

CENTRAL WAREHOUSING CORPORATION
(A Government of India Undertaking)
PERFORMANCE APPRAISAL FORM

For the Period _____ to _____

Group B Non-Unionized Supervisors up to E1 (Acctt/SPA/Supdt./AM/SIO/AE & Equivalent)

1. NAME
2. CPF CODE NO.
3. DESIGNATION
4. DATE OF BIRTH
5. PLACE OF POSTING
6. DATE OF JOINING
7. ACADEMIC QUALIFICATION
8. APPRAISER/REPORTING OFFICER
(NAME & DESIGNATION)
9. REVIEWING OFFICER:
(NAME & DESIGNATION)

PROPERTY Returns due as on 1.1 _____ were filed by me in dt. _____

SIGNATURE OF APPRAISEE: _____

PLEASE READ THE GUIDELINES CAREFULLY BEFORE WRITING THE APR

Name & Design. _____

(A) PERFORMANCE PLANNING & REVIEW

GOAL SETTING (In the beginning of the financial year)			ANNUAL REVIEW	
Key Performance Areas (KPAs) (Please select from the attached list)	Measures / Indicators	Max. Marks	Score Appraiser/ Reporting officer	Score Reviewer
1.				
2.				
3.				
4.				
Total Score		100		
Average KPA Score by Reviewer =				

Appraisee (Signature & Date)

Appraiser (Signature & Date)

Appraisee (Signature & Date)

Mid Year Review by Appraiser

Remarks:

Appraiser
(Signature & Date)

Appraiser
(Signature & Date)

Reviewer
(Signature & Date)

Name & Design. _____

(B) ANNUAL REVIEW – COMPETENCIES

Competencies	Key Behavioural Indicators	Max Marks	Score	
			Appraiser	Reviewer
1. Engaging & Energizing Teams	Effectively manages the team towards common goal.	30		
	Being part of the team and working together to achieve team goals.			
2. Drive for Excellence	Demonstrates commitment to quality and schedules.	30		
	Focuses on continuous improvement.			
	Shows commitment to processes and uses resources with care.			
3. Passion for Achievement	Self motivated and completes assignments beyond set expectations.	40		
	Demonstrates commitment, sense of pride and attachment to the work.			
	Seeks more information constantly with a view to meet targets.			
Total Score		100		
Average Competency Score by Reviewer				

Overall Feedback on Annual Performance:-

<p>Remarks by Appraiser (Reason for extreme scores – above 90% and below 60% need for job rotation etc.)</p>
<p>Remarks by Reviewer</p>

Name & Design. _____

(C) GENERAL EVALUATION

Sl. No.	Description	To be recorded by Appraiser/Reporting Officer
(i)	Integrity* (Doubtful/Beyond Doubt)	
(ii)	Commendable Work (Please provide remarks)	
(iii)	Whether any major penalty awarded during the year (if yes, give details)	

*If Doubtful, a secret note to be attached. HR to inform Vigilance/Concerned Director, who will take further action.

Appraiser (Signature & Date with Seal)

FINAL SCORE

Description	Weightage	Actual Score	Weighted Score
Final KPA Score (Total KPA Score X Weightage for KPAs)	0.8		
Final Competency Score (Total Competency Score X Weightage for Competencies)	0.2		
Final Score (Summation of Weighted Scores) by Reviewer			

Reviewer (signature & Date with seal)

Name & Design. _____

ACCEPTANCE BY THE ACCEPTING AUTHORITY

1. **Is the overall grade given by the Reporting/Reviewing Authority is consistent with the pen picture given by them?**
Yes/No
2. **Do you agree with the remarks of the Reporting/Reviewing Authorities?**
Yes/No
3. **In case of difference of opinion, details thereof and reasons for the same be given to upgrade/degrade the ratings.**

4. **Final rating in case of difference of opinion _____**

**Signature with seal of Accepting Authority
(Name & Designation of the Accepting Authority)**

Date:

OVERALL GUIDELINES

❖ The Performance Management Process includes the following stages – Goal Setting, Mid Year Review and Annual Review.

❖ GOAL SETTING

- In the beginning of the Performance Appraisal Cycle (i.e. April/May), the Appraisee in discussion with the Appraiser is required to fill the 'Goal Setting' Section.
- The number of Key Performance Areas (KPA's) will be 4. All KPA's should be measurable and realistic in nature.
- KPA's should be prioritized in order of importance by assigning higher marks to more important KPA's. The total marks for all KPA's should equal 100.

❖ MID YEAR REVIEW

- In October, as part of the Mid Year Review, the Appraiser is required to conduct a performance review and record his remarks.

❖ ANNUAL REVIEW

- At the end of the Performance Appraisal Cycle (i.e. April), the Appraiser and Reviewer are required to provide actual scores on the appraisee's annual performance and competencies.
- The Appraiser and the Reviewer have a weightage of 1:1 for the Annual Review.
- Overall Feedback: Overall feedback on Annual Performance to be recorded by Appraiser and Reviewer.
- Final score will be arrived at based on the weightage of 80:20 for KPA's and Competencies respectively.

❖ IMPORTANT INSTRUCTIONS

- Stamp/Seal and date of the appraisal by the Reporting / Reviewing / Accepting Authorities should be mentioned in the relevant columns.
- Use of fluid for correcting the marks in APRs may be avoided. Any correction in marks etc. may be authenticated by Reporting / Reviewing Officer under his signature, as the case may be.
- For information of all, the Grading for the purpose of **PROMOTION** is as under:-

S No.	Numerical Score	Grade
1.	90 and above upto 100	Outstanding
2.	70 and above, below 90	Very Good
3.	60 and above, below 70	Good
4.	50 and above, below 60	Average
5.	Below 50	Below Average / Poor

*THIS GRADING IS **NOT** APPLICABLE FOR **PRP** PURPOSE.

- Mathematical sum of the marks, if need any correction at later stage, may be done by the official of CR Cell under their Signature and Seal.
- Instead of merely writing "I Agree" with Appraiser, Reviewing Authority must give marks in the relevant column.