



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-122001
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



CIN : L40101DL1989GOI038121

दिनांक: 3 April, 2023

PGCIL/R/E/23/00110

Ms Shikha Singh,
32, HEWO Apartment, sector-16A, Faridabad, -121002 Haryana

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

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 23 March, 2023 को प्राप्त अपने आर.टी.आई. अनुरोध का संदर्भ लें ।

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

यदि आप केंद्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हों तो, केंद्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आर.टी.आई अधिनियम, 2005 के तहत केंद्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री बी.अनंत शर्मा

कार्यपालक निदेशक (केंद्रीय आयोजना एवं सी. एस.) एवं अपील प्राधिकारी
केंद्रीय 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: 0124-2571960

धन्यवाद,

भवदीय,


03/04/23

(ए. जगन्नाथ राव)

मुख्य महाप्रबंधक (केंद्रीय आयोजना) एवं
केंद्रीय लोक सूचना अधिकारी
Email ID: cpio.cc@powergrid.co.in

Sub: Reply to RTI Requests of Ms Shikha Singh, Faridabad, Haryana

(RTI Request No. PGCIL/R/E/23/000110)

Sl. No.	Information sought:	POWERGRID's Reply:
1.	Kindly arrange to provide: Certified copy of Annual Appraisal Report for the year 18, 19,20,21 and 22 for shikha singh (60001789).	Copy of Annual Appraisal Reports (AAR) for the years 2018, 2019, 2020, 2021 and 2022 are enclosed herewith at ANNEXURE-A .
2.	Certified copy of Moderation Committee report for the year 21 and 22 containing my details.	The Moderation Committee is constituted Region-wise which contains moderation details of other executives from NR-I Region. Accordingly, the above information is exempted as per Section 8(1) of the RTI Act, 2005, as the above information is available with us in fiduciary capacity.
3.	Furnish the reasons for downgrading the AAR marks and non-communication of same to the concerned executive.	Reason for Downgrading the AAR marks and non-communication of the same does not come under the purview of "information" according to Section 2(f) of the RTI Act, 2005. Accordingly, the same is exempted to be disclosed.
4.	Furnish the present and previous policy document for putting a cap on the percentage of executive to be promoted from E6 to E7.	There is no such policy document for putting a cap on the percentage of executive to be promoted from E6 to E7.

Adhik
03/04/2023

ANNUAL APPRAISAL REPORT

Name: Shikha Singh
Employee No. : 60001789
Year : 2022-23
Duration : 01.01.2022 - 31.12.2022

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 01.01.2022 To 31.12.2022.

PERSONAL DATA :

NAME: Shikha Singh	EMPLOYEE NO. : 60001789
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): RHQ-Faridabad / C&M /Northern Region- I	QUALIFICATION : BE-2002,MBA-2016
NAME & DESIGNATION : OF THE REPORTING OFFICER : S K Singh DGM	DATE OF BIRTH : 08.07.1977

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	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE SHARING, SUBORDINATE DEVELOPMENT,	Percentage	100.00	005	Fully involved in essential Learning, contribution, and knowledge exchange.	ok
0002	AMP and condition monitoring of Switchyard Equipments of 30 bays (400KV) & 04 bays (220KV) including 04 nos 500MVA ICTs , 06 reactors and 03 FSCs at Ballabgarh substation as per schedule	Percentage	100.00	025	Work done successfully in stipulated time frame	ok. Running work
0003	AMP of Relays & Protection schemes including PLCC and Trip Analysis	Percentage	100.00	015	Work done successfully in stipulated time frame	Ok
0004	Coordination and expediting with all other Deptt.'s, RHGs & agencies/States (DHBVN, BBMB, Manpower agencies, Civil agencies , Consultants, C&M ,HR & Store etc.) to complete regular S/s	Percentage	100.00	025	Required support and coordination with all other deptt.'s, RHQ and agencies has been provided	OK. Running work
0005	Timely initiation of proposals for spares and other miscellaneous purchase & works of Ballabgarh substation	Percentage	100.00	010	Work done successfully in stipulated time frame	OK.
0006	Maintenance of Substation Auxillary systems FPPH, Battery bank, 11KV LT supply, DG Set	Percentage	100.00	005	Work done successfully in stipulated time frame	OK. Running Work.
0007	Coordinating for Retrofitment of old Bus-Bar Protection scheme with new decentralised protection scheme	Percentage	100.00	005	Required support and coordination with site and agencies has been provided successfully.	Work In Progress
0008	SAP:Processing of Invoices, Creation of JMC, MRC etc., updation of energy consumption data, creation of ZT notification and its completion	Percentage	100.00	005	Work done successfully in stipulated time frame	Running work.
0009	Coordination as SSID Committee for Identification, committee co-ordination & disposal of surplus and scrap material	Percentage	100.00	005	Required support and coordination has been provided successfully.	SSID report to be submitted

SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISER

NAME : S K Singh

EMPLOYEE NO. : 60001119

DESIGNATION : DGM

0010	-	Percentage	100.00	000	nil
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SIGNATURE OF THE APPRAISEE

NAME: _____

DESIGNATION : _____

SIGNATURE OF THE APPRAISER

NAME : **S K Singh**

EMPLOYEE NO. : **60001119**

DESIGNATION : **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 appraiser)	Review (by Appraiser)	Marks Awarded*
0001	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE	Percentage	100.00	005	Fully involved in essential Learning, contribution, and knowledge	ok	5.00
0002	AMP and condition monitoring of Switchyard Equipments of 30 bays (400KV) & 04 bays (220KV) including 04 nos 500MVA ICTs , 06 reactors and	Percentage	100.00	025	Work done successfully in stipulated time frame	ok	23.00
0003	AMP of Relays & Protection schemes including PLCC and Trip Analysis	Percentage	100.00	015	Work done successfully in stipulated time frame	ok	14.00
0004	Coordination and expediting with all other Deptt.'s, RHQs & agencies/ States (DHBVN, BBMB, Manpower agencies, Civil agencies , Consultants,	Percentage	100.00	025	Successfully done (For exp- NOC from HWRA received, 11 kv dedicated supply	ok	19.00
0005	Timely initiation of proposals for spares and other miscellaneous purchase & works of Ballabgarh substation	Percentage	100.00	010	Work done successfully in stipulated time frame	ok	7.00
0006	Maintenance of Substation Auxillary systems FFPH, Battery bank, 11KV LT supply, DG Set	Percentage	100.00	005	Work done successfully in stipulated time frame	ok	4.00
0007	Coordinating for Retrofitment of old Bus-Bar Protection scheme with new decentralised protection scheme	Percentage	100.00	005	Required support and coordination with site and agencies has been	ok	4.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

SIGNATURE OF THE APPRAISER

NAME: S K Singh

EMPLOYEE NO.: 60001119

DESIGNATION: DGM

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

Total Marks Obtained x 75.00

= 64.50

Total Maximum Marks

0008	SAP:Processing of invoices, Creation of JMC, MRC etc., updation of energy consumption data, creation of ZT notification and its completion	Percentage	100.00	005	Work done successfully in stipulated time frame	ok	5.00
0009	Coordination as SSID Committee for Identification,committee co-ordination & disposal of surplus and scrap material	Percentage	100.00	005	Required support and coordination has been provided successfully. (Note	ok	5.00
0010	-	Percentage	100.00	000	nil	0	0.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

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

SIGNATURE OF THE APPRAISER

NAME: S K Singh

EMPLOYEE NO.: 60001119

DESIGNATION: DGM

$$\frac{\text{Total Marks Obtained} \times 75.00}{\text{Total Maximum Marks}} = 64.50$$

Emp.No. 60001789

PERFORMANCE REVIEW SHEET

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

INVOLVED IN AMP WORKS. ROLE AS ACTIVE COMMITTEE MEMBER IN VARIOUS SITE PROPOSALS. HAVE GOOD NEGOTIATION SKILL.

Comments of work done in official language Hindi

BILL PROCESSING. ACTIVE PARTICIPATION IN HINDI WORKSHOPS.

Appraiser's comments on Potential suitability

TABLE TO TAKE HIGHER RESPONSIBILITY

SIGNATURE OF THE APPRAISER

NAME: S K Singh

EMPLOYEE NO.:60001119

DESIGNATION: DGM

PART - II : COMPETENCIES

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

COMPETENCIES		RATING 5-4-3-2-1*
001	BUSINESS KNOWLEDGE : KNOWLEDGE AND UNDERSTANDING OF POWERGRID'S BUSINESS; KNOWLEDGE OF MISSION; MOU TARGETS AND CORPORATE PLAN	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.	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	PROBLEM SOLVING : ABILITY TO UNDERSTAND SITUATIONS OR PROBLEMS BY ORGANIZING OR SYNTHESIZING INFORMATION IN A SYSTEMATIC WAY AND GENERATING SOLUTIONS FOR THE SAME. IT INCLUDES PROACTIVELY ANTICIPATING PROBLEMS;EVALUATING ROOT CAUSES AND DEVELOPING ALTERNATIVE SOLUTIONS.	04
006	COLLABORATION & NETWORKING : ABILITY TO BUILD AND LEVERAGE NETWORKS OF FORMAL AND INFORMAL RELATIONSHIPS TO COLLABORATE; SEEK ADVICE OR RESOLVE ISSUES IN AN EFFORT TO WORK TOWARDS THE ASSIGNED GOALS.IT IS DEMONSTRATED THROUGH AN ABILITY TO CREATE AND SUSTAIN POSITIVE WORKING RELATIONSHIPS BOTH WITHIN AND EXTERNAL TO THE ORGANIZATIONS.	05
007	ACCOUNTABILITY : HAVING A SENSE OF PERSONAL RESPONSIBILITY FOR GETTING THINGS DONE AND ACHIEVING RESULTS. IT INCLUDES WILLINGNESS TO GO BEYOND WHAT IS REQUIRED IN A GIVEN SITUATION; OVERCOME OBSTACLES OR BARRIERS TO SUCCESS AND PERSEVERE.	04
008	DRIVE & INITIATIVE : ABILITY TO PROACTIVELY ADDRESS SITUATIONS OR OPPORTUNITIES AS OPPOSED TO REACTING TO PROBLEMS AND ASSIGNMENTS. IT IS REFLECTED THROUGH ACTION;NOT SIMPLY THINKING AND INCLUDES A WILLINGNESS TO SEIZE OPPORTUNITIES AND ACT DECISIVELY AND BOLDLY IN ORDER TO DRIVE THE BUSINESS FORWARD.	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) = $\frac{\text{Total of All Ratings} * 15.00}{45} = 13.00$

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

SIGNATURE OF THE APPRAISER

NAME S K Singh
EMPLOYEE NO. 60001119
DESIGNATION DGM

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	05
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	05
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.	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{50} = 4.60$$

SIGNATURE OF THE APPRAISER

NAME: S K Singh
 EMPLOYEE NO.:60001119
 DESIGNATION: DGM

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	LEADERSHIP ABILITIES : FACILITATING IN DECISION - MAKING PROCESS; IMPLEMENTING SOUND DECISIONS; REMAINING FLEXIBLE WITH DECISIONS; USING EFFECTIVE COACHING SKILLS WITH PEERS/SUBORDINATES.	04
002	TEAM BUILDING : DEMONSTRATES EFFECTIVENESS IN RE-ORGANISING HIS/HER OWN DEPARTMENT; MANAGES DIVERSE AND DIVERGENT VIEWS AND GROUP PROCESSES WITHOUT LOSING SIGHT OF OBJECTIVES.	04
003	FORESIGHT : ABILITY TO FORESEE THE CHANGE AND SITUATIONS THAT REQUIRE ATTENTION AND SHOW PRUDENCE AND CARE IN DEPLOYING THE RESOURCES TO DEAL WITH CHANGES.	04
004	INNOVATION : TO BRING ABOUT POSITIVE CHANGES IN THE AREA OF OPERATION THAT LEADS TO PERFORMANCE AND GROWTH THROUGH IMPROVEMENTS IN EFFICIENCY, PRODUCTIVITY, QUALITY, ETC.	04
005	TRUST AND RESPECT : HAVE HIGH REGARD FOR FELLOW MEMBERS IN THE ORGANIZATION. FUNCTION WITH OPENNESS AND PROMOTE TEAM SPIRIT.	05

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{25} = 4.20$$

SIGNATURE OF THE APPRAISER

NAME: S K Singh

EMPLOYEE NO.:60001119

DESIGNATION: DGM

Emp.No. 60001789

PERFORMANCE AND POTENTIAL PROFILE

Final Marks Scored

Level - 0001 (S K Singh , DGM)

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	75.00	64.50
COMPETENCIES	15.00	13.00
VALUES	5.00	4.60
POTENTIAL	5.00	4.20
TOTAL	100.00	86.30

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Ravindra Nath Gupta	Senior GM	100	86.3	May kindly approve
Level - 0003	A K Behera	Chief GM	100	84	
Level - 0004	A K Mishra	ED	100	79	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(79.00)

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:	Shikha Singh
Employee No. :	60001789
Year :	2021-22
Duration :	01.01.2021 - 31.12.2021

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 01.01.2021 To 31.12.2021.

PERSONAL DATA :

NAME: Shikha Singh	EMPLOYEE NO. : 60001789
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : 18.10.2018 PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): RHQ-Faridabad / C&M /Northern Region- I	QUALIFICATION : BE-2002,MBA-2016
NAME & DESIGNATION : OF THE REPORTING OFFICER : Dinesh Chandra Nainwal DGM	DATE OF BIRTH : 08.07.1977

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)
31	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE SHARING, SUBORDINATE DEVELOPMENT,	Percentage	100.00	005	Fully involved in essential Learning, contribution, and knowledge exchange.	
0002	Tendering Activity: Preparation of Bidding Document, Floating NIT, Bid Opening (1st Envelope & Second Envelope), Issuance of amendment, Sale of document etc.	Percentage	100.00	020	Work done successfully in stipulated time frame	
0003	Evaluation of Bids/ e-reverse auction (both through SRM and GEM)	Percentage	100.00	020	Work done successfully in stipulated time frame	
0004	Processing and Issuance of Notification of Award/ Signing of Contract Agreement	Percentage	100.00	010	Work done successfully in stipulated time frame	
0005	Rate Negotiation: Involvement in various Committee Negotiation; preparation of reports; placement of Award and issuance of Letter for New/Substituted Items, Single Tender Award etc.	Percentage	100.00	010	Work done successfully in stipulated time frame	
0006	Processing and Issuance of Proposals of Amendment of various contracts awarded.	Percentage	100.00	005	Work done successfully in stipulated time frame	
0007	Processing and Issuance of Final/ Provisional Time Extension proposals of various packages.	Percentage	100.00	005	Work done successfully in stipulated time frame	
0008	Coordination and expediting with all other Deptt.'s, sites & agencies to complete C&M activities within targeted schedule	Percentage	100.00	015	Required support and coordination with all other deptt.'s, site and agencies has been provided	
0009	Verification of BG (Advance, CPG and Retention), Issuance of CCP's	Percentage	100.00	005	Work done successfully in stipulated time frame	

SIGNATURE OF THE APPRAISEE

NAME: Shikha Singh

DESIGNATION : Ch Mgr

SIGNATURE OF THE APPRAISER

NAME : Dinesh Chandra Nainwal

EMPLOYEE NO. : 60020587

DESIGNATION : DGM

0010	SAP: Creation of Purchase Order, Modifications in Terms and Conditions of PO, Uploading of Amendment/Time Extension	Percentage	100.00	005	Work done successfully in stipulated time frame
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SIGNATURE OF THE APPRAISEE

NAME: Shikha Singh

 DESIGNATION : Ch Mgr

SIGNATURE OF THE APPRAISER

NAME Dinesh Chandra Nainwal

 EMPLOYEE NO. : 60020587

 DESIGNATION : 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	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE	Percentage	100.00	005	Fully Involved in essential Learning, contribution, and knowledge	ok	5.00
0002	Tendering Activity: Preparation of Bidding Document, Floating NIT, Bid Opening (1st Envelope & Second Envelope), Issuance of amendment,	Percentage	100.00	020	Work done successfully in stipulated time frame	ok	19.00
0003	Evaluation of Bids/ e-reverse auction (both through SRM and GEM)	Percentage	100.00	020	Work done successfully in stipulated time frame	ok	19.00
0004	Processing and Issuance of Notification of Award/ Signing of Contract Agreement	Percentage	100.00	010	Work done successfully in stipulated time frame	ok	10.00
0005	Rate Negotiation: Involvement in various Committee Negotiation; preparation of reports; placement of Award and issuance of Letter for New/	Percentage	100.00	010	Work done successfully in stipulated time frame	ok	10.00
0006	Processing and Issuance of Proposals of Amendment of various contracts awarded.	Percentage	100.00	005	Work done successfully in stipulated time frame	ok	5.00
0007	Processing and Issuance of Final/ Provisional Time Extension proposals of various packages.	Percentage	100.00	005	Work done successfully in stipulated time frame	ok	5.00

SIGNATURE OF THE APPRAISEE

NAME: Shikha Singh

DESIGNATION: Ch Mgr.

**SIGNATURE OF THE APPRAISER**

NAME: Dinesh Chandra

EMPLOYEE NO.: 60020587

DESIGNATION: DGM



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

Total Marks Obtained x 75.00

Total Maximum Marks

= 72.00

0008	Coordination and expediting with all other Deptt.'s, sites & agencies to complete C&M activities within targeted schedule	Percentage	100.00	015	Required support and coordination with all other deptt.'s, site and	ok	14.00
0009	Verification of BG (Advance, CPG and Retention), Issuance of CCP's	Percentage	100.00	005	Work done successfully in stipulated time frame	ok	5.00
0010	SAP: Creation of Purchase Order, Modifications in Terms and Conditions of PO, Uploading of Amendment/Time Extension	Percentage	100.00	005	Work done successfully in stipulated time frame	ok	4.00

SIGNATURE OF THE APPRAISEE

NAME: Shikha Singh

DESIGNATION: Ch Mgr



SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra

EMPLOYEE NO.: 60020587

DESIGNATION: DGM



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

$$\frac{\text{Total Marks Obtained} \times 75.00}{\text{Total Maximum Marks}} =$$

72.00

Emp.No. 60001789

PERFORMANCE REVIEW SHEET

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

SHE COMPLETES THE ASSIGN TASK IN TIME

Comments of work done in official language Hindi

SHE WORKS IN HINDI TO THE EXTENT POSSIBLE

Appraiser's comments on Potential suitability

SHE IS SUITABLE FOR HIGHER RESPONSIBILITY

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra Nainwal

EMPLOYEE NO.:60020587

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 KNOWLEDGE : KNOWLEDGE AND UNDERSTANDING OF POWERGRID'S BUSINESS: KNOWLEDGE OF MISSION; MOU TARGETS AND CORPORATE PLAN	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.	05
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	PROBLEM SOLVING : ABILITY TO UNDERSTAND SITUATIONS OR PROBLEMS BY ORGANIZING OR SYNTHESIZING INFORMATION IN A SYSTEMATIC WAY AND GENERATING SOLUTIONS FOR THE SAME. IT INCLUDES PROACTIVELY ANTICIPATING PROBLEMS; EVALUATING ROOT CAUSES AND DEVELOPING ALTERNATIVE SOLUTIONS.	05
006	COLLABORATION & NETWORKING : ABILITY TO BUILD AND LEVERAGE NETWORKS OF FORMAL AND INFORMAL RELATIONSHIPS TO COLLABORATE; SEEK ADVICE OR RESOLVE ISSUES IN AN EFFORT TO WORK TOWARDS THE ASSIGNED GOALS IT IS DEMONSTRATED THROUGH AN ABILITY TO CREATE AND SUSTAIN POSITIVE WORKING RELATIONSHIPS BOTH WITHIN AND EXTERNAL TO THE ORGANIZATIONS.	04
007	ACCOUNTABILITY : HAVING A SENSE OF PERSONAL RESPONSIBILITY FOR GETTING THINGS DONE AND ACHIEVING RESULTS. IT INCLUDES WILLINGNESS TO GO BEYOND WHAT IS REQUIRED IN A GIVEN SITUATION; OVERCOME OBSTACLES OR BARRIERS TO SUCCESS AND PERSEVERE.	05
008	DRIVE & INITIATIVE : ABILITY TO PROACTIVELY ADDRESS SITUATIONS OR OPPORTUNITIES AS OPPOSED TO REACTING TO PROBLEMS AND ASSIGNMENTS. IT IS REFLECTED THROUGH ACTION; NOT SIMPLY THINKING AND INCLUDES A WILLINGNESS TO SEIZE OPPORTUNITIES AND ACT DECISIVELY AND BOLDLY IN ORDER TO DRIVE THE BUSINESS FORWARD.	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.	05

Rating on Competencies (Prorated to marks) = $\frac{\text{Total of All Ratings} * 15.00}{45} = 14.00$

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

SIGNATURE OF THE APPRAISER

NAME Dinesh Chandra
 Employee NO. 60020587
 DESIGNATION DGM

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	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	05
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

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{50} = 4.70$$

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra
 Neerwal
 EMPLOYEE NO.:60020587
 DESIGNATION: DGM

Emp.No. 60001789

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	LEADERSHIP ABILITIES : FACILITATING IN DECISION - MAKING PROCESS; IMPLEMENTING SOUND DECISIONS; REMAINING FLEXIBLE WITH DECISIONS; USING EFFECTIVE COACHING SKILLS WITH PEERS/SUBORDINATES.	05
002	TEAM BUILDING : DEMONSTRATES EFFECTIVENESS IN RE-ORGANISING HIS/HER OWN DEPARTMENT; MANAGES DIVERSE AND DIVERGENT VIEWS AND GROUP PROCESSES WITHOUT LOSING SIGHT OF OBJECTIVES.	05
003	FORESIGHT : ABILITY TO FORESEE THE CHANGE AND SITUATIONS THAT REQUIRE ATTENTION AND SHOW PRUDENCE AND CARE IN DEPLOYING THE RESOURCES TO DEAL WITH CHANGES.	04
004	INNOVATION : TO BRING ABOUT POSITIVE CHANGES IN THE AREA OF OPERATION THAT LEADS TO PERFORMANCE AND GROWTH THROUGH IMPROVEMENTS IN EFFICIENCY, PRODUCTIVITY, QUALITY, ETC.	05
005	TRUST AND RESPECT : HAVE HIGH REGARD FOR FELLOW MEMBERS IN THE ORGANIZATION. FUNCTION WITH OPENNESS AND PROMOTE TEAM SPIRIT	05

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{25} = 4.80$$

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra
 Najawal
 EMPLOYEE NO.:60020587
 DESIGNATION: DGM

PERFORMANCE AND POTENTIAL PROFILE**Final Marks Scored****Level - 0001 (Dinesh Chandra Nainwai , DGM)**

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	75.00	72.00
COMPETENCIES	15.00	14.00
VALUES	5.00	4.70
POTENTIAL	5.00	4.80
TOTAL	100.00	95.50

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Upendra Singh	Chief GM	100	85	performance of appraisee is outstanding.
Level - 0003	A K Mishra	ED	100	79	

Final Assessment by the moderation committee**Overall evaluation**

Final Rating: Very Good(79.00)

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:	Shikha Singh
Employee No.:	60001789
Year :	2020-21
Duration	01.01.2020 - 31.12.2020

E6

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

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

From 01.01.2020 To 31.12.2020.

PERSONAL DATA :

NAME: Shikha Singh	EMPLOYEE NO. : 60001789
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): RHQ-Faridabad / ULDC /Northern Region-I	QUALIFICATION : BE-2002,MBA-2016
NAME & DESIGNATION : OF THE REPORTING OFFICER : Dinesh Chandra Nainwal DGM	DATE OF BIRTH : 08.07.1977

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)
1	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE SHARING, SUBORDINATE DEVELOPMENT,	Percentage	100.00	005	Fully Involved in essential Learning, contribution, and knowledge exchange.	
0002	Tendering Activity: Preparation of Bidding Document, Floating NIT, Bid Opening (1ST Envelope & Second Envelope), issuance of amendment, Sale of document etc.	Percentage	100.00	020	Work done successfully in stipulated time frame	
0003	Evaluation of Bids/ e-reverse auction (both through SRM and GEM)	Percentage	100.00	020	Work done successfully in stipulated time frame	
0004	Processing and Issuance of Notification of Award/ Signing of Contract Agreement	Percentage	100.00	010	Work done successfully in stipulated time frame	
0005	Rate Negotiation: Involvement in various Committee Negotiation; preparation of reports; placement of Award and issuance of Letter for New/Substituted Items, Single Tender Award etc.	Percentage	100.00	010	Work done successfully in stipulated time frame	
0006	Processing and Issuance of Proposals of Amendment of various contracts awarded.	Percentage	100.00	005	Work done successfully in stipulated time frame	
0007	Processing and Issuance of Final/ Provisional Time Extension proposals of various packages.	Percentage	100.00	005	Work done successfully in stipulated time frame	
0008	Coordination and expediting with all other Deptt.'s, sites & agencies to complete C&M activities within targeted schedule	Percentage	100.00	015	Required support and coordination with all other deptt.'s, site and agencies has been provided	
0009	Verification of BG (Advance, CPG and Retention), Issuance of CCP's	Percentage	100.00	005	Work done successfully in stipulated time frame	

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION :

SIGNATURE OF THE APPRAISER

NAME : Dinesh Chandra Nainwal

EMPLOYEE NO. : 60020587

DESIGNATION : DGM

0010	SAP: Creation of Purchase Order, Modifications In Terms and Conditions of PO, Uploading of Amendment/Time Extension	Percentage	100.00	005	Work done successfully in stipulated time frame
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SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION :

SIGNATURE OF THE APPRAISER

NAME : Dinesh Chandra Nainwal

EMPLOYEE NO. : 60020537

DESIGNATION : 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 appraiser)	Review (by Appraiser)	Marks Awarded*
0001	INDIVIDUAL EFFORTS TOWARDS SELF/PEER BASED LEARNING, CONTRIBUTION IN KNOWLEDGE MANAGEMENT/KNOWLEDGE	Percentage	100.00	005	Fully involved in essential Learning, contribution, and knowledge	Target Achieved	5.00
0002	Tendering Activity: Preparation of Bidding Document, Floating NIT, Bid Opening (1ST Envelope & Second Envelope), Issuance of amendment,	Percentage	100.00	020	Work done successfully in stipulated time frame	Target Achieved	19.00
0003	Evaluation of Bids/ e-reverse auction (both through SRM and GEM)	Percentage	100.00	020	Work done successfully in stipulated time frame	Target Achieved	18.00
0004	Processing and Issuance of Notification of Award/ Signing of Contract Agreement	Percentage	100.00	010	Work done successfully in stipulated time frame	Target Achieved	6.00
0005	Rate Negotiation: Involvement in various Committee Negotiation; preparation of reports; placement of Award and issuance of Letter for New/	Percentage	100.00	010	Work done successfully in stipulated time frame	Target Achieved	8.00
0006	Processing and Issuance of Proposals of Amendment of various contracts awarded.	Percentage	100.00	005	Work done successfully in stipulated time frame	Target Achieved	4.00
0007	Processing and Issuance of Final/ Provisional Time Extension proposals of various packages.	Percentage	100.00	005	Work done successfully in stipulated time frame	Target Achieved	4.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra

Najwal
EMPLOYEE NO.: 60020587

DESIGNATION: DGM

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

Total Marks Obtained x 75.00

Total Maximum Marks

= 64.50

0008	Coordination and expediting with all other Deptt.'s, sites & agencies to complete C&M activities within targeted schedule	Percentage	100.00	015	Required support and coordination with all other deptt.'s, site and	Target Achieved	12.00
0009	Verification of BG (Advance, CPG and Retention), Issuance of CCP's	Percentage	100.00	005	Work done successfully in stipulated time frame	Target Achieved	4.00
0010	SAP: Creation of Purchase Order, Modifications in Terms and Conditions of PO, Uploading of Amendment/Time Extension	Percentage	100.00	005	Work done successfully in stipulated time frame	Target Achieved	4.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra

Nainwal
EMPLOYEE NO.: 60020587

DESIGNATION: DGM

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

$$\frac{\text{Total Marks Obtained} \times 75.00}{\text{Total Maximum Marks}} =$$

64.50

Emp.No. 60001789

PERFORMANCE REVIEW SHEET

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

THE APPRAISEE COMPLETES ALL THE WORK WITHIN TIME

Comments of work done in official language Hindi

WORKS IN HINDI TO THE EXTENT POSSIBLE

Appraiser's comments on Potential suitability

THE APPRAISEE IS RELIABLE

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra Nainwal
EMPLOYEE NO.:60020587
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 KNOWLEDGE : KNOWLEDGE AND UNDERSTANDING OF POWERGRID'S BUSINESS; KNOWLEDGE OF MISSION; MOU TARGETS AND CORPORATE PLAN	05
002	PROFESSION SPECIFIC KNOWLEDGE : KNOWLEDGE RELATED TO ONE'S PROFESSION; KNOWLEDGE OF STANDARD OPERATING PROCEDURES AND POLICIES IN POWERGRID; KEEPING ABEAST 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	PROBLEM SOLVING : ABILITY TO UNDERSTAND SITUATIONS OR PROBLEMS BY ORGANIZING OR SYNTHESIZING INFORMATION IN A SYSTEMATIC WAY AND GENERATING SOLUTIONS FOR THE SAME. IT INCLUDES PROACTIVELY ANTICIPATING PROBLEMS; EVALUATING ROOT CAUSES AND DEVELOPING ALTERNATIVE SOLUTIONS.	03
006	COLLABORATION & NETWORKING : ABILITY TO BUILD AND LEVERAGE NETWORKS OF FORMAL AND INFORMAL RELATIONSHIPS TO COLLABORATE; SEEK ADVICE OR RESOLVE ISSUES IN AN EFFORT TO WORK TOWARDS THE ASSIGNED GOALS. IT IS DEMONSTRATED THROUGH AN ABILITY TO CREATE AND SUSTAIN POSITIVE WORKING RELATIONSHIPS BOTH WITHIN AND EXTERNAL TO THE ORGANIZATIONS.	04
007	ACCOUNTABILITY : HAVING A SENSE OF PERSONAL RESPONSIBILITY FOR GETTING THINGS DONE AND ACHIEVING RESULTS. IT INCLUDES WILLINGNESS TO GO BEYOND WHAT IS REQUIRED IN A GIVEN SITUATION; OVERCOME OBSTACLES OR BARRIERS TO SUCCESS AND PERSEVERE.	04
008	DRIVE & INITIATIVE : ABILITY TO PROACTIVELY ADDRESS SITUATIONS OR OPPORTUNITIES AS OPPOSED TO REACTING TO PROBLEMS AND ASSIGNMENTS. IT IS REFLECTED THROUGH ACTION; NOT SIMPLY THINKING AND INCLUDES A WILLINGNESS TO SEIZE OPPORTUNITIES AND ACT DECISIVELY AND BOLDLY IN ORDER TO DRIVE THE BUSINESS FORWARD.	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.	05

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 Dinesh Chandra
 EMPLOYEE NO. 60020587
 DESIGNATION DGM

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.	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.	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	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	05
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

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{50} = 3.90$$

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra
 Najpwal
 EMPLOYEE NO.:60020587
 DESIGNATION: DGM

Emp.No. 60001789

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	LEADERSHIP ABILITIES : FACILITATING IN DECISION - MAKING PROCESS; IMPLEMENTING SOUND DECISIONS; REMAINING FLEXIBLE WITH DECISIONS; USING EFFECTIVE COACHING SKILLS WITH PEERS/SUBORDINATES.	05
002	TEAM BUILDING : DEMONSTRATES EFFECTIVENESS IN RE-ORGANISING HIS/HER OWN DEPARTMENT; MANAGES DIVERSE AND DIVERGENT VIEWS AND GROUP PROCESSES WITHOUT LOSING SIGHT OF OBJECTIVES.	04
003	FORESIGHT : ABILITY TO FORESEE THE CHANGE AND SITUATIONS THAT REQUIRE ATTENTION AND SHOW PRUDENCE AND CARE IN DEPLOYING THE RESOURCES TO DEAL WITH CHANGES.	04
004	INNOVATION : TO BRING ABOUT POSITIVE CHANGES IN THE AREA OF OPERATION THAT LEADS TO PERFORMANCE AND GROWTH THROUGH IMPROVEMENTS IN EFFICIENCY, PRODUCTIVITY, QUALITY, ETC.	04
005	TRUST AND RESPECT : HAVE HIGH REGARD FOR FELLOW MEMBERS IN THE ORGANIZATION. FUNCTION WITH OPENNESS AND PROMOTE TEAM SPIRIT.	03

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{25} = 4.00$$

SIGNATURE OF THE APPRAISER

NAME: Dinesh Chandra

Najawal
EMPLOYEE NO.:60020587

DESIGNATION: DGM

Emp.No. 60001789

PERFORMANCE AND POTENTIAL PROFILE

Final Marks Scored

Level - 0001 (Dinesh Chandra Nainwal , DGM)

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	75.00	64.50
COMPETENCIES	15.00	12.00
VALUES	5.00	3.90
POTENTIAL	5.00	4.00
TOTAL	100.00	84.40

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	Upendra Singh	Senior GM	100	84.4	The appraisee performance is outstanding
Level - 0003	D K Singh	ED	100	78	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(78.00)

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:	Shikha Singh
Employee No. :	60001789
Year :	2019-20
Duration :	01.01.2019 - 31.12.2019

E6

POWERGRID CORPORATION OF INDIA LIMITED
(A Government of Indian Enterprise)**PERFORMANCE APPRAISAL REPORT
FOR EXECUTIVES AT THE LEVEL OF
E6**

From 01.01.2019 To 31.12.2019.

PERSONAL DATA :

NAME: Shikha Singh	EMPLOYEE NO. : 60001789
DESIGNATION: Ch Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): RHQ-New Delhi / ULDC /Northern Region-	QUALIFICATION : BE-2002,MBA-2016
NAME & DESIGNATION : OF THE REPORTING OFFICER : Y K Dixit Chief GM	DATE OF BIRTH : 08.07.1977

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)
11	Implementation and Integration of RTUs at SLDC at 89 locations for State & Centre Sector under Replacement Project in Northern Region	Percentage	100.00	025	Signing of MOU, DRS, FDS, drawing and BOQ of Phase-1 of RTUs has been done successfully.	
0002	Award of various AMC Contract	Percentage	100.00	015	Award for Insurance of facilities under ULDC NR-1 has been successfully awarded.	
0003	Generation of Invoices for AMC charges of WB, OPGW, RTU, APS, Insurance and other ULDC works for different Constituents	Percentage	100.00	015	Work done successfully in stipulated time frame	
0004	Processing of AMC bills & other related work and Bills for insurance of equipment installed under ULDC Project	Percentage	100.00	010	Work done successfully	
0005	MIS / PM of various Project running under ULDC	Percentage	100.00	010	Managed successfully	
0006	Consultancy work for Northern regional constituents and coordination with contractors	Percentage	100.00	010	work done successfully	
0007	Coordination in Project- OPGW (Package-W) under augmentation of Telecom Backbone, "Establishment of VSat connectivity from Uri-II to NRLDC", "Establishment of Renewable Energy management	Percentage	100.00	010	Required support and coordination for establishment has been successfully provided.	
0008	Miscellaneous work as Tender Evaluation, making QR, PR in SAP, CPG/BG related Issue, Time Extension, LD, issue of Performance Certificate etc	Percentage	100.00	005	Work done successfully in stipulated time frame	

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION :

SIGNATURE OF THE APPRAISER

NAME : Y K Dixit

EMPLOYEE NO. : 60040028

DESIGNATION : Chief 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	Implementation and Integration of RTUs at SLDC at 89 locations for State & Centre Sector under Replacement Project in Northern	Percentage	100.00	025	FAT of LOT-1 of RTUs completed. Installation testing & Commissioning of	Partially agree	18.00
0002	Award of various AMC Contract	Percentage	100.00	015	Award for AMC of OPGW Package-A under ULDC NR-1 has been	Partially agree	12.00
0003	Generation of Invoices for AMC charges of WB, OPGW, RTU, APS, Insurance and other ULDC works for different Constituents	Percentage	100.00	015	Work done successfully in stipulated time frame	Agree	14.00
0004	Processing of AMC bills & other related work and Bills for insurance of equipment installed under ULDC Project	Percentage	100.00	010	Work done successfully	Agree	10.00
0005	MIS / PM of various Project running under ULDC	Percentage	100.00	010	Managed successfully	Agree	10.00
0006	Consultancy work for Northern regional constituents and coordination with contractors	Percentage	100.00	010	work done successfully	Partially agree	7.00
0007	Coordination in Project- OPGW (Package-W) under augmentation of Telecom Backbone, "Establishment of VSat connectivity from Uri-II to	Percentage	100.00	010	Required support and coordination for establishment has been successfully	Partially agree	6.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:


SIGNATURE OF THE APPRAISER

NAME: Y K Dixit

EMPLOYEE NO.: 60040028

DESIGNATION: Chief GM



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

Total Marks Obtained x 75.00

= 61.50

Total Maximum Marks

0008	Miscellaneous work as Tender Evaluation, making QR, PR in SAP, CPG/BG related issue, Time Extension , LD, issue of Performance	Percentage	100.00	005	Work done successfully in stipulated time frame	Agree	5.00
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SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

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

$$\frac{\text{Total Marks Obtained} \times 75.00}{\text{Total Maximum Marks}} =$$

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit

EMPLOYEE NO.: 60040028

DESIGNATION: Chief GM

61.50

Emp.No. 60001789

PERFORMANCE REVIEW SHEET

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

APPRIASEE DID FAIRLY GOOD IN THE ASSIGNED JOB

Comments of work done in official language Hindi

EXCELLENT. TORCH BEARER OF THE DEPARTMENT

Appraiser's comments on Potential suitability

SHE HAS POTENTIAL FOR HIGHER LEVEL OF ASSIGNMENT

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit

EMPLOYEE NO.:60040028

DESIGNATION: Chief GM

PART - II : COMPETENCIES

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

COMPETENCIES		RATING 5-4-3-2-1*
001	BUSINESS KNOWLEDGE : KNOWLEDGE AND UNDERSTANDING OF POWERGRID'S BUSINESS; KNOWLEDGE OF MISSION; MOU TARGETS AND CORPORATE PLAN	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	PROBLEM SOLVING : ABILITY TO UNDERSTAND SITUATIONS OR PROBLEMS BY ORGANIZING OR SYNTHESIZING INFORMATION IN A SYSTEMATIC WAY AND GENERATING SOLUTIONS FOR THE SAME. IT INCLUDES PROACTIVELY ANTICIPATING PROBLEMS;EVALUATING ROOT CAUSES AND DEVELOPING ALTERNATIVE SOLUTIONS.	03
006	COLLABORATION & NETWORKING : ABILITY TO BUILD AND LEVERAGE NETWORKS OF FORMAL AND INFORMAL RELATIONSHIPS TO COLLABORATE; SEEK ADVICE OR RESOLVE ISSUES IN AN EFFORT TO WORK TOWARDS THE ASSIGNED GOALS.IT IS DEMONSTRATED THROUGH AN ABILITY TO CREATE AND SUSTAIN POSITIVE WORKING RELATIONSHIPS BOTH WITHIN AND EXTERNAL TO THE ORGANIZATIONS.	04
007	ACCOUNTABILITY : HAVING A SENSE OF PERSONAL RESPONSIBILITY FOR GETTING THINGS DONE AND ACHIEVING RESULTS. IT INCLUDES WILLINGNESS TO GO BEYOND WHAT IS REQUIRED IN A GIVEN SITUATION; OVERCOME OBSTACLES OR BARRIERS TO SUCCESS AND PERSEVERE.	04
008	DRIVE & INITIATIVE : ABILITY TO PROACTIVELY ADDRESS SITUATIONS OR OPPORTUNITIES AS OPPOSED TO REACTING TO PROBLEMS AND ASSIGNMENTS. IT IS REFLECTED THROUGH ACTION;NOT SIMPLY THINKING AND INCLUDES A WILLINGNESS TO SEIZE OPPORTUNITIES AND ACT DECISIVELY AND BOLDLY IN ORDER TO DRIVE THE BUSINESS FORWARD.	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.	03

$$\begin{array}{rcl} \text{Rating on Competencies} & = & \text{Total of All Ratings} * 15.00 \\ \text{(Prorated to marks)} & & 45 \\ & & = 11.33 \end{array}$$

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

SIGNATURE OF THE APPRAISER

NAME Y K Dixit
EMPLOYEE NO. 60040028
DESIGNATION Chief 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.	05
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	04
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	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	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.	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

Rating on Value (Prorated to marks) = $\frac{\text{Total of All Ratings} * 5.00}{50} = 4.20$

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit
 EMPLOYEE NO.:60040028
 DESIGNATION: Chief GM

Emp.No. 60001789

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	LEADERSHIP ABILITIES : FACILITATING IN DECISION - MAKING PROCESS; IMPLEMENTING SOUND DECISIONS; REMAINING FLEXIBLE WITH DECISIONS; USING EFFECTIVE COACHING SKILLS WITH PEERS/SUBORDINATES.	03
002	TEAM BUILDING : DEMONSTRATES EFFECTIVENESS IN RE-ORGANISING HIS/HER OWN DEPARTMENT; MANAGES DIVERSE AND DIVERGENT VIEWS AND GROUP PROCESSES WITHOUT LOSING SIGHT OF OBJECTIVES.	04
003	FORESIGHT : ABILITY TO FORESEE THE CHANGE AND SITUATIONS THAT REQUIRE ATTENTION AND SHOW PRUDENCE AND CARE IN DEPLOYING THE RESOURCES TO DEAL WITH CHANGES.	03
04	INNOVATION : TO BRING ABOUT POSITIVE CHANGES IN THE AREA OF OPERATION THAT LEADS TO PERFORMANCE AND GROWTH THROUGH IMPROVEMENTS IN EFFICIENCY, PRODUCTIVITY, QUALITY, ETC.	03
005	TRUST AND RESPECT : HAVE HIGH REGARD FOR FELLOW MEMBERS IN THE ORGANIZATION. FUNCTION WITH OPENNESS AND PROMOTE TEAM SPIRIT.	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{25} = 3.40$$

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit
 EMPLOYEE NO.:60040028
 DESIGNATION: Chief GM

Emp.No. 60001789

PERFORMANCE AND POTENTIAL PROFILE

Final Marks Scored

Level - 0001 (Y K Dixit , Chief GM)

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	75.00	61.50
COMPETENCIES	15.00	11.33
VALUES	5.00	4.20
POTENTIAL	5.00	3.40
TOTAL	100.00	80.43

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	D K Singh	ED	100	77	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(77.00)

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:	Shikha Singh
Employee No. :	60001789
Year :	2018-19
Duration :	01.01.2018 - 31.12.2018

E4

POWERGRID CORPORATION OF INDIA LIMITED
(A Government of Indian Enterprise)**PERFORMANCE APPRAISAL REPORT
FOR EXECUTIVES AT THE LEVEL OF
E4**

From 01.01.2018 To 31.12.2018.

PERSONAL DATA :

NAME: Shikha Singh	EMPLOYEE NO. : 60001789
DESIGNATION: Dy Mgr	DATE OF ENTRY IN THE : PRESENT GRADE
PLACE OF POSTING/DEPARTMENT/ REGION (FOR PERIOD UNDER REVIEW): RHQ-New Delhi / ULDC /Northern Region-	QUALIFICATION : BE-2002,MBA-2016
NAME & DESIGNATION : OF THE REPORTING OFFICER : Y K Dixit Chief GM	DATE OF BIRTH : 08.07.1977

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)
1	Award of various AMC Contract	Percentage	100.00	015	Award for AMC of APS, Battery, OPGW Package-B and Package-C and Insurance of facilities under	
0002	Generation of Invoices for AMC charges of WB, OPGW, RTU, APS and other ULDC works for different Constituents	Percentage	0.00	015	Work done successfully in stipulated time frame	
0003	Processing of AMC bills & other related work and Bills for insurance of equipment installed under ULDC Project	Percentage	0.00	015	Work done successfully	
0004	MIS / PM of various Project running under ULDC	Percentage	0.00	016	Managed successfully	
0005	Consultancy work for Northern regional constituents and coordination with contractors	Percentage	0.00	015	work done successfully	
0006	Reconciliation of Accounts & Payments	Percentage	0.00	010	Work done successfully	
0007	Miscellaneous work as Tender Evaluation, making QR, PR in SAP, Checking of Statutory documents, CPG/BG related issue, Time Extension, LD, issue of	Percentage	0.00	010	Work done successfully in stipulated time frame	
0008	Coordination in "Establishment of Renewable Energy management centre at Northern region."	Percentage	0.00	005	Required support for engineering and site activities has been provided to LD&C and Vendor.	

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION

SIGNATURE OF THE APPRAISER

NAME

Y K Dixit

EMPLOYEE NO. : 60040028

DESIGNATION : Chief 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	Award of various AMC Contract	Percentage	100.00	015	Award of RTUs, Wideband and replacement of S900 RTUs are at	partially Agree	10.00
0002	Generation of Invoices for AMC charges of WB, OPGW, RTU, APS and other ULDC works for different Constituents	Percentage	0.00	015	Work done successfully in stipulated time frame	Agree	13.00
0003	Processing of AMC bills & other related work and Bills for insurance of equipment installed under ULDC Project	Percentage	0.00	015	Work done successfully	Agree	14.00
0004	MIS / PM of various Project running under ULDC	Percentage	0.00	015	Managed successfully	Partially Agree	13.00
0005	Consultancy work for Northern regional constituents and coordination with contractors	Percentage	0.00	015	work done successfully	Agree	12.00
0006	Reconciliation of Accounts & Payments	Percentage	0.00	010	Work done successfully	Partially Agree	7.00
0007	Miscellaneous work as Tender Evaluation, making QR, PR in SAP, Checking of Statutory documents,	Percentage	0.00	010	Work done successfully in stipulated time frame	Partially Agree	7.00

SIGNATURE OF THE APPRAISEE

NAME:

DESIGNATION:

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

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit

EMPLOYEE NO.: 60040028

DESIGNATION: Chief GM

Total Marks Obtained x 75.00

Total Maximum Marks

= 60.00

0008	Coordination in "Establishment of Renewable Energy management centre at Northern region."	Percentage	0.00	005	Required support from site for engineering and site activities has been	Agree	4.00
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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: Y K Dixit

EMPLOYEE NO.: 60040028

DESIGNATION: Chief GM



$$\frac{\text{Total Marks Obtained} \times 75.00}{\text{Total Maximum Marks}} = 60.00$$

Emp.No. 60001789

PERFORMANCE REVIEW SHEET

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

APPRAISEE HAS COMPLETED WORK ASSIGNED,

Comments of work done in official language Hindi

DOES REGULARLY

Appraiser's comments on Potential suitability

SUITABLE

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit

EMPLOYEE NO.:60040028

DESIGNATION: Chief 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 KNOWLEDGE : KNOWLEDGE AND UNDERSTANDING OF POWERGRID'S BUSINESS; KNOWLEDGE OF MISSION; MOU TARGETS AND CORPORATE PLAN	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.	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	PROBLEM SOLVING : ABILITY TO UNDERSTAND SITUATIONS OR PROBLEMS BY ORGANIZING OR SYNTHESIZING INFORMATION IN A SYSTEMATIC WAY AND GENERATING SOLUTIONS FOR THE SAME. IT INCLUDES PROACTIVELY ANTICIPATING PROBLEMS;EVALUATING ROOT CAUSES AND DEVELOPING ALTERNATIVE SOLUTIONS.	03
006	COLLABORATION & NETWORKING : ABILITY TO BUILD AND LEVERAGE NETWORKS OF FORMAL AND INFORMAL RELATIONSHIPS TO COLLABORATE; SEEK ADVICE OR RESOLVE ISSUES IN AN EFFORT TO WORK TOWARDS THE ASSIGNED GOALS.IT IS DEMONSTRATED THROUGH AN ABILITY TO CREATE AND SUSTAIN POSITIVE WORKING RELATIONSHIPS BOTH WITHIN AND EXTERNAL TO THE ORGANIZATIONS.	04
007	ACCOUNTABILITY : HAVING A SENSE OF PERSONAL RESPONSIBILITY FOR GETTING THINGS DONE AND ACHIEVING RESULTS. IT INCLUDES WILLINGNESS TO GO BEYOND WHAT IS REQUIRED IN A GIVEN SITUATION; OVERCOME OBSTACLES OR BARRIERS TO SUCCESS AND PERSEVERE.	04
008	DRIVE & INITIATIVE : ABILITY TO PROACTIVELY ADDRESS SITUATIONS OR OPPORTUNITIES AS OPPOSED TO REACTING TO PROBLEMS AND ASSIGNMENTS. IT IS REFLECTED THROUGH ACTION;NOT SIMPLY THINKING AND INCLUDES A WILLINGNESS TO SEIZE OPPORTUNITIES AND ACT DECISIVELY AND BOLDLY IN ORDER TO DRIVE THE BUSINESS FORWARD.	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

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 Y K Dixit
EMPLOYEE NO. 60040028
DESIGNATION Chief GM

Emp.No. 60001789

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.	05
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	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	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	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

Rating on Value (Prorated to marks) = $\frac{\text{Total of All Ratings} \times 5.00}{50}$ = 4.50

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit
 EMPLOYEE NO.:60040028
 DESIGNATION: Chief GM

Emp.No. 60001789

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	LEADERSHIP ABILITIES : FACILITATING IN DECISION - MAKING PROCESS; IMPLEMENTING SOUND DECISIONS; REMAINING FLEXIBLE WITH DECISIONS; USING EFFECTIVE COACHING SKILLS WITH PEERS/SUBORDINATES.	04
002	TEAM BUILDING : DEMONSTRATES EFFECTIVENESS IN RE-ORGANISING HIS/HER OWN DEPARTMENT; MANAGES DIVERSE AND DIVERGENT VIEWS AND GROUP PROCESSES WITHOUT LOSING SIGHT OF OBJECTIVES.	04
003	FORESIGHT : ABILITY TO FORESEE THE CHANGE AND SITUATIONS THAT REQUIRE ATTENTION AND SHOW PRUDENCE AND CARE IN DEPLOYING THE RESOURCES TO DEAL WITH CHANGES.	03
004	INNOVATION : TO BRING ABOUT POSITIVE CHANGES IN THE AREA OF OPERATION THAT LEADS TO PERFORMANCE AND GROWTH THROUGH IMPROVEMENTS IN EFFICIENCY, PRODUCTIVITY, QUALITY, ETC.	03
005	TRUST AND RESPECT : HAVE HIGH REGARD FOR FELLOW MEMBERS IN THE ORGANIZATION. FUNCTION WITH OPENNESS AND PROMOTE TEAM SPIRIT	04

$$\text{Rating on Value (Prorated to marks)} = \frac{\text{Total of All Ratings} * 5.00}{25} = 3.60$$

SIGNATURE OF THE APPRAISER

NAME: Y K Dixit
EMPLOYEE NO.:60040028
DESIGNATION: Chief GM

Emp.No. 60001789

PERFORMANCE AND POTENTIAL PROFILE

Final Marks Scored

Level - 0001 (Y K Dixit , Chief GM)

	TOTAL MARKS	MARKS SCORED
PERFORMANCE	75.00	60.00
COMPETENCIES	15.00	11.00
VALUES	5.00	4.50
POTENTIAL	5.00	3.60
TOTAL	100.00	79.10

Next Level	Name	Designation	Total Marks	Marks Scored	Remarks
Level - 0002	H K Mallick	ED	100	79	

Final Assessment by the moderation committee

Overall evaluation

Final Rating: Very Good(79.00)

Signature of the Chairman of
moderation committee :

Ravi P Singh
Director (Personnel)

"This is computer generated report, hence no signature is required."