

**BALRAMPUR CHINI MILLS LTD., BALRAMPUR**  
**PERFORMANCE APPRAISAL{(INSTRUMENT & ELECTRICAL (PP) }**  
 [For Jr. Engineers, Assistant Engineers, and Engineers to Dy.Chief Engineer]  
 (Page 1 and Page 2 to be filled by the Appraisee)

1 NAME: DESIGNATION: DEPT:  
 2 DATE OF JOINING:  
 3 JOINED AS: QUALIFICATION  
 PROMOTED AS:

	2005-06	2006-07	2007-08	Present CTC

4 REPORTING TO:  
 5 **Functions & Responsibilities :-**

Sl.no.	INSTRUMENTATION	ELECTRICAL
1.	Optimum Calibration & Report Generation	Relay testing & Settings
2.	DCS /PLC panel wirings and Cleaning	MCCs ,PCCs & Drives
3.	Control Loop testing / Final control elements calibration and testing	DG Set & Transformers Operation & Maintenance.
4.	Maintenance of UPS	Synchronizing & Metering
5.	Control room House keeping	Switchyard maintenance
6.	Instruments repair	Motors & Alternators Overhauling & Condition Monitoring.
7.	Programming and loop Modifications	Condition monitoring & reporting of Bus System & Metering Panel.
<b>COMMON FOR INSTRUMENTATION &amp; ELECTRICAL</b>		
1.	Listing of Jobs and planning (For Repairs ,Preventive Maintenance & Modification )	
2.	Level of Knowledge in Repair and maintenance	
3.	Budget Formation & Control	
4.	Control of Overtimes	
5.	Spares Managements and Inventory control	
6.	Handling of Shifts	
7.	Diagnosis and trouble shootings	
8.	ISO Documentation Work	
9.	Spelling out jobs which could not be completed & action taken	

6 Detail of Modification/Rectification/Achievements for which you are individually/Solely responsible:

A

B

C

7 Further proposals/Planning for improvement in the system where you are working, (if any) :

A

B

C

8 Any remarkable change done / proposed over and above conventional engineering ( routine repairs. maintenance and run of unit ):

A

B

C

9 Are you satisfied with the present system of working of Management?  
If yes – Please elaborate, if no, then your suggestions.

10 Your expert area (Instrumentation, Electrical and Electronics):

DCS/PLC      DRIVES (AC/DC)      CALIBRATION      Relay Testing & Management

11 Your own contribution for reducing:

- a) Downtime:
- b) Accidents:
- c) Cleanliness:
- d) Fire Accidents:
- e) Enhancing Efficiency:
- f) Any other jobs undertaken but not thought of by other engineer(s)

12 Expectations from the Management to improve :

- a) Knowledge:
- b) Skill:
- c) Work Efficiency:
- d) Labor cost Reduction:
- e) Overtime cost Reduction:
- f) Budgeting (Your section only) Planned V/s Actual, % Variation (+ or -)
- g) Communication Skill:

13 What are the other jobs, which you can handle in addition to your routine work?

14 Any major breakdown / accident in your section during

A. Off Season

B. On Season

[ To be filled by Reporting Officer]

## Performace Rating Scale

QUALITATIVE	DESCRIPTION	RATING
Outsanding	Consistently exceeds expectations for the set milestones for the objective. Employee contribution has been exemplary and has displayed good grasp of the job and handles additional responsibilities with confidence & ease, while overcoming exceptional challenges or applying unique solutions.	5
Exceeds Expectations	Very good contribution & often exceeds expectations for the set milestones for the objective. A good learner who can handle the job with minimum supervision.	4
Meets Expectations	Meets expectations on most of the set milestones for the objective. Requires occassional supervision and has adequate knowledge of the job.	3
Needs Improvement	Is inconsistent in meeting the set milestones for the objective. Needs regular guidance. Has knowledge about the job, however, the same needs to be brushed up.	2
Not Effective	Contribution is much below the set targets. Constantly needs supervision & guidance. Possesses low level of job knowledge and skills.	1

## overall Performance Rating Recommendations :

5 - Outstanding	4 - Exceeds Expectations	3- Meets Expectations	2 - Needs Improvement	1 - Not Effective
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If a performer is rated in extremes, then please specify reasons for the same.

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Promotion Recommendation : (Y/N):- Yes (provide details of enlarged roler and responsibility)

Unit Head's Recommendation: