

**RAIL VIKAS NIGAM LIMITED**  
(A Government of India Enterprise)

**Performance Appraisal Report of Joint General Manager (E 6), Deputy General Manager (E 5),  
Senior Manager (E 4) & Manager (E 3)**  
(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

**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
<b>Reporting Authority</b>			
<b>Reviewing Authority</b>			
<b>Accepting Authority</b>			

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

	<b>Period</b>	<b>Type</b>	<b>Remarks</b>
<b>Leave other than C L</b>			
<b>Others (specify)</b>			

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

**4.1 Details of Qualification(s) acquired during the year**

<b>SN</b>	<b>Details of Qualification</b>	<b>Institution from which studied</b>	<b>Subjects studied and the marks obtained</b>

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

<b>Date from</b>	<b>Date to</b>	<b>Institute/Center/Organisation</b>	<b>Subject/Field</b>

**5 Awards/Honours received during the year**

<b>i.</b>	
<b>ii.</b>	
<b>iii.</b>	

**6 Number of officers for whom APAR was not written by the officer reported upon as Reporting/Reviewing Authority for the previous year**

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7. **Date of filing the Annual Property Return (APR) in the prescribed format for the year ending 31<sup>st</sup> December \_\_\_\_\_**

\_\_\_\_\_

**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)*

**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 15<sup>th</sup> May. The number of items under 'work plan' should be as per the actual workload and requirement of the organization)*

<b>SN</b>	<b>MUTUALLY AGREED WORK PLAN</b>	<b>ACHIEVEMENTS</b>
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

1.
2.
3.
4.

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**6. Declaration:**

Have you filed your immovable property return in the prescribed format due? If yes, please mention the date	Yes / No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting Authority? If no, please mention the name & designation of the employee(s)	Yes / No	

**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?

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5. Do you agree with the competency up-gradation needs as identified by the officer reported upon?

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- 6 **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	

7. **PEN PICTURE BY REPORTING OFFICER.** Please comment in about 100 words on the overall qualities of the officer reported upon including area of strength and those, which need improvements. The pen picture should be consistent with the overall grade furnished in the item No.9.

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**8. ASSESSMENT OF PERFORMANCE AND ACHIEVEMENTS.**

The individual assessment of the officer reported upon will be made under four (4) headings –(i) Performance (90 Marks),(ii) Functional Competency (40 Marks) and(iii) Personal Attributes (40 Marks),(iv) MOU Score (30 Marks) **Total Marks = 200.**

**8.1 MARKING ON PERFORMANCE, FUNCTIONAL COMPETENCY, PERSONAL ATTRIBUTES & MOU SCORE**

SN	Items	Full Marks	Marks given by	
			Reporting Authority	Reviewing Authority *
<b>Assessment of Performance (90 Marks)</b>				
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	25		
3	Accomplishment of exceptional work/ unforeseen/additional tasks performed during the year	15		
<b>Assessment of Functional Competency (40 Marks)</b>				
1	Knowledge of rules/regulations/ procedures in the area of function and ability to apply them effectively	10		
2	Ability to manage and supervise works effectively	10		
3	Response to emergencies/ unforeseen situations and anticipating future problems to avoid critical situation	5		
4	Decision making and problem solving	5		
5	Coordination with stake-holders	5		
6	Cost consciousness and Expenditure control	5		
<b>Assessment of Personal Attributes (40 Marks)</b>				
1	Leadership qualities & ability to motivate juniors	5		
2	Willingness to acquire new knowledge/skills	5		
3	Willingness to shoulder additional responsibility beyond defined duties	5		
4	Attitude to work and initiative taking ability	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		
<b>MOU Score (Based on assessment by DPE)</b>		<b>30</b>		
<b>TOTAL</b>		<b>200</b>		

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**8.2 COMMENTS OF THE CPM ON ASSESSMENT MADE BY THE REPORTING AND /OR REVIEWING OFFICER BEFORE ACCEPTANCE OF THE APAR BY THE ACCEPTING AUTHORITY#**

<b>Name &amp; Signature of the CPM with Date</b>	

# *The comment of CPM on the views and marking given by the Reporting and/ or Reviewing Officer is required only in the cases of JGM or below where the APAR are being finalized by their departmental officers and are not routed through the CPM.*

\* The Reviewing and/or Accepting Officer, as the case be, will allot marks only after considering the comments of the CPM, as and where required.

**9. FINAL SCORE AND ASSESSMENT AFTER SEEING THE REMARKS OF CPM**

	Reporting Authority	Reviewing Authority
<b>Final Score* (Total/2)</b>		
<b>Signature</b>		
<b>Name</b>		
<b>Designation</b>		
<b>Date</b>		

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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 made by the Reporting Authority with respect to discharge of responsibilities and various attributes of the officer reported upon in Section III?

Yes/No

2. 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

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

4. Comments, if any, on the pen picture written by the Reporting Authority.

5. Has the Reviewing Authority seen the comment of the CPM on the reporting 8.2 (if applicable) - Yes / No

<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>(Reviewing Authority)</b>	

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. Has the Accepting Authority seen the comment of the CPM on the reporting and or reviewing at 8.2 -**

Yes / No

**2. Is the overall grade given by the Reporting/Reviewing Authority consistent with the pen picture given by them?**

Yes/No

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

Yes/No

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

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**5. Overall score in terms of the total marks.**

<b>FINAL SCORE</b>	
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<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>(Accepting Authority)</b>	

**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 grade given earlier 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.

<b>REVISED SCORE</b>	
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<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	
<b>(Nodal Officer)</b>	

**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 representatioinst are to be attached.