

**ASSAM POWER GENERATION CORPORATION LIMITED**

(Proforma for Class-II Officers and above)

**FORM FOR ANNUAL CONFIDENTIAL REPORT**

**Annual Confidential Report for the year ending .....**

**SECTION-A : To be filled in by the Officer**

1. Name of Officer :  
(Full name in Capital letters)
  
2. (i) Educational Qualification :  
  
(ii) Professional Qualification, if :  
any, acquired during the period of report  
  
(iii) Training attended during the :  
period of report(name of the course  
& duration of training)
  
3. Date of Birth :
  
4. Date of initial joining in APGCL/ Board :  
along with designation
  
5. (i) Post held during the period of report :  
  
(ii) Office held during the period of report :
  
6. Nature of Duties :
  
  
7. (a) (In case of Technical domain) :  
Officers involving generation/PLF target  
Assigned and achieved  
  
(b) (In case of non-Technical domain) :  
Task assigned and achievement

Signature of the Officer

Date:

Continued .....P/2

**SECTION: B**

ATTRIBUTES

(E= Excellent, VG = Very Good, G = Good, A = Average, NA = Not applicable)

1. Attitude towards work-dedication, motivation, commitment to objectives, willingness to learn & systematise work \_\_\_\_\_
2. Decision making ability and judgment  
Insight and ability to weigh pros and cons and take decisions \_\_\_\_\_
3. Initiative – Capacity and resourcefulness in Planning and handling unforeseen situations, willingness to take additional responsibility and new areas of work. \_\_\_\_\_
4. Ability to guide, inspire and motivate  
capacity to guide, motivate, review performance, obtain willing support by own conduct and to inspire confidence \_\_\_\_\_
5. Communication Skill (written & oral)  
Ability to formulate and present facts, conciseness and persuasiveness \_\_\_\_\_
6. Interpersonal relations, team work and coordinating ability: - Personal relation with superiors, colleagues and subordinates, capacity to work and member of a team and to promote team spirit, inter departmental cooperation: \_\_\_\_\_
7. Please comment on the following: -
  - (i) Safety consciousness \_\_\_\_\_
  - (ii) Approach with Colleagues \_\_\_\_\_
  - (iii) Innovation new technology progression \_\_\_\_\_
  - (iv) Human Resource Development \_\_\_\_\_
  - (v) Cost and Expenditure Control \_\_\_\_\_
  - (vi) Environment Improvement \_\_\_\_\_

**SECTION-‘C’**

1. State specifically in details the state of Health of the Officer, whether he/she suffers from illness like diabetes, hypertension, cardiac problem etc. or any other prolonged illness.

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2. Comment specifically in detail on the officers' performance of task assigned to him/her. In case of 7(a) & (b), your comments must include his/her capacity to supervise and get work from his/her subordinates. Refer to your own inspection of the officer's establishment. If he/she was deficient and you have to bring that to his/her notice, mention this in your report. If any warning or caution was issued, please mention this in detail.
3. Integrity: Comments must be specific and not vague.
4. On the basis of your assessment, would you recommend him/her for any specific task. If so, give reasons.

Signature of Recording Officer

Name:

Designation:

Date:

(Seal)

#### **SECTION 'D'**

1. Give your assessment specifically on section 'A' and 'B'. If you do not agree, give reasons. Now grade the officer on the basis of your assessment. The grades are "Outstanding / Very good / Good / Average / Below Average".

(In cases of grading 'Outstanding' and 'Below Average' specific instances should be given. An officer should not be graded 'Outstanding' unless exceptional qualities and performances have been noticed and ground for giving such a grading should clearly be brought out).

Signature of Reviewing Officer

Name:

Designation:

Date:

(Seal)

#### **SECTION 'E'**

1. Remarks of the Accepting Officer.  
Do you accept the assessment in section 'D'?  
If no, give reasons and record your assessment.

Signature of Accepting Officer

Name:

Designation:

Date:

(Seal)