

CONFIDENTIAL

HARYANA POWER GENERATION CORPORATION LTD.
Annual Qualification Report for Non Technical Establishment
(Including Storekeepers and Establishment in the Accounts Organization)

Name in full and Designation _____

Father's Name _____

Grade & Pay _____ Date of Birth _____

Educational / Professional Qualifications _____

Departmental Examination Passed, if any _____

Office to which attached _____

Length of Service

(i) Date of joining the service _____

(ii) Date of Joining the Present post _____

Period of Report _____

	Head of Office	Next Authority
<p>1. Nature of work on which employed</p> <p>2. Punctuality in attendance</p> <p>3. Trust Worthiness</p> <p>4. Habits</p> <p>5. Performance of duties:-</p> <p>Not applicable to P.As. Stenographer, Steno-Typists & Store Keepers. For P.As. Stenographers & Steno-Typists only Store-Keeping establishment only.</p> <p>i) Knowledge of work on which employed, and quality of work.</p> <p>ii) Knowledge of Rules, Codes, Departmental Instruction and powers delegated to Officers.</p> <p>iii) Ability in drafting letters and pre-sending cases.</p> <p>a) Whether he/she is good in taking notes in Short-hand?</p> <p>b) Whether he/she is regular in posting the stores transactions and the ledger are maintained by him/her up-todate and neatly?</p> <p>c) Whether his/her stacking of material is orderly and easy to check?</p>		

P.T.O

	Head of Office	Next Authority
<p>d) Are the cases presented by him properly scrutinized and after the due application of mind?</p> <p>e) Is he careful in disposing of the paper/work expeditiously or he is in the habit of delaying these?</p> <p>f) Whether the official delivers the services or dispose of the case in a given time frame?</p> <p>g) For Accountant and Head clerk.</p> <p>i) No of E.B. cases cleared during the year & balance of pending cases with reason.</p> <p>ii) MAS Account cleared during his tenure during the year</p> <p>iii) Pending with reasons.</p> <p>iv) <u>Pension cases.</u></p> <p>a) Cleared during the year.</p> <p>b) Pending with reasons.</p> <p>c) Defaulting amount recovered/pending during the year with reason</p> <p>6. Does he/she maintain good control over the staff labour working under him/her?</p> <p>7. a) Is he/she careful over the training of his/her subordinates? b) Is he/she specialized in certain trade?</p> <p>8. Does he/she keep on good term with i) his/her colleagues ii) other branches of the office and iii) Public?</p> <p>9. General a) Are there any points in which he/she specially excels or in which he/she is deficient? b) Defects, if any.</p> <p>10. Is he/she thoroughly honest?</p> <p>11. Whether his/her work was outstanding/very good/ good/ average/below average ?</p> <p>12. Is he/she fit for promotion to the next higher post?</p> <p>13. Does he/she deserve his/her next increment?</p> <p>14. Whether in case of adverse report; a communication has been made to him/her? If so, quote reference to the No. & date of the letter with which made?</p> <p>15. Whether the official has submitted the required properly statement for the year under report?</p> <p>16. Attitude of the official towards other castes & communities.</p>		

Signature and Designation
of Reporting Officer

Signature and Designation
of next Authority

Remarks by next Authority

Signature & Designation

INSTRUCTIONS

The grade 'Outstanding' should be sparingly given and only in exceptional cases & it will be seldom applicable to a young official still in process of development.