

S. No.	Group	Functional Description
a.	Group 0	JMD / DMD/Executive Directors
b.	Group 1 A	Head of Department (General Managers / Senior Managers)
c.	Group 1 B	Senior Manager / Manager
d.	Group 2	Senior Engineer / Deputy Manager / Engineer / Assistant Manager / AFO
e.	Group 3	Associate Engineer / Senior Supervisor / Supervisor
f.	Group 4	DCA / Senior Accountant / Accountant / Senior Programmer / Programmer
g.	Group 5	Lineman / Technician / Operator
h.	Group 6	Office Assistant / Secretaries / Billing Clerks / Cashiers / Computer Operators / Store Keepers
i.	Group 7	Drivers / Helpers* (*Helpers – those working in the field on line and other duties)
j.	Group 8	Meter Readers
k.	Group 9	Messengers / Sweepers / Helpers+ (+Helpers – those working purely in the office on general duties)
l.	Group 10 A	Security Supervisors / In charges
m.	Group 10 B	Senior Security Guards / Security Guards

**Table 3.0** – Appraisal Form Functional Grouping

Annexure

II

# Appraisal Forms

Note:

1. *While filling up the Appraisal Form, please be as legible as possible. Keep the form clean. Avoid overwriting and cutting as much as possible.)*
2. *Appraisers are to award scores in from the base score provided against each competency in the competency column for each competency for every appraisee.*

B. Appraisal Rating

S. No.	Competency	Self Rating	Supervisor Rating	Comments
1	<b>Work Output - 10</b> Quantity of work done compared to expected output. The quantity of work done should also be measured against the expected timeframe to complete assigned task			
2	<b>Quality of Work Output - 10</b> Quality of work done is measured by the achievement of desired output of work with minimum or avoidable errors and problems			
3	<b>Financial Management - 15</b> The ability of the Appraisee to identify, request, monitor and reallocate financial and material resources in the most optimal manner. Also, the decisive steps taken by the Appraisee to avoid or correct instances of potential fraud waste and/or abuse. Measures the cost consciousness and ability to handle costs well and optimally			
4	<b>Human Resource Management - 10</b> The ability of the Appraisee to recruit, train, motivate employees and also his ability to optimally utilize human resources in achievement of company goals. Also measures the ability of the Appraisee to develop his subordinates and enhance their skills			
5	<b>Interpersonal &amp; External Relationships - 10</b> The Appraisee's ability to establish and maintain positive and productive working relationships. Including creating a wide network of good relationships with peers, subordinates, supervisors and customers and the ability of the Appraisee to generate trust and cooperation amongst these groups. Also, the Appraisee's ability to effectively articulate and promote the organization's purposes and programs to outside groups. His ability to meets regularly with clients, stakeholders and his ability to institutionalize such relationships in order to engender their cooperation and support			
6	<b>Customer Orientation - 10</b> The Appraisee's ability to identify customer needs, and their expectations and the Appraisee's ability to continuously foster their participation, feedback, and satisfaction. Ensures that work decisions account for and reflect customers' needs			
7	<b>Communication - 10</b> The Appraisee's oral & written communication. Appraisee's ability as an active listener and his ability to foster open, two-way information			

	exchange. Appraisee's ability to provide written and oral information in a clear, concise, and timely manner. Appraisee's ability to promote communication within the organization and with the organization's customers			
<b>8</b>	<b>Change Management, Planning and Initiative -15</b> The Appraisee's ability to work collectively with others to realize a shared vision BPC and align with BPC's mission, vision, and values. Also measures the Appraisee's ability to provide value-added input to strategic planning process. Appraisee's ability to communicate organizational goals and performance expectations in a timely, clear, and consistent manner. Appraisee's ability to hold self and others accountable for achieving program goals consistent with the plan. Appraisee's ability to take initiative in such matters as and when suitable and in line with BPC goals			
<b>9</b>	<b>Integrity / Trust - 5</b> The employee communicates information and builds trust within the organization and with stakeholders and customers. Wears the badge of honesty and can be vouched for integrity in all spheres of work life. Advises appropriate authority of any misconduct or misappropriation in a timely manner			
<b>10</b>	<b>Team Work - 5</b> Values and fosters teamwork, cooperation, and trust in day-to-day operations and in pursuing solutions to cross-departmental organizational issues. Establishes, actively participates in, champions, and/or makes constructive contributions to teams in day to day working			

C. Please specify any other specific achievement during Appraisal Period that is not covered above	
<i>Employee Comment</i>	
<i>Supervisor Comment</i>	

D. Please specify any factors that may have impeded performance during the Appraisal Period	
<i>Employee Comment</i>	
<i>Supervisor Comment</i>	

E. Skills that may not have been utilized during the Appraisal Period <i>(Please be specific and to the Point)</i>
<b>Employee Comment</b>
<b>Supervisor Comment</b>

F. Progress against previously identified training & development needs <i>(Please indicate your progress against Training &amp; Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal &amp; External both.)</i>		
Development Areas	Progress	Special Training / Courses <small>(Including personal initiatives)</small>
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3.		
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G. Development & Training priorities for next Appraisal Period <i>(Supervisor to fill in consultation with the employee)</i>	
Priorities	Plan for Achievement <small>(What suggestions / Steps are felt necessary to address these development priorities e.g. On the job training, Job rotation, Training, Coaching etc.)</small>
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H. Confirmation of Completion <i>(Please sign and date to signify that the Review has been completed along with dialogue and discussion.)</i>	
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<b>Supervisor Signature</b>	<b>Date</b>

Reviewer Signature	Date
<b>Reviewer Comment</b> <i>(If Any)</i>	

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2	<b>Quality of Work Output - 10</b> Quality of work done is measured by the achievement of desired output of work with minimum or avoidable errors and problems			
3	<b>Financial Management 15</b> The ability of the Appraisee to identify, request, monitor and reallocate financial and material resources in the most optimal manner. Also, the decisive steps taken by the Appraisee to avoid or correct instances of potential fraud waste and/or abuse. Measures the cost consciousness and ability to handle costs well and optimally			
4	<b>Human Resource Management - 10</b> The ability of the Appraisee to recruit, train, motivate employees and also his ability to optimally utilize human resources in achievement of company goals. Also measures the ability of the Appraisee to develop his subordinates and enhance their skills			
5	<b>Interpersonal &amp; External Relationships - 10</b> The Appraisee's ability to establish and maintain positive and productive working relationships. Including creating a wide network of good relationships with peers, subordinates, supervisors and customers and the ability of the Appraisee to generate trust and cooperation amongst these groups. Also, the Appraisee's ability to effectively articulate and promote the organization's purposes and programs to outside groups. His ability to meets regularly with clients, stakeholders and his ability to institutionalize such relationships in order to engender their cooperation and support			
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7	<b>Communication - 10</b> The Appraisee's oral & written communication. Appraisee's ability as an active listener and his ability to foster open,			

	two-way information exchange. Appraisee's ability to provide written and oral information in a clear, concise, and timely manner. Appraisee's ability to promote communication within the organization and with the organization's customers			
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<b>9</b>	<b>Integrity / Trust - 5</b> The employee communicates information and builds trust within the organization and with stakeholders and customers. Wears the badge of honesty and can be vouched for integrity in all spheres of work life. Advises appropriate authority of any misconduct or misappropriation in a timely manner			
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D. Please specify any factors that may have impeded performance during the Appraisal Period

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**Employee Comment**

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6	<b>Occupational Safety - 10</b> <i>The Appraisee's ability to follow correct practices, his/her concern for the health and safety of colleagues and public at large and his/her own safety. His/Her ability to bring a sense of discipline, sound management and his/her ability to follow correct procedures for all safety related activities and encourages the use of safety procedures across the organization</i>		
7	<b>Communication - 5</b> <i>The Appraisee's oral &amp; written communication. Appraisee's ability as an active listener and his ability to foster open, two-way information exchange. Appraisee's ability to provide written and oral information in a clear, concise, and timely manner. Appraisee's ability to promote communication within the organization and with the organization's customers</i>		
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4	<b>Maintenance Orientation - 10</b> The Appraisee's ability to maintain tools and equipments of BPC and its customers in top order and with care, diligence and honesty. Follows maintenance procedures as laid down. Appraisee's ability to take initiative to involve others in the same and trains peers and subordinates in the same		
5	<b>Customer Orientation / Interpersonal relationships - 5</b> The Appraisee's ability to identify customer needs, and their expectations and the Appraisee's ability to continuously foster their participation, feedback, and satisfaction. The Appraisee's ability to establish and maintain positive and productive working relationships with peers, subordinates, supervisors and customers and the ability of the Appraisee to generate trust and cooperation amongst these groups		
6	<b>Occupational Safety - 10</b> The Appraisee's ability to follow correct practices, his/her concern for the health and safety of colleagues and public at large and his/her own safety. His/Her ability to bring a sense of discipline, sound management and his/her ability to follow correct procedures for all safety related activities and encourages the use of safety procedures across the organization		
7	<b>Communication - 5</b> The Appraisee's oral & written communication. Appraisee's ability as an active listener and his ability to foster open, two-way information exchange. Appraisee's ability to provide written and oral information in a clear, concise, and timely manner. Appraisee's ability to promote communication within the organization and with the organization's customers		
8	<b>Integrity / Trust - 10</b> The employee communicates information and builds trust within the organization and with stakeholders and customers. Wears the badge of honesty and can be vouched for integrity in all spheres of work life. Advises appropriate authority of any misconduct or misappropriation in a timely manner		
9	<b>Team Work - 10</b> Values and fosters teamwork, cooperation, and trust in day-to-day operations and in pursuing solutions to cross-departmental organizational issues. Establishes, actively participates in, champions, and/or makes constructive contributions to teams in day to day working		

C. Please specify any other specific achievement during Appraisal Period that is not covered above

*Employee Comment*

*Supervisor Comment*

D. Please specify any factors that may have impeded performance during the Appraisal Period

*Employee Comment*

*Supervisor Comment*

E. Skills that may not have been utilized during the Appraisal Period  
*(Please be specific and to the Point)*

*Employee Comment*

*Supervisor Comment*

F. Progress against previously identified training & development needs  
*(Please indicate your progress against Training & Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal & External both.)*

Development Areas	Progress	Special Training / Courses (Including personal initiatives)
1.		
2.		
3.		
4.		

G. Development & Training priorities for next Appraisal Period  
*(Supervisor to fill in consultation with the employee)*

Priorities	Plan for Achievement (What suggestions / Steps are felt necessary to address these development priorities e.g. On the job training, Job rotation, Training, Coaching etc.)
1.	
2.	
3.	
4.	

<b>H. Confirmation of Completion</b> <i>(Please sign and date to signify that the Review has been completed along with dialogue and discussion.)</i>	
<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>

<b>Reviewer Signature</b>	<b>Date</b>
<b>Reviewer Comment</b> <i>(If Any)</i>	

Note:

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2. *Appraisers are to award scores in from the base score provided against each competency in the competency column for each competency for every appraisee.*

B. Appraisal Rating

S. No.	Competency	Supervisor Rating	Comments
1	<b>Work Output - 25</b> Quantity of work done compared to expected output. The quantity of work done should also be measured against the expected timeframe to complete assigned task		
2	<b>Quality of Work Output - 20</b> Quality of work done is measured by the achievement of desired output of work with minimum or avoidable errors and problems		
3	<b>Technical Orientation - 5</b> The ability of the Appraisee to apply technical knowledge in the field to arrive at solutions to problems and his/her fostering the use of resources in an optimal way. Also the Appraisee's ability to be open to ideas in the technical area and his /her learning capability for newer technologies to achieve organizational goals		
4	<b>Customer Orientation / Interpersonal relationships - 10</b> The Appraisee's ability to identify customer needs, and their expectations and the Appraisee's ability to continuously foster their participation, feedback, and satisfaction. The Appraisee's ability to establish and maintain positive and productive working relationships with peers, subordinates, supervisors and customers and the ability of the Appraisee to generate trust and cooperation amongst these groups		
5	<b>Occupational Safety - 0</b> The Appraisee's ability to follow correct practices, his/her concern for the health and safety of colleagues and public at large and his/her own safety. His/Her ability to bring a sense of discipline, sound management and his/her ability to follow correct procedures for all safety related activities and encourages the use of safety procedures across the organization		
6	<b>Communication - 15</b> The Appraisee's oral & written communication. Appraisee's ability as an active listener and his ability to foster open, two-way information exchange. Appraisee's ability to provide written and oral information in a clear, concise, and timely manner. Appraisee's ability to promote communication within the organization and with the organization's customers		
7	<b>Integrity / Trust - 15</b> The employee communicates information and builds trust within the organization and with stakeholders and customers. Wears the badge of honesty and can be vouched for integrity in all spheres of work life. Advises appropriate authority of any misconduct or misappropriation in a timely manner		
8	<b>Team Work - 10</b> Values and fosters teamwork, cooperation, and trust in day-to-day operations and in pursuing solutions to cross-departmental organizational issues. Establishes, actively participates in, champions, and/or makes constructive contributions to teams in day to day working		

C. Please specify any other specific achievement during Appraisal Period that is not covered above

**Employee Comment**

**Supervisor Comment**

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D. Please specify any factors that may have impeded performance during the Appraisal Period	
<i>Employee Comment</i>	
<i>Supervisor Comment</i>	

E. Skills that may not have been utilized during the Appraisal Period <i>(Please be specific and to the Point)</i>	
<i>Employee Comment</i>	
<i>Supervisor Comment</i>	

F. Progress against previously identified training & development needs <i>(Please indicate your progress against Training &amp; Development needs that were identified in the most recent Performance Evaluation / Review. Give details of Training programs attended or courses undertaken – Internal &amp; External both.)</i>		
Development Areas	Progress	Special Training / Courses <small>(Including personal initiatives)</small>
1.		
2.		
3.		
4.		

G. Development & Training priorities for next Appraisal Period <i>(Supervisor to fill in consultation with the employee)</i>	
Priorities	Plan for Achievement <small>(What suggestions / Steps are felt necessary to address these development priorities e.g. On the job training, Job rotation, Training, Coaching etc.)</small>
1.	
2.	
3.	
4.	

<b>H. Confirmation of Completion</b> <i>(Please sign and date to signify that the Review has been completed along with dialogue and discussion.)</i>	
<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>

<b>Reviewer Signature</b>	<b>Date</b>
<b>Reviewer Comment</b> <i>(If Any)</i>	

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B. Appraisal Rating

S. No.	Competency	Supervisor Rating	Comments
1	<b>Work Output - 15</b> Quantity of work done compared to expected output. The quantity of work done should also be measured against the expected timeframe to complete assigned task		
2	<b>Quality of Work Output - 15</b> Quality of work done is measured by the achievement of desired output of work with minimum or avoidable errors and problems		
3	<b>Technical Orientation - 10</b> The ability of the Appraisee to apply technical knowledge in the field to arrive at solutions to problems and his/her fostering the use of resources in an optimal way. Also the Appraisee's ability to be open to ideas in the technical area and his /her learning capability for newer technologies to achieve organizational goals		
4	<b>Maintenance Orientation - 15</b> The Appraisee's ability to maintain tools and equipments of BPC and its customers in top order and with care, diligence and honesty. Follows maintenance procedures as laid down. Appraisee's ability to take initiative to involve others in the same and trains peers and subordinates in the same		
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6	<b>Occupational Safety - 15</b> The Appraisee's ability to follow correct practices, his/her concern for the health and safety of colleagues and public at large and his/her own safety. His/Her ability to bring a sense of discipline, sound management and his/her ability to follow correct procedures for all safety related activities and encourages the use of safety procedures across the organization		
7	<b>Communication - 5</b> The Appraisee's oral & written communication. Appraisee's ability as an active listener and his ability to foster open, two-way information exchange. Appraisee's ability to provide written and oral information in a clear, concise, and timely manner. Appraisee's ability to promote communication within the organization and with the organization's customers		
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9	<b>Team Work - 5</b> Values and fosters teamwork, cooperation, and trust in day-to-day operations and in pursuing solutions to cross-departmental organizational issues. Establishes, actively participates in, champions, and/or makes constructive contributions to teams in day to day working		

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<i>Employee Comment</i>
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<b>Development Areas</b>	<b>Progress</b>	<b>Special Training / Courses</b> <i>(Including personal initiatives)</i>
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<b>Supervisor Signature</b>	<b>Date</b>

Reviewer Signature	Date
<b>Reviewer Comment</b> <i>(If Any)</i>	

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C. Please specify any other specific achievement during Appraisal Period that is not covered above

**Employee Comment**

**Supervisor Comment**

D. Please specify any factors that may have impeded performance during the Appraisal Period
<i>Employee Comment</i>
<i>Supervisor Comment</i>

E. Skills that may not have been utilized during the Appraisal Period <i>(Please be specific and to the Point)</i>
<i>Employee Comment</i>
<i>Supervisor Comment</i>

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<b>Supervisor Signature</b>	<b>Date</b>

Reviewer Signature	Date
<b>Reviewer Comment</b> <i>(If Any)</i>	

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S. No.	Competency	Supervisor Rating	Comments
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2	<b>Quality of Work Output - 25</b> Quality of work done is measured by the achievement of desired output of work with minimum or avoidable errors and problems		
3	<b>Attendance / Punctuality - 15</b> The initiative of the Appraisee to make himself/herself present for duty and attend to assigned job as and when required. The presence of the Appraisee on time for all duties		
4	<b>Attitude - 20</b> The initiative of the Appraisee to work beyond normal hours of duty and his/her willingness to take on assigned tasks with zest and vigor. Initiative of the Appraisee to complete assigned jobs on time and with discipline		
8	<b>Integrity / Trust - 15</b> The Appraisee communicates builds trust with his/her work output. Wears the badge of honesty and can be vouched for integrity in all spheres of work life. Advises appropriate authority of any misconduct or misappropriation in a timely manner		

**C. Please specify any other specific achievement during Appraisal Period that is not covered above**

**Employee Comment**

**Supervisor Comment**

**D. Please specify any factors that may have impeded performance during the Appraisal Period**

**Employee Comment**

**Supervisor Comment**

<b>H. Confirmation of Completion</b> <i>(Please sign and date to signify that the Review has been completed along with dialogue and discussion.)</i>	
<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>

<b>Reviewer Signature</b>	<b>Date</b>
<b>Reviewer Comment</b> <i>(If Any)</i>	

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B. Appraisal Rating

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<i>Employee Comment</i>
<i>Supervisor Comment</i>

D. Please specify any factors that may have impeded performance during the Appraisal Period
<i>Employee Comment</i>
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H. Confirmation of Completion <i>(Please sign and date to signify that the Review has been completed along with dialogue and discussion.)</i>	
<b>Employee Signature</b>	<b>Date</b>
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B. Appraisal Rating

S. No.	Competency	Supervisor Rating	Comments
1	<b>Work Output - 30</b> Quantity of work done compared to expected output. The quantity of work done should also be measured against the expected timeframe to complete assigned task		
2	<b>Attendance / Punctuality - 30</b> The initiative of the Appraisee to make himself/herself present for duty and attend to assigned job as and when required. The presence of the Appraisee on time for all duties		
3	<b>Attitude - 20</b> The initiative of the Appraisee to work beyond normal hours of duty and his/her willingness to take on assigned tasks with zest and vigor. Initiative of the Appraisee to complete assigned jobs on time and with discipline		
4	<b>Integrity / Trust - 20</b> The Appraisee communicates builds trust with his/her work output. Wears the badge of honesty and can be vouched for integrity in all spheres of work life. Advises appropriate authority of any misconduct or misappropriation in a timely manner		

C. Please specify any other specific achievement during Appraisal Period that is not covered above
<i>Employee Comment</i>
<i>Supervisor Comment</i>

D. Please specify any factors that may have impeded performance during the Appraisal Period
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H. Confirmation of Completion <i>(Please sign and date to signify that the Review has been completed along with dialogue and discussion.)</i>	
Employee Signature	Date
Supervisor Signature	Date

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Reviewer Comment <i>(If Any)</i>	