



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
**( A Government of Odisha Undertaking )**  
**Regd.Office: Janpath: Bhubaneswar**

SPEED POST

No.AW-MPPR-383/11

20640

Dated. 26.11.2013

To,

The Asst.General Manager (Electrical)  
EHT (O&M) Division, Jayanagar.

Sub: - Confidential Report of Sri Amreswar Rout, MT (Jr.) Electrical.

Sir,

This is to inform you that the Confidential Report of Sri Amareswar Rout, MT Jr. (Electrical), TL S/D Jayanagar under EHT (O&M) Division, Jayanagar during his one year training period is required on the final stage of evaluation, before regularizing him as Jr. Manager Electrical (E-2 Grade).

You are requested to send the Confidential Report of Sri Amareswar Rout, MT Jr. (Electrical) posted under your control as per the format enclosed at the earliest through the special messenger.

Encl: As above

Yours faithfully

*A Mahapatra*  
AGM (HRD)-IV

Memo No.

20641

Date. 26.11.2013

Copy to GM EHT (O&M) Circle, Jeypore for information & necessary action.

*A Mahapatra*  
AGM (HRD)-IV



**CONFIDENTIAL REPORT  
FOR  
MANAGEMENT TRAINEE/ MANAGEMENT TRAINEE (Jr.)**

**PERSONAL DATA**

Appraisal from \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ Designation : \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Name of the Reporting Officer: \_\_\_\_\_

Name of the Reviewing / Countersigning Officer: \_\_\_\_\_



**CONFIDENTIAL REPORT  
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Appraisal from \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ Designation : \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Name of the Reporting Officer: \_\_\_\_\_

Name of the Reviewing / Countersigning Officer: \_\_\_\_\_

**ODISHA POWER TRANSMISSION CORPORATION LTD.**  
**APPRAISAL REPORT FOR MT/ MT (Jr.)**

**CONFIDENTIAL**

**Part-I**

**(To be filled up by the Reporting Officer)**

**1. Attributes-**

Please mention the Grading (Outstanding/Very Good/ Good/ Average/Below Average) in the specified box.

Sl. No	Attributes	Grading
a)	Punctuality	
b)	Job Knowledge	
c)	Ability to take up challenges & shoulder responsibility	
d)	Ability to work in a Team	
e)	Learning Orientation	
f)	Knowledge & Application of IT tools and software	
g)	Ability to adapt in the new environment	
h)	Attitude towards supervisors and subordinates.	

2. (a) Whether the officer has remained on unauthorised absence (Yes/No): \_\_\_\_\_

(b) If yes, From \_\_\_\_\_ to \_\_\_\_\_

(c) Action taken \_\_\_\_\_

3. Suggestion for Job Rotation :

4. Training & Development needs of the MT: .

5. Overall Evaluation of the MT / MT Jr. by Reporting Officer : \_\_\_\_\_  
(Outstanding/Very Good/ Good/ Average/Below Average)

(in case the overall evaluation is Outstanding/Average/Below Average, the Reporting Officer shall record the reasons thereof)

DATE:

SIGNATURE \_\_\_\_\_  
Name & Designation of  
the Reporting Officer \_\_\_\_\_  
(Full name in Block Capitals)

Official Seal: \_\_\_\_\_

CONFIDENTIAL

PART-II

(To be filled up by the Countersigning Officer)

Views of Countersigning Officer

Overall Evaluation of the Appraisee: (Outstanding/Very Good/ Good/ Average/Below Average)

(in case the overall evaluation is Outstanding/Average/Below Average, the reasons thereof may be recorded)

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DATE:

SIGNATURE \_\_\_\_\_

Name & Designation of  
the Countersigning Officer \_\_\_\_\_  
(Full Name in Block Capitals)

Official Seal: \_\_\_\_\_

NOTE:

- i) In case of field offices, the Divisional Head shall act as the Reporting Officer and the concerned Circle Head shall act as Countersigning Officer.
- ii) In case of Head Office, the Reporting Officer of the concerned branch shall not be below the rank of Manager and next higher Officer in position would act as Countersigning Officer.

PART-III

(To be filled up by the HRD Department)

1. Assessment of Training & Development Needs:

- Specific Areas (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

2. Feedback & Counselling (if necessary):

- (a) Work/Performance related \_\_\_\_\_  
(b) Behavioural \_\_\_\_\_  
(c) Other \_\_\_\_\_

AGM (HRD)

Final Assessment:

Director(HRD)