

THE BISRA STONE LIME CO. LTD.

AG - 104, SOURAV ABASAN, 2ND FLOOR, SECTOR-II
SALT LAKE CITY, KOLKATA – 700 091

Executive - Annual Performance Report

Assessment Year	
Staff Number	

PART - I

- (A) **EMPLOYEE DETAILS:**
(To be filled by Personnel Department)

Name	Designation	Department

- (B)

Date of Birth	Date of entry in the Company	Scale of pay on entry (Rs)

- (C)

Scale of Pay presently held (Rs.)	Date of entry to the Present Grade	No. of years in Present Grade

- (D) **QUALIFICATION DETAILS:**

(i) Qualification	
(ii) Qualification acquired during assessment year.	

- (E) Period of away from service - (i) Training and Deputation - _____
(ii) SL and EL, Study leave & ground - ____
(iii) Unauthorized Absence - _____

- (F) Disciplinary & Vigilance action, during the assessment year.

(Pers. Deptt.)

PART - II

SELF APPRAISAL

1.1 Brief description of duties (Attach separate sheet if necessary) :

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1.2 Achievements (Attach separate sheet if necessary) :

(i)

Sl. No.	Targets	Time Frame	Achievements	Comments on fulfillment by Reporting Officer

(ii) Any specific contribution made:

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(iii) Award/appreciation received:

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(iv) Any warning/ censure/ punishment received:

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(Signature of Appraisee)

(Signature of Reporting Officer)

(v) Whether half yearly appraisal report enclosed
(As per Annexure I) : _____

1.3 Whether APR of all reportees have been filled up ?

1.4 Constraint faced :

1.5 Suggestion / help required to overcome the constraints :

1.6 Details of Training Program attended:

1.6 Training required:

(i) Specify the area/subject where training is required to improve professional skills.

(ii) Specify the subject/area where training is required to improve managerial skills.

Declaration: I hereby certify that the above information is correct and is not misleading.

Place:

Signature: _____

Date:

Name : _____

PART - III

1.1 PERFORMANCE APPRAISAL

1.2 Whether Reporting Officer agrees with the self assessment made by the Reportee Officer/ And period to be indicated Reporting Authority)

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1.3 PERFORMANCE PARAMETER

Reporting Officer					Credit Points (WxRF) W = Weightage RF= Rating Factor	Traits	Weightage	Reviewing Officer					Credit Points (W x RF) W=Weightage RF=Rating Factor
Rating factor								Rating Factor					
5	4	3	2	1				5	4	3	2	1	
						A) Job Knowledge: Knowledge of the practice / procedure and recent developments in the professional field, related jobs. Company's policies, goals and all statutes laws, rules & Govt. guidelines.	2						
						B) Skills & abilities: Planning and execution ability for anticipating work needs, observance of Safety Regulations and Compliance of Statutes & Govt guidelines.	2						
						C) Quality of Output: Achieving promptness, target, Timeliness accuracy and timely reports.	2						
						D) Problem Analysis & Decision Making: Ability to identify problems & take corrective measures.	1						
						E) Cost Consciousness	2						
						F) Social Responsiveness and achieving targets of CSR, Environment, Sensitivity, Sustainable development and R&D.	2						
						G) Management of Human Resources: Communication techniques, tact in handling people, enforcement of discipline, supervision, innovation initiatives and tactfulness	2						
						H) Leadership Qualities. Initiatives, Intelligence, resourcefulness, conduct with Jr & Sr, ability to shoulder new responsibilities & self confidence.	2						
						I) Devotion to duty, Commitment & Sense of Responsibility: Attitude towards work, Initiative, punctuality, effect of work on health factors, Dedication to work & Company objectives, reliability to complete assigned tasks.	2						
						J) Training & Development of Subordinates : Interest taken in training & developing subordinates.	1						
						K) Team Spirit: Integrating employees into Team and motivating them for higher performance. Behaviour with the senior and junior.	1						
						L) Lateral Co-Ordination: Ability to effectively co-ordinate with all linked departments for smooth functioning	1						
						Total Points	20						

Note: Grading

- (i) Rating 5, 4, 3, 2 & 1 denotes outstanding, Very Good, Good, Average & Poor respectively.
- (ii) Give remarks about specific achievement leading to conclusion of 'Outstanding' or 'Poor' rating.

1.4 **INTEGRITY:** (Please Tick (√) appropriate box)

Above Board	Doubtful

Note : Remarks about 'Doubtful' Integrity should be indicated by following the procedure laid down for the purpose.

2. **REVIEWING AUTHORITY**

(i) Any specific comments about the remarks of the Reporting Officer.

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(ii) Special remarks about the reported officer.

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(iii) Whether fit for promotion to the next grade.

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(iv) Grading : Outstanding/Very Good/Good/Satisfactory/ Poor. (Please Tick)

Note : Wherever there is drastic variation in assessment by Reviewing Officer as compared to the Reporting Officer, which result in change of assessment by the Reporting Officer, specific comments are to be given to change the assessment grading of the respective officer.

Reviewing Authority

Place :

Name :

Date :

Designation :

4. **ACCEPTING AUTHORITY**

(i) Remarks by the Accepting Authority.

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(ii) Whether fit for promotion.

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(iii) Final Grading - Outstanding/Very Good/Good/Satisfactory/Poor. (Please Tick)

Accepting Authority

Place :

Name :

Date :

Designation :

EXECUTIVE ANNUAL PERFORMANCE APPRAISAL SYSTEM (EAPRS)

1. **OBJECTIVES** :

- (a) To assess and evaluate an Executive's performance as per the assigned job for evaluating his performance, charting career path and achieving Company's Mission, Objective and MoU Targets.
 - (b) To assess the requirement for developmental inputs.
 - (c) To assess the employee's potential for assuming higher responsibilities.
2. (a) The Appraisal System has been evolved to have interface with the Executive and the Company to give him an opportunity to assess his performance and contribution made to the growth of the Company.

Part I - Is regarding to the employee details which is to be filled up by the Personnel Department.

Part II - Is regarding the **Self Appraisal** to be filled by the Executive (appraisee).

This is to be filled by the Appraisee. It gives opportunity for reporting major tasks performed significant contribution, include constraints faced and suggestions for over-coming the said constraints.

Part III - Annual Assessment Performance of assigned tasks. Is meant for Reporting and Reviewing Officers to assess the performance of the employee while highlighting his characteristics and need for career planning.

Performance assessment which to be filled by the Reporting Officer, who is to make assessment objective and to give his remarks/grading about evaluation of performance of appraisee (Reported Officer).

- (b) There are 12 traits for performance appraisal. Each trait has been given weightage to indicate performance in the overall assessment. Each trait is to be assessed on a five point Rating Factor. The relevant Rating Factor is to be tick marked. The credit points are to be worked out by multiplying the weightage point(s) by respective Rating Factor point as tick marked (✓) by the Reporting/ Reviewing Officer.

3. **Guidelines for writing the Appraisal Form :**

(a) Each Executive is to draw annual work schedule / target in view of the job assigned and target given by the Management. The targets are to be divided in six monthly schedule or as advised by the Reporting Officer from 1st April to 30th September and 1st October to 31st March. The Reporting Officer should make objective assessment of the executive and apprise the reportee. The Annual Performance Report must be written and submitted to the Reporting Officer by 31st Oct for 1st half & 30th April for the entire year. Half yearly assessment is to be completed at the level of the Reporting Officer. [The Officer not meeting the above time limits will be assessed as 'Poor'.]

(b) An Appraisal Report should be assessed objectively as it will be a tool for career planning and appraisal will be one of the tools for determining employee's career path and his strength and weakness etc..

(c) While recording weakness, only such items should be recorded which, in the opinion of Reporting/Reviewing Officer, should be communicated to the appraisee.

4. **Identification of Developmental Needs :**

Reporting/Reviewing Officer should identify the developmental needs of the appraisee to make his/her functioning more effective. The needs should be recorded indicating specific areas of Management functions.

5. Each Executive will give undertaking that APR of all Executives working under him/her are completed within stipulated time period.

6. Remarks about 'Doubtful' Integrity to be provided as per procedure.

7. **Channel of Reporting and Review :**

(i) The Controlling Officer will be the Reporting Officer irrespective of Grade.

(ii) Reviewing Officer should be one grade above the Reporting Officer. The Reviewing Officer will be the Department Head or the Business Head.

(iii) Up to E-4, Accepting Authority will be the Head of Department at Head Office.

(iv) For E-5 and above, APR will be initiated by Business Head at Mines and Reviewing Authority will be H.O.D. at H.O. (at E-6 Grade) and Accepting Authority will be MD.