

ANNUAL APPRAISAL REPORT

Name:	Ashwini Jharwal
Employee No. :	60001174
Year :	2021-22
Duration :	16.08.2021 - 31.03.2022

E7

POWERGRID CORPORATION OF INDIA LIMITED

(A Government of Indian Enterprise)

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

From 16.08.2021 To 31.03.2022.

PERSONAL DATA :

NAME: Ashwini Jharwal	EMPLOYEE NO. : 60001174
DESIGNATION: Senior DGM	DATE OF ENTRY IN THE : 18.10.2018 PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Ballia / BDD /Northern Region- III	QUALIFICATION : BE-1998
NAME & DESIGNATION : OF THE REPORTING OFFICER : Deepak Kumar Singh General Manager	DATE OF BIRTH : 26.07.1974

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	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE SHARING, SUBORDINATE DEVELOPMENT,	Percentage	100.00	005		
0002	Monitoring for timely completion of Annual & breakdown maintenance of 765kV Switchyard Equipment along with 2X1500MVA ICT.	Percentage	100.00	015		
0003	Monitoring and continuous follow up for proper updation of AMP data in SAP in the shortest interval of time.	Percentage	100.00	015		
0004	Follow up for Troubleshooting/rectification of various discrepancies observed during line/element trippings/Auto reclose .	Percentage	100.00	015		
0005	Restoration of 765kV Busbar Protection by replacement of Faulty Bay unit of 765kV Ballia Gaya Line Main Bay.	Percentage	100.00	015		
0006	Monitoring for timely completion of works in switchyard as per POWERGRID safety norms. No minor or major accidents occurred during completion of maintenance work at Ballia S/s.	Percentage	100.00	015		
0007	Successful organization of Republic day celebration amongst POWERGRID Ballia Employees.	Percentage	100.00	010		
0008	Successful resolution of disciplinary issues between POWERGRID employees at Ballia substation ; in order to maintain discipline and harmony between employees of the Organization.	Percentage	100.00	010		

SIGNATURE OF THE APPRAISEE

NAME: Ashwini Jharwal

DESIGNATION : Senior DGM

SIGNATURE OF THE APPRAISER

NAME : Deepak Kumar Singh

EMPLOYEE NO. : 60001057

DESIGNATION : General Manager

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 appraiser)	Review (by Appraiser)	Marks Awarded*
0001	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE	Percentage	100.00	005	completed HMM, Harvard programme successfully within scheduled time.	Reward Points not claimed in HRD Site	3.00
0002	Monitoring for timely completion of Annual & breakdown maintenance of 765kV Switchyard Equipment along with 2X1500MVA ICT.	Percentage	100.00	015	successfully completed the assigned job during Maintenance works	Agreed	10.00
0003	Monitoring and continuous follow up for proper updation of AMP data in SAP in the shortest interval of time.	Percentage	100.00	015	Successfully followed and completed the assigned job	Agreed	10.00
0004	Follow up for Troubleshooting/ rectification of various discrepancies observed during line/element trippings/ Auto reclose :	Percentage	100.00	015	Successfully rectified and completed the job assigned.	Agreed	10.00
0005	Restoration of 765kV Busbar Protection by replacement of Faulty Bay unit of 765kV Ballia Gaya Line Main Bay.	Percentage	100.00	015	successfully restored the 765KV Busbar Protection by replacement of	Agreed	10.00
0006	Monitoring for timely completion of works in switchyard as per POWERGRID safety norms. No minor or major accidents occurred during	Percentage	100.00	015	Followed and Maintained the POWERGRID Safety norms to	Agreed	10.00
0007	Successful organization of Republic day celebration amongst POWERGRID Ballia Employees.	Percentage	100.00	010	successfully organized the Republic day Celebration at	Agreed	5.00

SIGNATURE OF THE APPRAISEE

NAME: Ashwini Jharwal

DESIGNATION: Senior DGM

**SIGNATURE OF THE APPRAISER**

NAME: Deepak Kumar Singh

EMPLOYEE NO.: 60001057

DESIGNATION: General Manager



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

Total Maximum Marks

Total Marks Obtained x 65.00 = 42.25

0008	Successful resolution of disciplinary issues between POWERGRID employees at Ballia substation ; in order to maintain discipline and	Percentage	100.00	010	Successful resolution of disciplinary conflicts at Substation within	Agreed	7.00
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SIGNATURE OF THE APPRAISEE

NAME: Ashwini Jharwal

DESIGNATION: Senior DGM

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

SIGNATURE OF THE APPRAISER

NAME: Deepak Kumar

Singh

EMPLOYEE NO.: 60001057

DESIGNATION: General Manager

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 42.25$$

PERFORMANCE REVIEW SHEET

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

NIL

Comments of work done in official language Hindi

WELL KNOWLEDGE IN HINDI

Appraiser's comments on Potential suitability

SUITABLE FOR HIGHER POST

SIGNATURE OF THE APPRAISER

NAME: Deepak Kumar Singh
EMPLOYEE NO.:60001057
DESIGNATION: General Manager

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.	04
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.	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.	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.	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

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 12.00$$

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

SIGNATURE OF THE APPRAISER

NAME Deepak Kumar
Singh
EMPLOYEE NO. 60001057
DESIGNATION General Manager

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.	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	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	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

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

SIGNATURE OF THE APPRAISER

NAME: Deepak Kumar Singh

EMPLOYEE NO.:60001057

DESIGNATION: General Manager

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.	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 productivie employee environment.Coaching employees facilitates effective communication from all levels of an organization and provides a channel for f	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 8.00$$

SIGNATURE OF THE APPRAISER

NAME: Deepak Kumar Singh

EMPLOYEE NO.:60001057

DESIGNATION: General Manager

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Deepak Kumar Singh , General Manager)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	42.25
COMPETENCIES	15.00	12.00
VALUES	10.00	8.00
POTENTIAL	10.00	8.00
TOTAL	100.00	70.25

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Anil Sharma	Chief GM	100	65	Score moderated to keep Rating parity among employees within group.
Level - 0003	R Nagpal	ED	100	72	May kindly approve.

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(72.00)

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

ANNUAL APPRAISAL REPORT

Name: Ashwini Jharwal
Employee No. : 60001174
Year : 2020-21
Duration : 01.04.2020 - 26.02.2021

E7

POWERGRID CORPORATION OF INDIA LIMITED

(A Government of Indian Enterprise)

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

From 01.04.2020 To 26.02.2021.

PERSONAL DATA :

NAME: Ashwini Jharwal	EMPLOYEE NO. : 60001174
DESIGNATION: DGM	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Gurgaon-Ext / Energy Management / Corporate Centre	QUALIFICATION : BE-1998
NAME & DESIGNATION : OF THE REPORTING OFFICER : Samir Kumar Senior GM	DATE OF BIRTH : 26.07.1974

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	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE SHARING, SUBORDINATE DEVELOP	Percentage	100.00	005	ENROLLED FOR PROGRAMMES ON CYBER SECURITY FOR PERSONAL COMPUTING,	
0002	Data Analysis, Engineering, Technical Specification and Financial Analysis for IIT Roorkee Energy efficiency project	Percentage	100.00	040	Data Analysis, design and engineering with respect to various appliances/energy consuming units to be	
0003	Study of solid waste Management cycle from waste Generation to waste disposal	Percentage	100.00	020	Studied various process involved for solid waste management system from controlled generation,	
0004	Business Development for Energy Management Projects of Institutions	Percentage	100.00	015	Proposal for preparation of DPR for energy efficiency project at NIT Warangal	
0005	Grading of POWERGRID as an Energy Service Company (ESCO)	Percentage	100.00	010	Submission of various forms and data. POWERGRID awarded Grade-I ESCo	
0006	Business Development for Energy Management Projects of Utilities	Percentage	100.00	005	Preparation of PPT, DPR format, draft agreement for Bihar Agriculture pump replacement project.	
0007	LEED certification of Saudamini Building	Number or Days	1.00	005	Energy saving measures identified for making Saudamini building LEED Gold/platinum	

SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISER

NAME : Samir Kumar _____

EMPLOYEE NO. : 60000785 _____

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	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE	Percentage	100.00	005	COMPLETED THE CERTIFICATION COURSE SUCCESSFULLY.	ok	5.00
0002	Data Analysis, Engineering, Technical Specification and Financial Analysis for IIT Roorkee Energy efficiency project	Percentage	100.00	040	Gathering of information , Preparation of technical	ok	38.00
0003	Study of solid waste Management cycle from waste Generation to waste disposal	Percentage	100.00	020	Involved in preparation of technical specification on	NA	18.00
0004	Business Development for Energy Management Projects of Institutions	Percentage	100.00	015	Preparation of data formats for data collection and site measurements for	ok	15.00
0005	Grading of POWERGRID as an Energy Service Company (ESCO)	Percentage	100.00	010	Completed before mid year	ok	10.00
0006	Business Development for Energy Management Projects of Utilities	Percentage	100.00	005	MOU signed in area of Energy Efficiency and sustainable energy with CSIR-	ok	5.00
0007	LEED certification of Saudamini Building	Number or Days	1.00	005	Completed before mid year	ok	5.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

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

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.: 60000785

DESIGNATION: Senior GM

Total Marks Obtained x 65.00
----- = 62.40
Total Maximum Marks

PERFORMANCE REVIEW SHEET

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

THE APPRAISEE WAS ENGAGED IN VARIOUS ACTIVITIES LISTED ABOVE. HE HAS THE POTENTIAL TO DO MORE AND WITH HIGHER ACCOUNTABILITY.

Comments of work done in official language Hindi

HE IS PROFICIENT IN HINDI AND USES HINDI IN ALL DAILY VERBAL CONVERSATIONS AND MEETINGS. NEED TO USE HINDI MORE IN WRITTEN COMMUNICATIONS ALSO.

Appraiser's comments on Potential suitability

HE IS SUITABLE FOR HIGHER RESPONSIBILITIES, GIVEN MORE FOCUS TOWARDS JOB RESPONSIBILITIES

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

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.	05
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.	04
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.	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.	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.	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

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 12.00$$

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

SIGNATURE OF THE APPRAISER

NAME Samir Kumar
EMPLOYEE NO. 60000785
DESIGNATION Senior GM

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.	04
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005	SPEED OF RESPONSE: PROMPT ACTION IN MATTERS RELATING TO WORK, SENSE OF URGENCY IN RESOLVING THE PROBLEM	05
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	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	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.	05
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.	05

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 8.60$$

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: Senior GM

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
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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	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 8.00$$

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: Senior GM

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

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	62.40
COMPETENCIES	15.00	12.00
VALUES	10.00	8.60
POTENTIAL	10.00	8.00
TOTAL	100.00	91.00

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Sanjay Garg	ED	100	91	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(87.00)

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

ANNUAL APPRAISAL REPORT

Name: Ashwini Jharwal
Employee No. : 60001174
Year : 2019-20
Duration : 01.04.2019 - 31.03.2020

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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.

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PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Gurgaon-Ext / Energy Management / Corporate Centre	QUALIFICATION : BE-1998
NAME & DESIGNATION : OF THE REPORTING OFFICER : Samir Kumar General Manager	DATE OF BIRTH : 26.07.1974

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 :-

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0002	Engagement with Kerala, MOU signing with EMC, Kerala and discussion with KSEB to explore possibility of POWERGRID's investment in Kerala	Percentage	100.00	020	work under progress	
0003	Preparation of draft commercial agreement with UPPCL	Percentage	100.00	020	Work under progress	
0004	Engagement with NIT Warangal & MOU signing with NIT, Warangal	Percentage	100.00	020	Discussion with NIT Warangal under progress.	
0005	Energy audit of substation of PITCUL & report preparation	Percentage	100.00	020	100% work completed	
0006	Preparation of draft action plan for LEED certification of POWERGRID corporate office, Gurgaon	Percentage	100.00	015	Work under progress	

SIGNATURE OF THE APPRAISEE

NAME: Ashwini Jharwal

DESIGNATION : DGM

SIGNATURE OF THE APPRAISER

NAME : Samir Kumar

EMPLOYEE NO. : 60000785

DESIGNATION : General Manager

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 appraiser)	Review (by Appraiser)	Marks Awarded*
0001	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE	Percentage	100.00	005	Target achieved	Agreed	4.00
0002	Engagement with ,Kerala,MOU signing with EMC,Kerala and discussion with KSEB to explore possibility of POWERGRID's investment in Kerala	Percentage	100.00	020	Assigned task completed in time.	Agreed	19.00
0003	Preparation of draft commercial agreement with UPPCL.	Percentage	100.00	020	Assigned task completed	Agreed	18.00
0004	Engagement with NIT warangal & MOU signing with NIT, Warangal	Percentage	100.00	020	Assigned task completed	Agreed	18.00
0005	Energy audit of substation of PITCUL & report preparation	Percentage	100.00	020	Assigned Task completed	Agreed	18.00
0006	Preparation of draft action plan for LEED certification of POWERGRID corporate office,Gurgaon	Percentage	100.00	015	Assigned Task completed	Agreed	13.00

SIGNATURE OF THE APPRAISEE

NAME: Ashwini Jharwal

DESIGNATION: DGM



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

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.: 60000785

DESIGNATION: General Manager



Total Marks Obtained x 65.00
 ----- = 58.50
 Total Maximum Marks

Emp.No. 60001174

PERFORMANCE REVIEW SHEET

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

HAS A GOOD BUSINESS KNOWLEDGE AND PUBLIC RELATION. ACCORDINGLY IS BEING UTILISED IN THE DEPARTMENT. HE MAY BE GIVEN TRAINING FOR ENHANCEMENT OF HIS NEGOTIATION SKILLS AND ALSO IN FINANCIAL MANAGEMENT.

Comments of work done in official language Hindi

HE HAS DONE GOOD WORK IN HINDI AND CAN BE FURTHER UTILISED IN THE DEPARTMENT.

Appraiser's comments on Potential suitability

APPRAISEE'S PUBLIC RELATION WILL BE VERY HELPFUL IN GETTING ADDITIONAL WORK IN THE DEPARTMENT AT PRESENT AND IN THE SUBSIDIARY ONCE IT IS FORMED. HE IS SUITABLE TO BE PROMOTED TO THE NEXT LEVEL.

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: General Manager

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.	05
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.	05
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.	05
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.	05
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

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 13.33$$

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

SIGNATURE OF THE APPRAISER

NAME Samir Kumar
EMPLOYEE NO. 60000785
DESIGNATION General Manager

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.	05
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	05
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	05
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.	05

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 9.00$$

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar
 EMPLOYEE NO.:60000785
 DESIGNATION: General Manager

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.	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.	05
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	05
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	05

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 9.20$$

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: General Manager

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Samir Kumar , General Manager)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	58.50
COMPETENCIES	15.00	13.33
VALUES	10.00	9.00
POTENTIAL	10.00	9.20
TOTAL	100.00	90.03

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Sanjay Garg	ED	100	89	Very Good

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(89.00)

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

ANNUAL APPRAISAL REPORT

Name:	Ashwini Jharwal
Employee No. :	60001174
Year :	2018-19
Duration :	01.06.2018 - 31.03.2019

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 01.06.2018 To 31.03.2019.

PERSONAL DATA :

NAME: Ashwini Jharwal	EMPLOYEE NO. : 60001174
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Gurgaon-Ext / Energy Management / Corporate Centre	QUALIFICATION : BE-1998
NAME & DESIGNATION : OF THE REPORTING OFFICER : Samir Kumar General Manager	DATE OF BIRTH : 26.07.1974

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	Monitoring of Energy Auditing Assignments including preparation of IGEA Reports.	Number or Days	5.00	050	Progress as per scope of work as per schedule of completion.	
0002	Capacity Building in Energy Efficiency in space cooling, Municipal Pumping systems.	Percentage	100.00	015	Factory visit to Agricultural Pump Manufacturers in Rajasthan.	
0003	AgDSM Data collection from UP (South) for UP Project.Discussion with Agricultural pump manufacturers & suppliers.Meeting with Chief Engineers,Site visit to Allahabad & Agra region for	Percentage	100.00	010	Progress of work as per schedule .	
0004	Tap Business opportunities for Energy Management Department from various utilities and Educational institutes	Percentage	100.00	020	Meeting with competent authority of UP, Rajasthan and IIT Roorkee to tap Business opportunities for	
0005	Procurement of essential items required as per IEC & safety standards of QA&I Department of POWERGRID for Energy Audit works undertaken by EMD.	Percentage	100.00	005	All essential items for energy audit work were procured well within time schedule of completion of	

SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISER

NAME : Samir Kumar _____

EMPLOYEE NO. : 60000785 _____

DESIGNATION : General Manager _____

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	Monitoring of Energy Auditing Assignments including preparation of IGEA Reports.	Number or Days	5.00	050	Successful completion of Energy Audit assignments of	Agreed	42.00
0002	Capacity Building in Energy Efficiency in space cooling, Municipal Pumping systems.	Percentage	100.00	015	Successful capacity building and enhancing of knowledge base in	Agreed	12.00
0003	AgDSM Data collection from UP (South) for UP Project.Discussion with Agricultural pump manufacturers & suppliers.Meeting with Chief	Percentage	100.00	010	Data collection completed successfully from UP(south) for	Agreed	8.00
0004	Tap Business opportunities for Energy Management Department from various utilities and Educational institutes	Percentage	100.00	020	MOU signed with UPPCL, Discussions on MOU signing with	Agreed	18.00
0005	Procurement of essential items required as per IEC & safety standards of QA&I Department of POWERGRID for Energy Audit works undertaken by	Percentage	100.00	005	As per safety standards of POWERGRID ,the essential items were	Agreed	3.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.: 60000785

DESIGNATION: General Manager

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

Total Marks Obtained x 65.00
----- =
Total Maximum Marks

= 53.95

Emp.No. 60001174

PERFORMANCE REVIEW SHEET

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

THE APPRAISEE IS GOOD IN PR AND HIS CONTACTS CAN BE USEFUL FOR THE ORGANISATION

Comments of work done in official language Hindi

THE APPRAISEE HAS FAIR KNOWLEDGE ABOUT OFFICIAL LANGUAGE HINDI AND DONE A DECENT WORK IN HINDI

Appraiser's comments on Potential suitability

APPRAISEE CAN BE CONSIDERED FOR TAKING HIGHER RESPONSIBILITY

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: General Manager

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.	04
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.	05
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.	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

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 12.33$$

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

SIGNATURE OF THE APPRAISER

NAME Samir Kumar
EMPLOYEE NO. 60000785
DESIGNATION General Manager

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	05
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	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	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

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 8.40$$

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: General Manager

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.	05
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 productivie employee environment.Coaching employees facilitates effective communication from all levels of an organization and provides a channel for f	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 8.40$$

SIGNATURE OF THE APPRAISER

NAME: Samir Kumar

EMPLOYEE NO.:60000785

DESIGNATION: General Manager

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Samir Kumar , General Manager)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	53.95
COMPETENCIES	15.00	12.33
VALUES	10.00	8.40
POTENTIAL	10.00	8.40
TOTAL	100.00	83.08

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Sanjay Garg	ED	100	85	Excellent Grade.

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Outstanding(90.00)

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:	Ashwini Jharwal
Employee No. :	60001174
Year :	2017-18
Duration :	01.04.2017 - 31.03.2018

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 01.04.2017 To 31.03.2018.

PERSONAL DATA :

NAME: Ashwini Jharwal	EMPLOYEE NO. : 60001174
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Maharanibagh / DTL PROJ /Northern Region- I	QUALIFICATION : BE-1998
NAME & DESIGNATION : OF THE REPORTING OFFICER : Rajesh Gupta AGM	DATE OF BIRTH : 26.07.1974

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)
01	To Co-ordinate with NDMC to obtain necessary approvals for U/G 220 KV Cable laying work in DELHI Under DTL Consultancy Works.	Percentage	15.00	015	All Approvals were obtained in time from NDMC For commencement of the cable laying work in Delhi.	
0002	To Co-ordinate with DTL officials for obtaining necessary approvals in time in the interest of the cable laying work in Delhi under DTL consultancy works.	Percentage	15.00	015	Co-ordinated with DTL officials to obtain necessary approvals for cable laying work in Delhi.	
0003	To Co-ordinate with Departments of POWERGRID like BDD, Engineering , Material Management and contracts for obtaining necessary approval and documentation to expedite the cable laying work in	Percentage	15.00	015	Co-ordinated with BDD, Material Management , Contracts and Engineering departments of	
0004	To co-ordinate with Law and order Maintaining authorities of the Govt. like Delhi police for obtaining necessary approvals for laying U/G cable under DTL consultancy works.	Percentage	10.00	010	Necessary approvals obtained from time to time from Law and order authorities of the Govt.	
0005	To Co-ordinate with Contractors and its Sub-vendors of 220 Kv cable laying work in Delhi Under DTL Consultancy works in Delhi.	Percentage	15.00	015	Provided all support to contractor for obtaining approvals from NDMC and DTL for the commencement	
0006	To monitor and supervise the execution of cable laying Work in Delhi as per standard safety measures taking into consideration of practices in Industry and quality Norms of POWERGRID.	Percentage	15.00	015	Work execution monitored as per actual work done by the contractor.	
0007	To Cordinate with CCI to persuade and expedite the 220KV U/G cable laying work in Delhi Under DTL consultancy works in Delhi.	Percentage	15.00	015	All support provided to CCI in obtaining approval from NDMC and DTL in the interest of the Cable laying	

SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISER

NAME : Rajesh Gupta

EMPLOYEE NO. : 60000165

DESIGNATION : AGM

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	To Co-ordinate with NDMC to obtain necessary approvals for U/G 220 KV Cable laying work in DELHI Under DTL Consultancy Works.	Percentage	15.00	015	From time to time necessary approvals were obtained from NDMC for the	Ok	12.00
0002	To Co-ordinate with DTL officials for obtaining necessary approvals in time in the interest of the cable laying work in Delhi under DTL consultancy works.	Percentage	15.00	015	Obtained necessary approvals from DTL for 220 Kv cable laying work in Delhi.	Ok	12.00
0003	To Co-ordinate with Departments of POWERGRID like BDD, Engineering, Material Management and contracts for obtaining necessary approval and	Percentage	15.00	015	All approvals from POWERGRID were obtained well within time in the interest	OK	12.00
0004	To co-ordinate with Law and order Maintaining authorities of the Govt. like Delhi police for obtaining necessary approvals for laying U/G cable under	Percentage	10.00	010	All approvals were obtained in time for the cable laying works in Delhi.	Ok	8.00
0005	To Co-ordinate with Contractors and its Sub- vendors of 220 Kv cable laying work in Delhi Under DTL Consultancy works in Delhi.	Percentage	15.00	015	Approvals were obtained in time from NDMC and DTL for the Cable	Ok	11.00
0006	To monitor and supervise the execution of cable laying Work in Delhi as per standard safety measures taking into consideration of practices in	Percentage	15.00	015	Work execution supervised and monitored as per Contract. All safety	Ok	12.00
0007	To Cordinate with CCI to persuade and expedite the 220KV U/G cable laying work in Delhi Under DTL consultancy works in Delhi.	Percentage	15.00	015	Partial work done due to available resources with the contractor &	Ok	12.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.: 60000165

DESIGNATION: AGM

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

Total Marks Obtained x 65.00
----- = 51.35
Total Maximum Marks

Emp.No. 60001174

PERFORMANCE REVIEW SHEET

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

VERY GOOD PERFORMANCE IN ACHIEVING THE TARGET IN SCHEDULED TIME.

Comments of work done in official language Hindi

HE TRIES TO WORK IN HINDI

Appraiser's comments on Potential suitability

NE

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.:60000165

DESIGNATION: AGM

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.	04
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.	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.	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.	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

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 12.00$$

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

SIGNATURE OF THE APPRAISER

NAME Rajesh Gupta
EMPLOYEE NO. 60000165
DESIGNATION AGM

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.	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	05
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	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	04
009	GREATIVITY: 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

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 8.20$$

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.:60000165

DESIGNATION: AGM

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.	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	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 8.00$$

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.:60000165

DESIGNATION: AGM

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Rajesh Gupta , AGM)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	51.35
COMPETENCIES	15.00	12.00
VALUES	10.00	8.20
POTENTIAL	10.00	8.00
TOTAL	100.00	79.55

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Alok .	General Manager	100	77	
Level - 0003	Seema Gupta	Director (Ops)	100	77	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(77.00)

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: Ashwini Jharwal
Employee No. : 60001174
Year : 2016-17
Duration : 30.05.2016 - 31.03.2017

E6

POWERGRID CORPORATION OF INDIA LIMITED

(A Government of Indian Enterprise)

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

From 30.05.2016 To 31.03.2017.

PERSONAL DATA :

NAME: Ashwini Jharwal	EMPLOYEE NO. : 60001174
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): Maharanibagh / DTL PROJ /Northern Region- I	QUALIFICATION : BE-1998
NAME & DESIGNATION : OF THE REPORTING OFFICER : Rajesh Gupta AGM	DATE OF BIRTH : 26.07.1974

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)
J1	Coordination with DTL, KEC, NHVS for successful completion of 220/33KV GIS substation at Preet Vihar Delhi under DTL Consultancy project.	Percentage	100.00	020	Errection of 220KV GIS (NHVS-Make) & 33KV GIS (Siemens -Make) completed .	
0002	Supervision of execution work at Preet Vihar GIS substation as per approved drawings/ documents.	Percentage	100.00	010	Execution work under progress as per POWERGRID approved Drawings/Documents	
0003	Ensuring execution of work with quality, safety norms and progress as per schedule.	Percentage	100.00	010	All Execution work under progress at site implemented as per safety and Quality Norms of	
0004	Discussion/ finalisation of drawings, design and site related technical issues at Preet Vihar GIS Substation.	Percentage	100.00	010	All the Project engineering site related issues were taken up with Enginnering , QA& I department and the	
0005	Coordination with DTL, KEC, NHVS for obtaining electrical clearance certificate from competent authority for installed 220 KV GIS and LT transformer at Preet Vihar GIS substation.	Percentage	100.00	010	Testing of 220KV GIS under progress. Testing of 33KV GIS equipments completed	
0006	Witnessing of site commissioning tests for transformer, 220 & 33 KV GIS equipments at Preet Vihar GIS substation.	Percentage	100.00	005	Witnessed site commissioning tests for 220KV GIS & 33KV GIS equipments at site.	
0007	Coordination of day to day activities at Preet Vihar GIS substation for successful charging of the 220KV GIS equipments.	Percentage	100.00	025	Co-ordination of day to day issues coming up at site were well co-ordinated for resolving the same at the	
0008	Processing of various bills payment raised by KEC, NHVS & BHEL as per provision of contract.	Percentage	100.00	010	All the Marked bills were processed in time for the release of the payment to the supplier on submission	

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION :

SIGNATURE OF THE APPRAISER

NAME : Rajesh Gupta

EMPLOYEE NO. : 60000165

DESIGNATION : AGM

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	Coordination with DTL, KEC, NHVS for successful completion of 220/33KV GIS substation at Preet Vihar Delhi under DTL Consultancy project.	Percentage	100.00	020	220KV GIS & 33 KV GIS erection , testing and commissioning	OK	17.00
0002	Supervision of execution work at Preet Vihar GIS substation as per approved drawings/ documents.	Percentage	100.00	010	Execution work completed as per POWERGRID approved Drawings/	OK	9.00
0003	Ensuring execution of work with quality, safety norms and progress as per schedule.	Percentage	100.00	010	Project engineering implementation work completed as per safety and Quality	OK	9.00
0004	Discussion/ finalisation of drawings, design and site related technical issues at Preet Vihar GIS Substation.	Percentage	100.00	010	All the project engineering site related issues were taken up and same	OK	9.00
0005	Coordination with DTL, KEC, NHVS for obtaining electrical clearance certificate from competent authority for installed 220 KV GIS and LT	Percentage	100.00	010	Electrical clearance of two 100 MVA transformers & 220KV GIS	OK	9.00
0006	Witnessing of site commissioning tests for transformer, 220 & 33 KV GIS equipments at Preet Vihar GIS substation.	Percentage	100.00	005	Witnessing of site commissioning tests completed at site for Various electrical	OK	5.00
0007	Coordination of day to day activities at Preet Vihar GIS substation for successful charging of the 220KV GIS equipments.	Percentage	100.00	025	Co-ordinated all pre commissioning checks and tests for charging of	OK	20.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

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

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.: 60000165

DESIGNATION: AGM

Total Marks Obtained x 65.00
----- = 56.55
Total Maximum Marks

0008	Processing of various bills payment raised by KEC, NHVS & BHEL as per provision of contract.	Percentage	100.00	010	All assigned bills were processed well within time and payments were	OK	9.00
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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: Rajesh Gupta

EMPLOYEE NO.: 60000165

DESIGNATION: AGM

$$\frac{\text{Total Marks Obtained} \times 65.00}{\text{Total Maximum Marks}} = 56.55$$

PERFORMANCE REVIEW SHEET

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

COMPLETED HIS TASKS.

Comments of work done in official language Hindi

TRIES TO WORK IN HINDI

Appraiser's comments on Potential suitability

MAY CONTINUE IN HIS ROLE FOR SOME MORE TIME

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta
EMPLOYEE NO.:60000165
DESIGNATION: AGM

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.	04
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.	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.	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.	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

$$\text{Rating on Competencies (Prorated to marks)} = \frac{\text{Total of All Ratings} * 15.00}{45} = 12.00$$

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

SIGNATURE OF THE APPRAISER

NAME Rajesh Gupta
EMPLOYEE NO. 60000165
DESIGNATION AGM

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	05
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	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	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

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{50} = 8.40$$

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.:60000165

DESIGNATION: AGM

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.	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	05
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	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 10.00}{25} = 8.40$$

SIGNATURE OF THE APPRAISER

NAME: Rajesh Gupta

EMPLOYEE NO.:60000165

DESIGNATION: AGM

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Rajesh Gupta , AGM)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	65.00	56.55
COMPETENCIES	15.00	12.00
VALUES	10.00	8.40
POTENTIAL	10.00	8.40
TOTAL	100.00	85.35

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Alok .	General Manager	100	85.35	
Level - 0003	Seema Gupta	ED	100	85.35	
Level - 0004	Prabhakar Singh	Director (Proj)	100	69.8	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(69.80)

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