**NATIONAL INSTITUTE OF WIND ENERGY**

**CHENNAI 600 100**

**CONFIDENTIAL PERFORMANCE APPRAISAL REPORT**

**REPORT FOR THE PERIOD FROM………………………**

PART – I PERSONAL DATA

(To be filled in by Administrative Section)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Designation | : |  | |
| Group/Division/Section | : |  | |
| Education Qualification | : |  | |
| Date of Appointment in National Institute of Wind Energy (NIWE) | : |  | |
| Present Post and Grade | : |  | |
| Date of Appointment in Present Grade | : |  | |
| Period of absence from Duty (Leave, Training, etc.)  During the period under review | : |  | |
| Information regarding Submission of Annual Return of Property | Submitted within schedule  (Tick appropriately) | | |  |  | | --- | --- | | Yes | No | |  |  | |

If not, when actually

Submitted:…………………………………………

**NATIONAL INSTITUTE OF WIND ENERGY**

**PART –II SELF APPRAISAL**

**TO BE FILLED IN BY**

**OFFICER REPORTED ON**

|  |  |  |
| --- | --- | --- |
| Additional Qualifications, if any obtained during the period of the report | : |  |
| Details of Awards/Honours during the period of report, if any | : |  |
| Membership of Professional Bodies | : |  |
| Details of Publications, if any during the period of report |  |  |
| Details of Training Courses attended | : |  |
| Details of Conferences/Seminars, etc. attended | : |  |
| Details of Visits/Deputation abroad and Whether reports on the same have been submitted. | : |  |

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Brief Description of Duties assigned or performed

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**TARGETS & ACHIEVEMENTS**

(Mention only with reference to a few major tasks assigned /goals set)

|  |  |  |
| --- | --- | --- |
| Sl.  No. | Target | Achievement  (Please specify direct contribution  of the officer) |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate reasons for shortfall with reference to the targets mentioned above and constraints, if any, in achieving the targets | | | : |  |
| Please also indicate other important tasks performed by the officer and items in which there have been significantly higher achievements and the officer’s contribution thereto. | | | : |  |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Signature of the Officer Reported upon | | |

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**PART –III ASSESSMENT BY REPORTING OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Nature and Quality of output | : |  |
| 2. | State of Health | : |  |
| 3. | Do you agree with the self appraisal given by the officer specifically with reference to targets and achievements? Please also comment on shortfalls, constraints and achievements in excess of targets, if any, classified by the officer. | | |
| 4. | Intellect  (Please tick in appropriate column) | : | E  D  C  B  A |
| 5. | Professional ability  (Please tick in appropriate column) | : | |  |  |  |  |  | | --- | --- | --- | --- | --- | | A | B | C | D | E | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| Professional Knowledge  (including in the related field) | |  |
| Ability in analyzing; assessing; processing technical proposals | | : |
| Technical Judgement | | : |
| Communication skills | | : |
| Ability for Planning/Organising | | : |

[(A: Outstanding (9 Marks); B: Very Good (8 Marks); C: Good (6 Marks);

D: Average (4 Marks) ; E: Poor (2 Marks)]

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|  |  |  |  |
| --- | --- | --- | --- |
| 6. | Personal attributes  (Please tick in appropriate column) | |  |
|  | |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | A | B | C | D | E | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| Initiative | | : |
| Attitude to work and sense of responsibility | | : |
| Interpersonal relations | | : |
| Ability to inspire & motivate | | : |
| Attitude towards SC/ST persons  (if relevant and known) | | : |
| Relations with the public | | : |
| [(A: Outstanding (9 Marks); B: Very Good (8 Marks); C: Good (6 Marks);  D: Average (4 Marks) ; E: Poor (2 Marks)] | | | |
| Integrity  (Please see notes at the end)  6 | | | |

General Comments about the Officer’s work and qualities:

Recommendations: This may also include, assigning additional responsibility, suitability for other areas of work, training and development etc.:

Whether the officer has been counselled, cautioned, warned, or reprimanded, orally or in writing and, if so, response of the officer:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Overall grading  (tick relevant box) | A | B | C | D | E |

[(A: Outstanding (9 Marks); B: Very Good (8 Marks); C: Good (6 Marks);

D: Average (4 Marks) ; E: Poor (2 Marks)]

(Outstanding grading must be supported with justified reasons)

Date: Signature of the Reporting Officer

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PART –IV**

**REMARKS OF THE REVIEWING OFFICER:**

1. Length of service under Reviewing Officer
2. Do you agree or disagree with the assessment given by the Reporting Officer? Is there anything you wish to modify or add?
3. General remarks with specific comments about the general remarks given by Reporting Officer and remarks about the outstanding work of the officer.
4. Recommendation regarding suitability for other spheres of work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Overall grading  (tick relevant box) | A | B | C | D | E |

[(A: Outstanding (9 Marks); B: Very Good (8 Marks); C: Good (6 Marks);

D: Average (4 Marks) ; E: Poor (2 Marks)]

(Outstanding grading must be supported with justified reasons)

|  |
| --- |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name in block letters:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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Note: The following procedures should be followed in filing up the column relating to integrity.

1. If the officer’s integrity is beyond doubt, it may be so stated.
2. If there is any doubt or suspension, the column should be left blank and action taken up as under:
3. A separate secret note should be recorded, and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the following action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret notes, the Reporting Officer should state either that he had not watched the judgement or that he has heard nothing against the officer, as the case may be.
4. If, as a result of the follow-up action, the double or suspicions are cleared, the officer’s integrity should be certified and any entry made accordingly in the confidential reports.
5. If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
6. If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the officer conduct should be watched for a further period and there after action taken as indicated at (b) and (c) above.

2. Where adverse entries in the confidential report of an individual are made all adverse remarks in the confidential report, both on performance as well as on basic qualities and potential, should be communicated along with a mention of good points within one month of their being recorded. The communication should be in writing and record to that effect should be kept in the CONFIDENTIAL REPORT dossier of the individual concerned.

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