

**HARYANA POWER GENERATION CORPORATION LTD.**  
**Annual Qualification Report on Technical Establishment**

Name in full and  
Designation \_\_\_\_\_

Grade & Pay \_\_\_\_\_ Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Educational / Professional Qualifications \_\_\_\_\_

Technical Qualifications \_\_\_\_\_

Year of Passing the Safety Code Test \_\_\_\_\_

Office to which attached \_\_\_\_\_

Length of Service

(i) Date of joining the service \_\_\_\_\_

(ii) Date of Joining the Present post \_\_\_\_\_

Name & Designation of reporting officer \_\_\_\_\_

Period of Report \_\_\_\_\_

	Reporting officer	Reviewing Authority
<ol style="list-style-type: none"><li>1. Nature of work on which employed punctuality in attendance,</li><li>2. Trustworthiness.</li><li>3. Habits.</li><li>4. Departmental Efficiency<ol style="list-style-type: none"><li>i) Knowledge of the work on which employed and quality of work.</li><li>ii) Knowledge of Accounts, office work, Rules, Departmental instructions and power delegated to officers.</li><li>iii) Proficiency in :<ol style="list-style-type: none"><li>a) Civil Engineering</li><li>b) Electrical Engineering</li><li>c) Survey and leveling</li><li>d) Maintenance of Transmission lines.</li><li>e) Maintenance of Electrical Machinery.</li><li>f) Management of Electrical Supply (Local Distribution.</li><li>g) Drawing</li><li>h) Estimating</li></ol></li></ol></li><li>5. Has any accident (Fatal or non fatal) occurred during the period under report which reflects credit or discredit on him?</li><li>6. Detail of major downs, if any.<ol style="list-style-type: none"><li>i) MAS account cleared / pending with reasons.</li></ol></li></ol>		

	Reporting officer	Reviewing Authority
<p>7. a) Does he maintain good control over the staff/labour working under him:  b) Does he periodically inspect his works?  c) Is he prompt in keeping proper material accounts?  d) Does he prepare technical estimate after proper scrutiny of the system and are these technically sound?  e) Whether the officer delivers the services or dispose of the case in a given time frame?</p> <p>8. Is he carefully over the training of his subordinates?</p> <p>9. Does he keep on good terms with ?  i) his colleagues.  ii) other Branches of the office &amp;  iii) Public?</p> <p>a) Are there any points in which he specially excels or in which he is deficient?  b) Is he specialized in certain trade?  c) Defects if any?</p> <p>11. Is he thoroughly honest? Give detailed/reasons for your answer if in the negative?</p> <p>12. Whether his work was outstanding/very good/good average/below average?</p> <p>13. Is he fit for promotion to the next higher post?</p> <p>14. Does he deserve the next increments:</p> <p>15. Whether in case of adverse report, a communication has been made to him? If, so, quote reference to the No. &amp; date of the letter with which made?</p> <p>16. Whether the official has submitted the required property statement for the year under report?</p> <p>17. Attitude of the official towards other castes and communities.</p>		

Signature and Designation  
Of Reporting Officer

Signature and Designation  
of Review Authority

Remarks by accepting Authority

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Signature & Designation

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**INSTRUCTIONS**

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