill sets, and the drive to continuously grow and learn. Understand own strengths and identifies areas of development and growth; Demonstrate self-development skills and make initial efforts to improve in weaker areas.	04
007	Result Orientation : and a concern for exceeding goals set by self or others. It includes executing actions in a focused manner and pursuing alternative courses of action to increase the probability of reaching desired outcomes. Capacity to be energized and excited by challenging objectives	04
008	Leadership : Ability to use effective leadership techniques to manage the performance of team members. This includes motivating and inspiring others towards achieving specific aims, communicates the mission of the team and uses it to set goals, encourages team members to achieve set goals; Understands the full extent of the team's capabilities; Ensures support to the team by obtaining resources and information for the team.	03
009	Team Player : To contribute to group objectives in a team environment through cooperating and interacting well with others; Contributing actively and fully to team projects; Working collaboratively as opposed to competitively with others, acknowledging diverse opinions, addressing relevant concerns and working towards consensual solutions that enhance the output of the team.	04

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 11.00$$

- *5 Indicates Outstanding Ability
4 Indicates Very Good
3 Indicates Good
2 Indicates Average
1 Indicates Not Satisfactory

SIGNATURE OF THE APPRAISER

NAME P S Stafford
EMPLOYEE NO. 60050020
DESIGNATION Senior GM

Emp.No. 60051252

PART-III: VALUES

This section consist of values which are to be demonstrated in day to day activities

VALUES		RATING 5-4-3-2-1*
001	FAIRNESS: DECISIONS ARE MADE OBJECTIVELY; FREE FROM PATRONAGE AND REFLECT THE JUST TREATMENT OF EMPLOYEES AND APPLICANTS.	05
002	INTEGRITY: DEMONSTRATE HONESTY AND SINCERITY IN EVERY ACTION ; APPLY SOUND BUSINESS AND PROFESSION ETHICS; BEING ACCOUNTABLE FOR MISTAKES.	04
003	ZEAL TO EXCEL: HAS THE EAGERNESS TO PERFORM, PASSION TO EXCEL AND REACH THE TOP, STRIVE TO DELIVER THE BEST POSSIBLE RESULTS	04
004	ZEST FOR CHANGE: APATITE TO IMPROVE ON PREVIOUSLY ESTABLISHED PROCESSES AND PROCEDURES, EXCITEMENT FOR NEW OPPORTUNITIES AND POTENTIAL, WORKING PROACTIVELY TO ADDRESS THE NEW REQUIREMENTS	04
005	SPEED OF RESPONSE: PROMPT ACTION IN MATTERS RELATING TO WORK, SENSE OF URGENCY IN RESOLVING THE PROBLEM	04
006	ADHERENCE TO COMMITMENTS: HAVING A SENSE OF OBLIGATION TOWARDS COMPLETION OF TASKS.	04
007	RESPECT FOR DIGNITY: SHOWING RESPECT TO PEOPLE ALONG WITH WHOM ONE WORKS. UNDERSTAND, ACKNOWLEDGE AND CONSIDER THE VALUES, BELIEFS AND EXPECTATIONS OF EMPLOYEES, BELIEVES/ASSUMES THE BEST IN OTHERS	03
008	FOSTERING LEARNING: CREATING AN ATMOSPHERE OF CONTINUOUS LEARNING, PROMOTING COLLABORATIVE EXPERIENCES AT WORK THAT HELP PEOPLE CONSTANTLY LEARN AND SHARE KNOWLEDGE. ACTS AS A MENTOR AND/OR ENCOURAGES OTHER EMPLOYEES TO IMPROVEAND DEVELOP INDIVIDUAL SKIL	04
009	CREATIVITY: DIVERGENT THINKING SKILLS, ABILITY TO PERCEIVE THE WORK IN NEW WAYS, TO FIND HIDDEN PATTERNS, TO MAKE CONNECTIONS BETWEEN SEEMINGLY UNRELATED PHENOMENA, TRIES DIFFERENT AND NOVEL WAYS TO DEAL WITH WORK PROBLEMS AND OPPORTUNITIES.	04
010	LOYALTY & PRIDE: SHOWING OWNERSHIP TOWARDS WORK, KNOWING THAT THEIR WORK COMPLEMENTS THE GREATER WHOLE, HAVING SENSE OF SATISFACTION AND ACHIEVEMENT FROM BEING ASSOCIATED WITH WORK.	04

Rating on Value (Prorated, to marks) = $\frac{\text{Total of All Ratings} * 10.00}{50} = 8.00$

SIGNATURE OF THE APPRAISER

NAME: P S Stafford
 EMPLOYEE NO.:60050020
 DESIGNATION: Senior GM

Emp.No. 60051252

PART-IV : POTENTIAL APPRAISAL

This section consist of Attributes which are to be demonstrated in day to day activities. Attributes would represent the core skills required for the next higher ground

GENERIC ATTRIBUTES		RAITINGS 5-4-3-2-1*
001	Inspire People : To generate a sense of purpose for the work done through instilling enthusiasm; Loyalty and commitment among team members;Setting an example for others by behaving in ways that are consistent with espoused beliefs and values and the organ	04
002	Team Building : Demonstrates effectiveness in re-organising his/her own department; Manage diverse and divergent views and group processes without losing sight of objectives.	03
003	Ability to build a Strategic Vision : Demonstrates ability to manage change; Focus on long term issues; Strategic thinking and Translate vision into goals.	04
004	Business Sense : Commitment to botton line results by enhancing revenue generation by addressing interest of customers and stakeholders; Balancing need for viable short and long term performance; Optimizing unit/organization's contribution while supportin	04
005	Coaching : It is a process of communicating and engaging employees to bring efficiency. This promotes a productivie employee environment.Coaching employees facilitates effective communication from all levels of an organization and provides a channel for f	03

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 7.20$$

SIGNATURE OF THE APPRAISER

NAME: P S Stafford

EMPLOYEE NO.:60050020

DESIGNATION: Senior GM

Emp.No. 60051252

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (P S Stafford , Senior GM)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	53.95
COMPETENCIES	15.00	11.00
VALUES	10.00	8.00
POTENTIAL	10.00	7.20
TOTAL	100.00	80.15

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	B Anantha Sarma	ED	100	70	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(65.00)

Signature of the Chairman of
moderation committee :Ravi P Singh
Director (Personnel)**"This is computer generated report, hence no signature is required."**

ANNUAL APPRAISAL REPORT

Name: Hitendra Kumar Phukan
Employee No. : 60051252
Year : 2019-20
Duration : 01.04.2019 - 31.03.2020

E7

POWERGRID CORPORATION OF INDIA LIMITED

(A Government of Indian Enterprise)

**PERFORMANCE APPRAISAL REPORT
FOR EXECUTIVES AT THE LEVEL OF
E7**

From 01.04.2019 To 31.03.2020.

PERSONAL DATA :

NAME: Hitendra Kumar Phukan	EMPLOYEE NO. : 60051252
DESIGNATION: DGM	DATE OF ENTRY IN THE : 18.10.2018 PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Balipara / S/S O&M /North Eastern Region	QUALIFICATION : B Tech-1991
NAME & DESIGNATION : OF THE REPORTING OFFICER : Biman Bora Senior GM	DATE OF BIRTH : 21.02.1969

PART - I : PERFORMANCE**A : PERFORMANCE PLAN AND MID YEAR REVIEW**

Key Result Areas together with measures / indicators and max. marks to be jointly agreed upon between the Appraiser and Appraisee at the beginning of the review period and then filled in the format given below :-

PERFORMANCE PLAN					MID YEAR REVIEW	
SNo.	Key Result Areas	Measures/ Indicators	Targets	Maximum Marks	Actual Achievement (given by appraisee)	Review (by Appraiser)
0001	Availability of s/s and bays (%)	Percentage	98.50	010		
0002	Max No. of Equipment failure	Number or Days	1.00	005		
0003	Budget Utilization (%)	Percentage	95.00	005		
0004	FQP adherence (%)	Percentage	80.00	005		
0005	Contract Closing (within months of physical completion of package)	Number or Days	2.00	010		
0006	Processing of Contractor payments in time (submission to payment cycle).	Percentage	95.00	010		
0007	Maximum no. of Accidents (No.)	Number or Days	0.00	010		
	Relationships with local authorities 23. No. of formal meetings/visits with Admin Head, Police Head, MLA at the POWERGRID office every year	Number or Days	2.00	010		
0009	Upkeep of Station No. of new plants (no.)	Number or Days	300.00	010		

SIGNATURE OF THE APPRAISEE

NAME: Hitendra Kumar
Phukan

DESIGNATION : DGM

SIGNATURE OF THE APPRAISER

NAME : Biran Bora

EMPLOYEE NO : 60050060

DESIGNATION : Senior GM

0010	Audits and compliance (time taken to compliance of 80% of observations in weeks) SIR& IMS	Number of Days	4.00	010		
0011	Social welfare/ CSR No. of activities impacting at least 20 people or more	Number of Days	2.00	005		
0012	Public awareness about Power Grid activities in the local community - % of key officers/ local key personnel covered	Percentage	50.00	010		

SIGNATURE OF THE APPRAISEE

NAME: Hitendra Kumar
Phukan

DESIGNATION : DGM

SIGNATURE OF THE APPRAISER

NAME : Biman Bora

EMPLOYEE NO. : 60050060

DESIGNATION : Senior GM

B : YEAR-END PERFORMANCE REVIEW

The KRAs and measures after incorporating changes, if required, will be recast from the previous page and year-end review will be carried out.

PERFORMANCE REVIEW					YEAR-END REVIEW		
SNO.	Key Result Areas	Measures/ Indicators	Targets	Maximum Marks	Actual Achievement (given by appraisee)	Review (by Appraiser)	Marks Awarded*
0001	Availibility of s/s and bays (%)	Percentage	98.50	010	99.87	OK	9.00
	Max No. of Equipment failure	Number of Days	1.00	005	0.0	NIL	5.00
0003	Budget Utilization (%)	Percentage	95.00	005	70.00	ok	4.00
0004	FQP adherence (%)	Percentage	80.00	005	80.00	ok	4.00
0005	Contract Closing (within months of physical completion of package)	Number or Days	2.00	010	2.00	OK	9.00
0006	Processing of Contractor payments in time (submission to payment cycle)	Percentage	95.00	010	95.00	OK	9.00
0007	Maximum no. of Accidents (No.)	Number or Days	0.00	010	0.0	nil	9.00

SIGNATURE OF THE APPRAISEE

NAME: Hitendra Kumar Phukan

DESIGNATION: DGM

[Signature Box]

SIGNATURE OF THE APPRAISER

NAME: Biman Bora

EMPLOYEE NO.: 60050060

DESIGNATION: Senior GM

[Signature Box]

Total Performance Marks for the year (Prorated to total Marks of) =

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} =$$

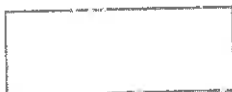
50.05

0008	Relationships with local authorities 23. No. of formal meetings/visits with Admin Head, Police Head, MLA at the	Number of Days	2.00	010	2.0	DONE	8.00
0009	Upkeep of Station No. of new plants (no.)	Number of Days	300.00	010	250.00	ok	8.00
0010	Audits and compliance (time taken to compliance of 80% of observations in weeks) SIR& IMS	Number of Days	4.00	010	4.00	OK	4.00
0011	Social welfare/ CSR No. of activities impacting at least 20 people or more	Number of Days	2.00	005	2.00	OK	3.00
0012	Public awareness about Power Grid activities in the local community - % of key officers/ local key personnel covered	Percentage	60.00	010	50.00	OK	6.00

SIGNATURE OF THE APPRAISEE

NAME: Hitendra Kumar Phukan

DESIGNATION: DGM



SIGNATURE OF THE APPRAISER

NAME: Biman Bora

EMPLOYEE NO.: 60050060

DESIGNATION: Senior GM



Total Performance Marks for the year
(Prorated to total Marks of) =

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 50.05$$

Emp.No. 60051252

PERFORMANCE REVIEW SHEET

Comments on performance & review discussion by Appraiser-major achievements,constraints if any,& need for training & development

EMPLOYEE HAS CONTRIBUTED OVERALL UPKEEPING OF THE SUBSTATION PREMISES, DEVELOPMENT OF STOREYARD AND COMPLIANCE OF SIR REPORTS. CONSTRUCTED ONE VEHICLE SHADE/ 2 NOS . STORE SHADE , 112 NOS. CANOPY DEPARTMENTALLY WITH AVAILABLE RESOURCES

Comments of work done in official language Hindi

AS AND WHEN REQUIRED

Appraiser's comments on Potential suitability

SUITABLE FOR ALL OUTDOOR ACTIVITIES OF SUBSTATION ,HUMAN BASICALLY FOR UPKEEPING OF SUBSTATION PREMISES , LIASONING WITH OTHER DEPARTMENT/,

SIGNATURE OF THE APPRAISER

NAME: Biman Bora
EMPLOYEE NO.:60050060
DESIGNATION: Senior GM

PART - II : COMPETENCIES

(This section consist of functional/technical mangerial competencies required for successful performance in job)

COMPETENCIES		RATING 5-4-3-2-1*
001	Business Environment Knowledge : Knowledge and understanding of POWERGRID's business dimansions; Knowledge of mission; MOU targets, Corporate Plan and understanding of economic, legal, socio political trends.	04
002	Profession Specific Knowledge : Knowledge related to one's profession; Knowledge of standard operating procedures and policies in POWERGRID; Keeping abreast of current developments and trends.	04
003	Decision Making : Use related data to support effective and timely decisions by - systematically gathering relevant information, - identifying the strengths and weaknesses of a particular area/department/function,- recognizing opportunities or threats and acting on them rapidly using facts collected.	03
004	Planing & Coordination : Ability to develop strategies and schedules for meeting goals and anticipate obstacles to goal attainment. It includes thinking ahead and identifying possible barriers or problems which will affect the completion of work;Monitoring progress of plans and making adjustments when necessary.	04
005	Systematic Thinking : Identifying connections between situations that are not obviously related; Using common sense; Past experience and basic rules to identify key underlying issues;Generating and testing hunches which may explain complex situations or problems.	03
006	Learning Orientation : Desire and capacity to readily learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. It involves an orientation towards new ideas, acquiring knowledge, mastering new skill sets, and the drive to continuously grow and learn. Understand own strengths and identifies areas of development and growth; Demonstrate self-development skills and make initial efforts to improve in weaker areas.	03
007	Result Orientation : and a concern for exceeding goals set by self or others. It includes executing actions in a focused manner and pursuing alternative courses of action to increase the probability of reaching desired outcomes.Capacity to be energized and excited by challenging objectives	04
008	Leadership : Ability to use effective leadership techniques to manage the performance of team members. This includes motivating and inspring others towards achieving specific aims,communicates the mission of the team and uses it to set goals, encourages team members to achieve set goals; Understands the full extent of the team's capabilities; Ensures support to the team by obtaining resources and information for the team.	04
009	Team Player : To contribute to group objectives in a team environment through cooperating and interacting well with others; Contributing actively and fully to team projects;Working collaboratively as opposed to competitively with others, acknowledging diverse opinions, addressing relevant concerns and working towards consensual solutions that enhance the output of the team.	04

Rating on Competencies (Prorated to marks) = $\frac{\text{Total of All Ratings} * 15.00}{45} = 11.00$

*5 Indicates Outstanding Ability
4 Indicates Very Good
3 Indicates Good
2 Indicates Average
1 Indicates Not Satisfactory

SIGNATURE OF THE APPRAISER

NAME Biman Bora
EMPLOYEE NO. 60050060
DESIGNATION Senior GM

Emp.No. 60051252

PART-III: VALUES

This section consist of values which are to be demonstrated in day to day activities

	VALUES	RATING 5-4-3-2-1*
001	FAIRNESS: DECISIONS ARE MADE OBJECTIVELY; FREE FROM PATRONAGE AND REFLECT THE JUST TREATMENT OF EMPLOYEES AND APPLICANTS.	04
002	INTEGRITY: DEMONSTRATE HONESTY AND SINCERITY IN EVERY ACTION ; APPLY SOUND BUSINESS AND PROFESSION ETHICS; BEING ACCOUNTABLE FOR MISTAKES.	03
003	ZEAL TO EXCEL: HAS THE EAGERNESS TO PERFORM, PASSION TO EXCEL AND REACH THE TOP, STRIVE TO DELIVER THE BEST POSSIBLE RESULTS	04
004	ZEST FOR CHANGE: APATITE TO IMPROVE ON PREVIOUSLY ESTABLISHED PROCESSES AND PROCEDURES, EXCITEMENT FOR NEW OPPORTUNITIES AND POTENTIAL, WORKING PROACTIVELY TO ADDRESS THE NEW REQUIREMENTS	04
005	SPEED OF RESPONSE: PROMPT ACTION IN MATTERS RELATING TO WORK, SENSE OF URGENCY IN RESOLVING THE PROBLEM	04
006	ADHERENCE TO COMMITMENTS: HAVING A SENSE OF OBLIGATION TOWARDS COMPLETION OF TASKS.	05
007	RESPECT FOR DIGNITY: SHOWING RESPECT TO PEOPLE ALONG WITH WHOM ONE WORKS. UNDERSTAND, ACKNOWLEDGE AND CONSIDER THE VALUES, BELIEFS AND EXPECTATIONS OF EMPLOYEES, BELIEVES/ASSUMES THE BEST IN OTHERS	04
008	FOSTERING LEARNING: CREATING AN ATMOSPHERE OF CONTINUOUS LEARNING, PROMOTING COLLABORATIVE EXPERIENCES AT WORK THAT HELP PEOPLE CONSTANTLY LEARN AND SHARE KNOWLEDGE. ACTS AS A MENTOR AND/OR ENCOURAGES OTHER EMPLOYEES TO IMPROVEAND DEVELOP INDIVIDUAL SKIL	03
009	CREATIVITY: DIVERGENT THINKING SKILLS, ABILITY TO PERCEIVE THE WORK IN NEW WAYS, TO FIND HIDDEN PATTERNS, TO MAKE CONNECTIONS BETWEEN SEEMINGLY UNRELATED PHENOMENA, TRIES DIFFERENT AND NOVEL WAYS TO DEAL WITH WORK PROBLEMS AND OPPORTUNITIES.	03
010	LOYALTY & PRIDE: SHOWING OWNERSHIP TOWARDS WORK, KNOWING THAT THEIR WORK COMPLEMENTS THE GREATER WHOLE, HAVING SENSE OF SATISFACTION AND ACHIEVEMENT FROM BEING ASSOCIATED WITH WORK.	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 7.60$$

SIGNATURE OF THE APPRAISER

NAME: Biman Bora
 EMPLOYEE NO.:60050060
 DESIGNATION: Senior GM

Emp.No. 60051252

PART-IV : POTENTIAL APPRAISAL

This section consist of Attributes which are to be demonstrated in day to day activities. Attributes would represent the core skills required for the next higher ground

GENERIC ATTRIBUTES		RAITINGS 5-4-3-2-1*
001	Inspire People : To generate a sense of purpose for the work done through instilling enthusiasm; Loyalty and commitment among team members;Setting an example for others by behaving in ways that are consistent with espoused beliefs and values and the organ	04
002	Team Building : Demonstrates effectiveness in re-organiaing his/her own department; Manage diverse and divergent views and group processes without losing sight of objectives.	04
003	Ability to build a Strategic Vision : Demonstrates ability to manage change; Focus on long term issues; Strategic thinking and Translate vision into goals.	04
004	Business Sense : Commitment to bottom line results by enhancing revenue generation by addressing interest of customers and stakeholders; Balancing need for viable short and long term performance; Optimizing unit/organization's contribution while supportin	04
005	Coaching : It is a process of communicating and engaging employees to bring efficiency. This promotes a productive employee environment.Coaching employees facilitates effective communication from all levels of an organization and provides a channel for f	03

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 7.60$$

SIGNATURE OF THE APPRAISER

NAME: Biman Bora
 EMPLOYEE NO.:60050060
 DESIGNATION: Senior GM

Emp.No. 60051252

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Blman Bora , Senior GM)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	50.05
COMPETENCIES	15.00	11.00
VALUES	10.00	7.60
POTENTIAL	10.00	7.60
TOTAL	100.00	76.25

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Upananda Katakai	Chief GM	100	76.25	
Level - 0003	R K Tyagi	Chief GM	100	60	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(76.00)

Signature of the Chairman of
moderation committee :V K Singh
Director (Personnel)**"This is computer generated report, hence no signature is required."**