

CONFIDENTIAL

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED



Registered office
Number (CIN)
GST No.
Telephone Number
Website address
Email

(A State Govt. undertaking)
Vidyut Bhawan, HPSEBL, Shimla-171004(H.P.)
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NO.HPSEBL (SECTT.)/Confid-CR-1-Instt./2019-20-37453-533

Dated:- 4/9/19

To

All the Chief Engineers,
in HPSEB Ltd.

Subject: -

Annual Performance Assessment Report format of Computer Operator and procedure/recording of entries & maintenance thereof.

It is intimated that the APAR format of Computer Operator was under consideration of the authorities of HPSEBL from few days back. 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 etc. of APARs is also sent herewith please.

DA:-As above.

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

Copy alongwith format is forwarded to the following for information and similar necessary action to:-

1. The Managing Director, HPPCL, Himfed Building, New Shimla-9.
2. The Managing Director, HPPTCL, Himfed Bhawan, Panjri, Shimla-5.
3. The Director, Town & Country Planning Deptt. H.P. Shimla-2.
4. The Director Energy to the Govt. of H.P. Shimla-2.
5. All the Superintending Engineers/Sr. Executive Engineers in HPSEB Ltd.
6. The Sr. Officer (Estt), SJVN Ltd., Shakti Sadan Shanan, Shimla-6.
7. The Sr. Officer (P&A), SJVNL, Jhakri, Distt, Shimla.
8. The Special Secretary, BBMB, 19-B Madhya Marg, Chandigarh.
9. The Chief Executive Officer, HIMURJA, Shimla.
10. The Chief Electrical Inspector, to the Govt. of H.P. Shimla-9.
11. The General Manager, Sainj Hydro Electric Project, HPPCL Sarabai (Bhunter) Distt. Kullu.
12. The General Manager (Designs), HPPCL, Sundernagar.
13. The General Manager, Sawara Kuddu, HPPCL, Rohru.
14. The Superintending Engineer (IT), HPSEBL, Shimla to up load on the website.
15. The Spl.P.S/Sr.P.S./P.S to Managing Director/ Director (Tech.)/ (Op)/ (Civil), HPSEBL, Shimla-4.

DA:-As above.

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

**STATEMENT SHOWING PROCEDURE/RECORDING ENTRIES IN THE CONFIDENTIAL REPORTS OF
COMPUTOR OPERATOR IN HPSEBL AND MAINTENANCE THEREOF.**

Sr.No	Category of officials whom reports are to be made	Reporting officer	Reviewing officer	Accepting Officer	Custodian	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	Executive Director (Pers.)					
	Computer Operator	Section Officer	Addl. Secretary/ Deputy Secy/Under Secretary	Executive Director(Pers.)	Confidential Section of Board Sectt.	
2.	Chief Accounts Office					
	Computer Operator	AAO/AO	Sr. Accounts Officer	Chief Accounts Officer	Personal Staff of CAO	
3.	Chief Engineer Offices					
	Computer Operator	Section Officer/ Asstt. Engineer	Deputy Secretary/ Under Secretary/ Sr. Executive Engineer	Chief Engineer	Personal staff of Chief Engineer	
4.	Circle Offices/Design Offices					
	Computer Operator	Section Officer/ Asstt. Engineer	Sr. Xens and equivalent ranks	S. E. concerned	Personal Staff of S. E.	
5.	Divisions					
	Computer Operator	Asstt. Engineer Concerned	Sr. Xens.	S. E. concerned	Personal Staff of S. E.	


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

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(FORM OF CONFIDENTIAL REPORT OF COMPUTER OPERATOR)

Department / Office:

Report for the year / period ending

PART- I (Personal Data)

(To be filled by the Administrative Section concerned of the Department / Office)

1. Name of Official :-.....
2. Date of birth :- :.....
3. Date of continuous appointment to the present Grade, viz :.....
4. Whether permanent, Quasi-permanent, Temporary :.....
5. Section(s) in which served during the year under report and period of service in each :.....
6. Period of absence from duty on leave, training etc during the year:.....
7. Qualifications:
 - (a) Academic :
 - (b) Technical/Professional.....

PART- II

**(A brief statement of work handled by the official during the year period under report)
(To be filled by the Reporting Officer)**

PART- III (Assessment by the Reporting Officer)

8. State of Health:
9. General Intelligence and Keenness to learn.

Assessment under Column 10 to 11 should not be indicated by tick marking but should express clearly in suitable words.

10. Proficiency in computer applications:

Poor :

Average/Fair :

Good :

Very Good :

Outstanding :

Note: Proficiency should be assessed in respect of both speed and accuracy

22. (a) Fitness for promotion :

i) Fit

ii) Not yet fit

b) Has the official any special characteristics and or any outstanding merits or abilities which would justify his/her advancement and special selection for higher appointment out of turn . If so, mention these characteristics briefly and indicate why you consider him/her fit out of turn promotion:

Signature of the Reviewing Officer

Name in Block letters :

Designation :

Date :

PART-V (Remarks by the Accepting Authority)

Poor

Average

Good

Very Good

Outstanding

Signature of Accepting Authority

Name:

Designation

Date

11. Proficiency in his work viz, maintenance of prescribed Registers and charts
 - a) Poor :
 - b) Average/Fair :
 - c) Good :
 - d) Very Good :
 - e) Outstanding :
12. Industry and Keenness:
 - a) Puts in hard work and is keen to do his/her job thoroughly
 - b) Is indifferent and required promotion and constant supervision to ensure completion of his/her work
13. Has he/she ever been entrusted with work other than routine? If so, indicate his/her capacity to express himself/herself with clarity and comprehension in his/her notes/drafts
14. Amenability of discipline :
15. Punctuality in attendance :
16. Relations with fellow employees:
17. Integrity:
18. Has the Official been reprimanded for in-different work or for other causes during the period under report? If so please give brief particulars:
19. Has the official done any outstanding or notable work meriting commendation? Briefly mention them :

Signature of Reporting Officer

Name in Block letters :

Designation :

Date :

PART- IV (Remarks by the Reviewing Officer)

20. Length of service under reviewing Officer :
21. Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement. If you wish to add anything specific with regards to over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views.