

RAIL VIKAS NIGAM LIMITED
(A Government of India Enterprise)

Performance Appraisal Report of Asst Manager (E 2), Sr Executive (E 1) and Executive (E 0)
(Year/Period from _____ to _____)

Section I – Basic information
(To be filled in by the Human Resource Department)

Recent Photograph of the officer reported upon to be affixed
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1 Personal Data of the officer reported upon

(a)	Name of the officer reported upon	
(b)	Employee Number	
(c)	Date of Birth	
(d)	Brief Academic & Professional Qualifications	
(e)	Name of the Post held	
(f)	Grade of Post held	
(g)	Date of Continuous Appointment in this Post	
(h)	Date of Joining RVNL	

2 Reporting, Reviewing and Accepting Authorities during the year

	Name & Designation	Period	
		From	to
Reporting Authority			
Reviewing Authority			
Accepting Authority			

3 Period of absence on leave, etc. during the year

	Period	Type	Remarks
Leave other than C L			
Others (specify)			

4 Qualification(s) acquired and Training programmes attended during the year

4.1 Details of Qualification(s) acquired during the year

SN	Details of Qualification	Institution from which studied	Subjects studied and the marks obtained

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4.2 Details of Training programme(s) attended during the year

Date from	Date to	Institute/Center/Organisation	Subject/Field

5. Awards/Honours received during the year

i.	
ii.	
iii.	

6. Date of filing the Annual Property Return (APR) in the prescribed format for the year ending 31st December _____

Date: _____

Signature

Name

Designation

(Nodal Officer for APAR)

Date:

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Section II – Self-appraisal of the official reported upon

1. Brief description of responsibilities:

(Objectives of the position you hold and the responsibilities you were required to discharge during the year, in maximum about 100 words)

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2. Annual work plan and achievement

(The work plan in this section will be the same that has been mutually agreed upon by the Officer reported upon and the Reporting Authority at the beginning of the year and submitted to the Nodal Officer by 15th May. The number of items under 'work plan' should be as per the actual workload and requirement of the organization)

SN	MUTUALLY AGREED WORK PLAN	ACHIEVEMENTS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task of major systemic improvement (resulting in significant benefits to the Company and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

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4. What are the constraints that hindered your performance?

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5. Please indicate specific areas of training that will add value to you

a.
b.
c.
d.

6. Declaration:

Have you filed your immovable property return in the prescribed format due? If yes, please mention the date	Yes / No	Date
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Signature

Name

Designation

(Employee Reported Upon)

Date:

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Section III – Appraisal of the Reporting Authority (Please read the relevant instructions for filling up APARs available at RVNL’s website before filling up this section)

1. Please state whether you agree with the responses relating to accomplishments of the work plan as filled in the Section II. If not, please furnish factual details.

2. Please comment on the claim, if any, made by the officer reported upon about his/her exceptional contributions.

3. Has the officer reported upon met with any significant shortfall in achieving the targets? If yes, please furnish factual details.

4. Do you agree with the constraints mentioned by the officer reported upon that had hindered his/her performance and if yes, to what extent?

5. **INTEGRITY** (Please comment on the integrity of the officer reported upon by choosing (√) any one of the following options).

i.	Beyond Doubt	
ii.	Integrity of the officer is doubtful (a separate secret note is attached)	
iii.	Nothing adverse has been received about the officer	

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6. ASSESSMENT OF PERFORMANCE AND ACHIEVEMENTS.

The individual assessment of the officer reported upon will be made under four (4) headings – (i) Performance (100 Marks), (ii) Functional Competency (40 Marks) and (iii) Personal Attributes (40 Marks), (iv) MOU Score (20 Marks) **Total Marks = 200.**

6.1 MARKING ON PERFORMANCE, FUNCTIONAL COMPETENCY, PERSONAL ATTRIBUTES & MOU SCORE

SN	Items	Full Marks	Marks given by	
			Reporting Authority	Reviewing Authority
Assessment of Performance (100 Marks)				
1	Accomplishment of planned work/allotted work as in the annual targets mutually decided (Item 2 of the section II)	50		
2	Quality of output and execution of works	30		
3	Accomplishment of exceptional work/unforeseen /additional tasks performed during the year	20		
Assessment of Functional Competency (40 Marks)				
1	Knowledge of rules/regulations /procedures in the area of function and ability to apply them effectively	10		
2	Ability to supervise and manage works effectively	10		
3	Dependability, intelligence and promptness in carrying out instructions	5		
4	Response to emergencies/ unforeseen situations and ability to react positively	5		
5	Decision making and problem solving	5		
6	Coordination with stake-holders	5		
Assessment of Personal Attributes (40 Marks)				
1	Attitude to work and initiative taking ability	5		
2	Willingness to acquire new knowledge/skills	5		
3	Willingness to shoulder additional responsibility beyond defined duties	5		
4	Initiative, drive and resourcefulness	5		
5	Safety, Health & Environment awareness	5		
6	Adherence to deadlines and time limit	5		
7	Inter-personal relation and disposition for team work	5		
8	Communication skills	5		
MOU SCORE(Based on assessment by DPE)		20		
TOTAL		200		

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7. FINAL SCORE

	Reporting Authority	Reviewing Authority
Final Score (Total/2)		
Signature		
Name		
Designation		
Date		

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Section IV – Review by the Reviewing Authority (Please read the relevant instructions available at RVNL’s website before filling up this section)

1. Do you agree with the assessment of the Reporting Authority in respect of extraordinary achievements and/or significant shortfalls of the officer reported upon?

Yes / No

2. In case of difference of opinion, details and reasons for the same may be given.

Signature	
Name	
Designation	
(Reviewing Authority)	

Date:

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Section V – Acceptance by the Accepting Authority (please read the relevant instructions available at RVNL’s website before filling up this section)

1. Do you agree with the remarks of the Reporting/Reviewing Authorities?

Yes/No

2. In case of difference of opinion, details and reasons for the same may be given.

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3. Overall score in terms of the total marks.

FINAL SCORE (OUT OF 100 MARKS)	
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Signature	
Name	
Designation	
(Accepting Authority)	

Date:

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Section VI – Review by the Accepting Authority in the light of the representation Received from the officer reported upon (please read the relevant instructions available at RVNL’s website before filling up this section)

1. Whether the Accepting Authority considers any merit for revising the overall marks given to the officer reported upon in the light of the representation made by him/her?

Yes/No

2. If yes, please indicate the revised SCORE

REVISED SCORE	
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Signature	
Name	
Designation	
Date	
(Nodal Officer)	

Note: The concerned Nodal Officer shall fill this section based on the orders passed by the Accepting Authority. Copies of the representation made by the officer reported upon and the orders of the Accepting Authority thereon and a copy of the letter communicating the decision to the representationist are to be attached.