

ATTACHMENT - 2 BREB FORM NO- 105A

CONFIDENTIAL

MANAGEMENT PERSONNEL PERFORMANCE APPRAISAL OF  
ADDITIONAL GENERAL MANAGER / DEPUTY GENERAL MANAGER/  
ASSISTANT GENERAL MANAGER

Name : .....

Title : ..... Supervisor : .....

Date of Appointment (BREB) : .....

Date of Appointment (PBS) : .....

Appraisal Period : From: ..... To : .....

GENERAL

While the PBS requires that the attached form be completed and maintained in the Employee's files, a greater value is placed on the quality, seniority, honesty and thoroughness with which the personnel appraisal interview is conducted. The form is intended to merely document that exchange between subordinate and supervisor which can be helpful to both parties.

INSTRUCTIONS

1. Read the BPBS Training Manual "Management : Its Nature and Scope" Pertaining to the Key Performance Areas (KPAs), Chapter IV, Page 103, prior to appraising the employees performance.
2. Consider each KPA independently. Guard against the tendency to carry, or project, a high rating in one KPA to another. Employees usually rate higher in some areas and lower in other areas.
3. Indicate the level of performance that applies to each KPA. Place a tick mark under the proper number that indicates the level of performances. If the performance of the employee does not fully meet the requirement of the level (number), place the tick mark under the next lowest number. To merit a four (4), the employee must possess the necessary characteristic in surpassing the excellent performance expected beyond normal job demands. Rarely will there be any justification in checking number five (5) level. Written justification must be given for all levels other than level three (3) in the space provided after each KPA.
4. Complete the "Remarks" Section of the Appraisal Form with comments related to strength, correcting weaknesses and predictions for employees development.

5. Discuss the Annual performance Appraisal with the employee. Discuss strengths and reach a mutual agreement on plans and a schedule for improvement in weakness of Key performance Areas.
6. The rating of Additional General Manager will be completed by Senior General Manager/General Manager. The Samity Board is the approving Authority. The PBS Executive Committee composed of President, Vice-President Secretary and Treasurer shall sign on the Annual Performance Appraisal form on behalf of the Samity Board and afterward a Samity Board decision will be written down in this respect.
7. The rating of Deputy General Manager will be completed by Senior General Manager / General Manager. The Samity Board is the approving Authority. The PBS Executive Committee composed of President, Vice-President Secretary and Treasurer shall sign on the Annual Performance Appraisal form on behalf of the Samity Board and afterward a Samity Board decision will be written down in this respect.
8. The rating of Assistant General Manager or department Heads will be completed by Senior General Manager / General Manager / Additional General Manager / Deputy General Manager. Samity Board is the approving Authority. The PBS Executive Committee composed of President, Vice-President Secretary and Treasurer shall conform by signing on the Annual Performance Appraisal form on behalf of the Samity Board and afterward a Samity Board decision will be written down in this respect.
9. Recommendation of superior Authority will be filled in space provided, using RED INK. In the event the superior Authority disagrees with the comments of the reviewing officer(s), the superior Authority must give detail reason for his comments.
10. In the case when the rating given/approved to PBS officers differs by more than 0.25 (zero point to five) between the samity Board and the PBS Management the Annual Performance Appraisal of the concerned officer(s) shall be referred to BREB (concerned PBS Management Operation Directorate) for final approval. Director, PBS Management Operation will be the final approval authority in this case.

## DEFINITIONS

**PLANNING** : Planning is the thoughtful determination and systematic agreements of All factors that will be required in the successful operation of an enterprise in the completing of a project.

**ORGANIZING** : Organizing is grouping dividing and assigning the work to be done to best accomplish the goals and objectives. Relationship between groups and individuals are defined, a regular pattern of interdependent Parts created and each group or individual has a special function in relation to the entire structure.

**DIRECTING** : Seeing that the job is done.

**CO-ORDINATING** : Making the total activities of the organisation work together.

**CONTROLLING** : Knowing what is going on and measuring the results in each performance ... of the operation.

Sl.	POINTS FOR MARKING	POINTS
1.	<b>Outstanding:</b> Performance for exceeding the high standard set for the position. Qualitative and quantitative performance marks tangible contribution to achievement of result. Performance is rarely matched.	5
2.	<b>Above Average:</b> Performance in position is consistently superior to expectation and markedly surpassing the excellent performance expected of majority of employees, the employee contributes significantly to the organizational unit and/or association's success well beyond normal demands.	4
3.	<b>Average:</b> Performance fully meets high standard expected of competent, experienced employee of the same or similar position. A majority of employees are expected to be rated at this performance level.	3
4.	<b>Below Average:</b> Performance is routine, generally satisfactory and meets only minimum standards. The employee requires more than minimum assistance. Employee may have performance deficiencies but shows willingness and has potential to overcome them.	2
5.	<b>Unsatisfactory:</b> Performance is below the minimum standard required is generally unsatisfactory. The employee requires supervision and help from supervisor and others. The employee may have performance deficiency and has no potential or willingness to overcome them.	1

PART - I  
**MANAGEMENT PERFORMANCE APPRAISAL**

I.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Public and Government Agencies	(a)	How effectively does management interrupt the PBS Ideals, Objectives and Problems to the Public?					
	(b)	How effective is management in informing the different Govt. Agencies on the PBS Policies, Objectives and Problems?					
	(c)	How effective is management in gaining the acceptance of the PBS concept from the: i. Public ii. Govt. Agencies					

II.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Member Consumer	(a)	How effective is management in gaining the consumer understanding and acceptance of the PBS Ideals, Objectives and Problems to the Public?					
	(b)	How effective is management in keeping the consumer currently informed on PBS Member activities including: i. Member Service Education ii. Power Use program iii. Construction progress iv. PBS progress, problems, plans					
	(c)	How effectively and efficiently does the management respond of the member: i. Needs ii. Attitude					

III.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Employee relation and development	(a)	How effective is management in directing and controlling the performance of PBS employees?					
	(b)	How effective is management in training and developing employees present and future advancement in the PBS ?					
	(c)	How well does management demonstrate his awareness of and respond to the employees needs?					
	(d)	How effective is management recognizing employees for their job performance qualities?					

IV.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Manager Development	(a)	How effective is management in demonstrating his ability in his function as a: i. Trainer ii. Coach iii. Counselor					
	(b)	How effective is management in demonstrating his ability to interpret and implement: i. PBS Policy ii. PBS By- Law iii. PBS Policy Instruction					
	(c)	How effective is management in interpreting and applying the five functions of management: i. Planning ii. Organizing iii. Directing iv. Coordinating v. Controlling					

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Board development	(a)	How effectively is management in advising, assisting the directors and advisors, as to their responsibilities, functions and duties in their performance as a Board of directors of the PBS?					
	(b)	How effective is management in helping the Board grow or develop in a body, that can effectively make decision toward sound economic condition?					
	(c)	How effective is management in informing the Board of the overall condition of the PBS (Right-of-way needs, outages, overtime, extra cost incurred)?					
	(d)	How effective is management in informing the Board about special and political position of the PBS?					

VI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Financial Condition	(a)	How capable is management in showing his ability to operate the PBS on a sound financial basis?					
	(b)	How well dose management operate within the approved budget?					
	(c)	How well dose management operate within the approved annual work plans?					

VII.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Power Supply	(a)	How effective is management in providing adequate and continuous electric power?					

VIII.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Market Potential Position	(a)	How effective is management in having acceptance in members in using electric power over other forms of energy?					
	(b)	How effective is management in providing electric energy needs of members in area?					
	(c)	How effective is management in showing what electricity can do for the member?					

IX.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Area Development	(a)	How effective is management ability to lead the PBS in the full development of all the human and natural resource within the PBS service area?					
	(b)	How effective is management in the development of member leaders to assist in area development?					

X.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Service Leadership	(a)	How effective is management ability to lead the PBS in it's service area in the number, quality and suitability of services, made available to its member? i. Sourcing motors and pumps for members ii. Providing information on proper use motors and pumps iii. Provide adequate assistance on house wiring justification for marking					

XI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Productivity	(a)	How capable is management in utilizing its human resources?					
	(b)	How effective is management in providing capital and material for future expansion?					

PART-II  
PERSONNEL CHARACTER APPRAISAL

I.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Initiative and Drive	(a)	How well does management demonstrate the ability to identify problems areas, display careful preparation and implement remedial action to complete the job undertaken?					
	(b)	How well does management accept additional job assignment, responsibilities and complete special projects out side of the definition of the position description?					

II.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Decision Making	(a)	How effectively dose management analyze, interpret facts and choose correct alternatives to achieve the desired results?					

III.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Cooperation	(a)	How well dose management work together at all levels, to efficiently and effectively achieve the desired results and goals of the organization?					

IV.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Self Discipline	(a)	How well does management understand and accept accountability and responsibility for their actions?					

V.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Trusteeship	(a)	How well does management perform in the administration with respect to confidence of his obligations to the PBS and to task and responsibility entrusted to him?					

VI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Personality	(a)	How well does management maintain effective control in dealing with stress situations?					

Present monthly base pay -----

Recommend enhancement in pay : Yes ----- No -----

If yes, recommend amount (base pay per monthly) -----)

Next performance appraisal due date -----

This report has been discussed with me. If the employee does not agree with the rating he has to note the reasons in favor of his disagreement.

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Employee's Signature with Name & Date

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Witness (in case of disagreement): Board Office Bearer Signature

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Treasurer  
of PBS Board

-----  
Secretary  
of PBS Board

-----  
Vice-President of  
PBS Board

-----  
President  
of PBS Board



REMARKS AND RECOMMENDATIONS

a) Use the space below to describe the employee s' weakness and to account for any factors not covered in the performance appraisal. Additional sheets may be used where-ever necessary.

b) RECOMMEND REMEDIAL ACTION AND SCHEDULE FOR IMPROVEMENT

c) OVERALL EVALUATION OF APPRAISAL

Outstanding : ----- Above Average : -----

Average : ----- Below Average : -----

Unsatisfactory : -----

d) Do you consider the employee meritorious for nomination for foreign training?

Yes ----- No -----

e) Do you consider the employee for promotion to the higher post?

Yes ----- No -----

Signature of Deputy General Manager / Additional General Manager/  
General Manager / Senior General Manager with Official Seal

RECOMMENDATION OF NEXT SUPERIOR AUTHORITY  
(RED INK)

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Signature of General Manager / Senior General Manager with Official Seal

Rating/comment of the Samity Board

-----  
Treasurer  
of PBS Board

-----  
Secretary  
of PBS Board

-----  
Vice- President of  
PBS Board

-----  
President  
of PBS Board

Note: In case of any disagreement with the rating given by the PBS General Manager the PBS board Office Bearer will mention the reasons in Green ink.

In case the rating given/approved to PBS officers differs by more than 0.25 (zero point two five) between the Samity Board and the PBS Management, the comment/rating of the Director, PBS Management, Operation, BREB:

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Director, PBS Management, Operation, BREB: