



## JODHPUR VIDYUT VITRAN NIGAM LTD.

Corporate Identity Number (CIN) - U40109RJ2000SGC016483

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No. Jd.VVNL/MD/ JU/S. Secy (Admn.)/F. /D. 1882 / Dated 16/02/2018

### ORDER 791

**Sub. : Adoption of circular No.F.17(3)/Karmik/Kh-1/17 dated 26.07.2017 issued by the Department of Personnel (Kha-I), Govt. of Rajasthan and to approve amendment in Annual Performance Appraisal Report Form for Non-Gazetted Employees.**

In pursuance to the decision of 7<sup>th</sup> Co-ordination Committee Meeting dated 01.09.2017 and subsequent approval accorded by the Board of Directors in the 243<sup>th</sup> Meeting held on 11.01.2018, approval was accorded to adopt circular No. F.17(3)/Karmik/Kh-1/17 dated 26.07.2017 issued by the Department of Personnel (Kha-I), Govt. of Rajasthan to get medical examination of employees belonging to non-gazetted cadre, who have attained the age of 50 years or more, once in a period of three years from the Hospitals attached with Medical Colleges or District Level Government Hospitals or Government Hospitals providing the prescribed medical examinations.

The Board also accorded amendment in APAR Form of Non-gazetted employees as per the Annexure attached herewith.

By Order

(R.D.Barath), RAS  
Secretary (Admn.)

Jodhpur Discom, Jodhpur

**Copy to the following for information and necessary action :**

1. The Director (Technical/Finance), Jodhpur Discom, Jodhpur
2. The CE/Addl. CE/Zonal C.E. ( ), Jodhpur Discom,
3. The Addl. S.P. (Vig.), Jodhpur Discom, Jodhpur
4. The Company Secretary, Jodhpur Discom, Jodhpur
5. The CAO ( ), Jodhpur Discom
6. The TA to Managing Director, Jodhpur Discom, Jodhpur
7. The Superintending Engineer ( ), Jodhpur Discom,
8. The Superintending Engineer (IT), Jodhpur Discom for uploading on the website
9. The Sr. A.O. ( ), Jodhpur Discom,
10. The DDP ( )/OSD ( )/P.O. ( ), Jodhpur Discom
11. The Accounts Officer ( ), Jodhpur Discom,
12. The P.R.O., Jodhpur Discom, Jodhpur

Secretary (Admn.)

Jodhpur Discom, Jodhpur

# JODHPUR VIDYUT VITRAN NIGAM LIMITED

Annual Performance Appraisal Report of Ministerial Staff

For the period/year \_\_\_\_ 20 \_\_\_\_ to \_\_\_\_ 20 \_\_\_\_

## SECTION-I

(To be filled by the Official to be reported upon)

Name \_\_\_\_\_ Father's/Husband's Name \_\_\_\_\_

Post held during the year (Designation) \_\_\_\_\_

Name of Office where worked during the reporting year \_\_\_\_\_

(a) Date of Birth \_\_\_\_\_ (b) Entry into Board's /Nigam's service \_\_\_\_\_

(c) Qualification : (i) At the time of entry in the service \_\_\_\_\_ (ii) Subsequently acquired : \_\_\_\_\_

(d) Present scale of pay \_\_\_\_\_ (e) Present place of posting \_\_\_\_\_

(f) Statement of Immovable Property : \_\_\_\_\_

Place where Located	Details of property	of Year purchase	of How property has been acquired (where by value, purchase or gift)	Cost of acquisition and its present value
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(g) Details of specific work done during the reporting year (in brief)

(h) Medical Examination done/not done (enclose copy of report)

**Signature of Employee**

Date of Submission of  
APAR form duly filled in

## Section - II

(Performance of duties in present grade)

Period of report during the year from \_\_\_\_\_ to \_\_\_\_\_

### Assessment:

1. Knowledge:
  - a) Of branch
  - b) Of department
2. Personality and force of character
3. Judgment
4. Power of taking responsibility
5. Initiative & promptness in disposal
6. Accuracy
7. Devotion to duty
8. Address and tact
9. Power of supervising the staff  
If applicable (see note 2)
10. Efficiency
11. Attendance (see note 3)
12. Official conduct (discipline)
13. (a) Capacity to note  
(b) Capacity to draft

**General remarks:**

- a) Has anything come to your knowledge which reflects adversely on the integrity of the official? If yes, please give details. Yes/No
- b) Whether the reportee is sensitive in dealing with SC/ST/Disabled/Weaker section of the society ? Yes/No
- c) Specific reasons to be given in case of overall assessment as 'A' or 'E'

**Overall Assessment: (Initial one box & cross others)**

A	B	C	D	E

**Signature with Date  
(Name & Designation of  
Reporting Officer Seal)**

(Remarks by reviewing officer)

**Overall Assessment (Initial one box & cross others)**

A	B	C	D	E

Comments, if any

**Signature with Date  
(Name & Designation of  
Reviewing Officer Seal)**

**Note:**

1. Insert above columns A,B,C,D or E against each item for following appraisalment:  
(A) Outstanding (B) Very Good (C) Good (D) Satisfactory (E) Poor
2. Point No. 09 is meant for supervisory staff i.e. Asstt. PO, Section Officer, Office Suptd., Acctt./ARO, Jr. Acctt., Stock Verifier, etc.
3. For item No.11, specific remark be given e.g. regular, punctual, poor.
4. Degradation/ upgradation by two or more steps such as A to C or D/D to B or A should be clarified by giving certain reasons.
5. Adverse remarks to be dealt with by the Custodian APAR.
6. APARs of LDC,UDCs to be sent to concerned circle SEs/ HODs/AS (ACR) for Corporate Office. APARs of Jr.Acctt./Accountant/Stock Verifier to be sent to the CAO/Custodian as the case may be. APARs of SO/OS-I/II PA, Steno. Gr.-II, APO, Statistician, Statistical Asstt. Computer & LA to be sent to the Assistant Secretary (ACR)/ Concern Custodian.
7. Every effort should be made to arrive at a just estimate of the qualities of the official at the time/ the report is made. Reporting Officers should rely on their own judgment and experience and should, in no circumstances, have access to previous reports of the same official reported upon by other reporting officers.

