

CONFIDENTIAL

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED		
	Registered office	(A State Govt. undertaking)
	Number (CIN)	Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
	GST No.	U40109HP2009SGC031255
	Telephone Number	HPSEBL 02 AACCH4894EHZB
	Website address	0177-2803600, 2801675 (Office), 2658984(Fax)
	Email	www.hpseb.com cmd@hpseb.in & directorfa@hpseb.in

NO.HPSEBL (SECTT.)/Confid-CR-1-Instt./2019-20-59603-10

Dated: 28-11-19

To

**The Special Private Secretary
to the Managing Director,
HPSEBL, Shimla-4.**

Subject: -

**Annual Performance Assessment Report format of Company Secretary
and procedure/recording of entries & maintenance thereof.**

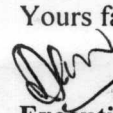
Sir,

It is intimated that the APAR format of Company Secretary was under consideration of the authorities of HPSEBL from few days. Now the same has been finalized by the authorities and enclosed herewith for taking further necessary action.

A part from above, a copy of procedure/recording of entries and maintenance of APARs etc. is also sent herewith please.

DA:-As above.

Yours faithfully,


**Executive Director (Pers.),
H.P. State Electy. Board Ltd.,
Vidyut Bhawan, Shimla-4.**

Copy alongwith format is forwarded to the following for information:-

1. The Superintending Engineer (IT), HPSEBL, Shimla to up-load on the website.
2. The Spl.P.S./Sr.P.S./P.S to Chairman/ Director (Pers. /Finance)/ (Tech.)/ (Op)/ (Civil) for kind information of worthy Chairman/ Directors please..

 **DA:-As above.**


**Executive Director (Per.),
H.P. State Electy. Board Ltd.,
Vidyut Bhawan, Shimla-4.**

**STATEMENT SHOWING PROCEDURE/RECORDING ENTRIES IN THE ANNUAL PERFORMANCE
ASSESSMENT REPORT OF COMPANY SECRETARY HPSEBL AND MAINTENANCE THEREOF.**

Sr.No	Category of officer whom reports is to be made	Reporting officer	Reviewing officer	Accepting Officer	Custodian	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	Company Secretary	Director (Finance /Pers.)	Managing Director	Chairman	Personal Staff of Managing Director	


 Executive Director (Pers.),
 H.P. State Electy. Board Ltd.,
 W-2 ut Bhawan, Shimla-4.


 28/1/16

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Government Undertaking)

FORM OF ANNUAL CONFIDENTIAL REPORT OF COMPANY SECRETARY
REPORT FOR THE YEAR/ PERIOD FROM _____

PART-I- PERSONAL DATA
(TO BE FILLED BY THE HEAD OFFICE)

1	Name of the officer	
2	Date of Birth	
3	Designation/ Post Held	
4	Date of continuous appointment	
5	Whether permanent, quasi-permanent or temporary	
6	Station where served during the year/ period under report and the period of service at each station	
7	Period of absence from duty on leave, training etc. during the year/ period under report.	

PART-II

Brief resume of the work done by the officer reported upon, during the period from _____ brining out any special achievement during the period to be filled by the officer reported upon.
(Note: The resume should not exceed three hundred words)

PART-II ASSESSMENT BY THE REPORTING OFFICER

8	Do you agree with the resume work as indicated by the officer in Part-II of the report and in particular regarding the special achievements, if any, mentioned by the officer, if not, indicate briefly the reasons for disagreeing with it not the extent of / our disagreement.	
9	State of Health (please indicate whether the officer is)	
	a) Physically energetic and b) Mentally alert	

Note: Assessment under Columns 10 to 20 below should not be indicated by tick marking but should be clearly expressed in suitable words.

10	Intelligence and understanding	
	a) Exceptional and has clear grasp of any matter however complicated.	
	b) Is intelligent and grasps a point correctly with reasonable speed.	
	c) Shows a barely adequate grasp.	
	d) Very slow and / or often misses the point.	
11	Knowledge of rules, codes, manuals, instructions and procedures:	
	a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals, generally and a thorough and intensive knowledge of the work assigned.	
	b) Has a sound knowledge of the work assigned?	
	c) Just enough	
	d) Not good enough.	
12	Quality of work	
	i) Attention of detail, accuracy in presentation of fact and thoroughness in examination.	
	a) Most reliable and comprehensive	
	b) Considers all relevant details	
	c) Is act to be over concerned with petty details and loses	

	perspective	perspective	
	d) Inclines to be superficial.	be superficial.	
	ii) Judgement	ii) Judgement	
	a) His proposals are consistently sound and well thought of	proposals are consistently sound and well thought of	
	b) Reliable	b) Reliable	
	c) Takes a reasonable view	reasonable view	
	d) Unreliable, undecided or rigid or superficial or erratic	unreliable, undecided or rigid or superficial or erratic	
	iii) Presentation of cases and expression on paper (including noting and drafting)	expression on paper (including noting and drafting)	
	a) Extremely clear and logical	clear and logical	
	b) Very good and expresses himself clearly and concisely	and expresses himself clearly and concisely	
	c) Just good enough	just good enough	
	d) Does not have ability to present cases properly	have ability to present cases properly	
	iv) Promptness in disposal of work	disposal of work	
	a) Very prompt	Very prompt	
	b) Reasonably prompt	Reasonably prompt	
	c) Is slow and tends to delay?	slow and tends to delay?	
	v) Submission of various returns statements (i.e. subsidy bills, sales tax returns, insurance claims, trial balances etc.)	subsidy bills, sales tax returns, insurance claims, trial balances etc.)	
	a) Take exceptional care in correct preparation and timely submission	exceptional care in correct preparation and timely submission	
	b) Reasonably good and prompt	good and prompt	
	c) Not very regular and has to be constantly prompted and supervised.	regular and has to be constantly prompted and supervised.	
	d) Indifferent on these matters	on these matters	
13	Zeal, diligence and sense of responsibility	of responsibility	
	a) Shows exceptional zeal devotion to work and has excellent initiative	exceptional zeal devotion to work and has excellent initiative	
	b) Is hard working and conscientious and shows adequate zeal and devotion to work and also good initiative	working and conscientious and shows adequate zeal and devotion to work and also good initiative	
	c) Reasonably diligent and interested in his work with average initiative	diligent and interested in his work with average initiative	
	d) Lacks sense of responsibility and is indifferent to work.	sense of responsibility and is indifferent to work.	

14	Control and management of staff	management of staff	
	i) Maintenance of order and discipline and checking late attendance:		
	a) Excellent	a) Excellent	
	b) Very good	b) Very good	
	c) Good	c) Good	
	d) Average	d) Average	
	e) Poor	e) Poor	
	ii) Ability to inspire confidence and to get the best out of the staff		
	a) Excellent	a) Excellent	
	b) Very good	b) Very good	
	c) Good	c) Good	
	d) Average	d) Average	
	e) Poor	e) Poor	
	iii) Capacity to train, held and advice the staff and ability to handle his subordinates		
	a) Excellent	a) Excellent	
	b) Very good	b) Very good	
	c) Good	c) Good	
	d) Average	d) Average	
	e) Poor	e) Poor	
15	Ability to analyse facts, propose alternatives and visualize consequences and re-percusions re-to-reuhelp decision and policy making.	analyse facts, alternatives and equences and to help d policy making.	
	a) Excellent & Convincing	a) Excellent & Convincing	
	b) Very good	b) Very good	
	c) Good	c) Good	
	d) Average	d) Average	
	e) Poor	e) Poor	
16	Ability of discussions and conversation.	nd conversation.	
	a) Very effective and convincing	ry and fective and convincing	
	b) Good and puts across his points clearly	puts across his points clearly	
	c) Expresses adequately.	ses adequately.	
	d) Poor.	d) Poor.	
17	Initiative and drive	ative and drive	
	a) Excellent	a) Excellent	
	b) In good measure	n good measure	
	c) Adequate	c) Adequate	
	d) Lacking	d) Lacking	
18	Readiness to assume responsibility	ie responsibility	
	a) Promptly comes forward and accepts responsibility	comes forward is responsibility	
	b) Accepts responsibility if it comes	responsibility if it comes	
	c) Tends to evade	Tends to evade	
	d) Passes responsibility to others	ponsibility to others	

19(i)	Ability and competence to convene meetings of Board of Directors etc. and to maintain records of such meetings, tabulation of data etc.		
	1. Excellent		
	2. Very good		
	3. Good		
	4. Average		
	5. Poor		
(ii)	Knowledge of company law and procedures		
	1. Excellent		
	2. Very good		
	3. Good		
	4. Average		
	5. Poor		
lii	Follow-up and monitoring of legal/compliance matters related to the company		
	1. Excellent		
	2. Very good		
	3. Good		
	4. Average		
	5. Poor		
20	Relations with colleagues and other offices/ agencies		
	a) Wins and retains the highest regard of all.		
	b) Is generally liked and respected?		
	c) Not easy in his relationship, but gets by		
	d) A difficult colleague		
21	Attitude of the officer towards SCs/ STs		
22	Other observations (this space may be utilized for remarks which complete corroborate or supplement which has been indicated above. This should not however, be used formerly repeated in vague terms what has already been stated. Specific point such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the reporting officer considers worth mentioning may also be indicates here)		
23	Integrity: (Instructions contained in Ministry of Home Affairs O.M. No. 51/4/62.Estt 51(A) 62.Estt dated 21.6.1965 should be kept in mind)		

24	Overall assessment				
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Signature of Reporting Officer _____
Name in Block Letters _____
Designation: _____
Date: _____

PART-IV REMARKS OF THE REVIEWING OFFICER

25	Length of service under the Reviewing Officer	
26	Do you agree with the Reporting Officer in regard to his remarks in the resume of th work done by the officer as contained in Part-II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.	
27	Overall assessment of performance and qualities	
28	Has the officer any special characteristics and / or any outstanding merits or abilities which would justify this advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	

Signature of Reviewing Officer _____
Name in Block Letters _____
Designation: _____
Date: _____

Part-V Countersignature by the next higher officer with remarks, if any.

Signature of Reviewing Officer _____
Name in Block Letters _____
Designation: _____
Date: _____