



আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিঃ

“শেখ হাসিনার উদ্যোগ, ঘরে ঘরে বিদ্যুৎ”

**ASHUGANJ POWER STATION COMPANY LTD.**

(An Enterprise of Bangladesh Power Development Board)

ISO 9001:2015, ISO 14001:2015 & ISO 45001: 2018 Certified Management System.

Employee Performance Appraisal Form

**Part-1**

ID No:

Name.....Designation.....

Pay Grade.....Basic Pay:.....Division:.....

Supervising Officer .....Controlling Officer .....

Place of Posting: .....Date of First Contract: .....

Date of Joining in Present Post: .....Appraisal Period: .....

Next Increment Date: .....

**General Instructions**

1. While the company requires that the attached form be completed and maintained in the Employee's Personal files, a greater value is placed on the quality, sincerity, honesty and thoroughness with which the personal appraisal interview is conducted. The form is intended to merely document that exchange between subordinate and controlling officer which can be helpful to both parties.

2. Performance Management Schedule:

i. Job targets to be fixed at individual level for the following financial year	By 1 <sup>st</sup> June
ii. A copy of job targets will be sent to HR department	By 15 <sup>th</sup> June
<b>Mid-year Review and Follow up</b>	
i. Follow up & Review (if necessary)	By 1 <sup>st</sup> to
ii. Signed copies of the reviewed appraisal forms will be sent to HRM dept.	15th January
<b>Final Assessment &amp; Feedback</b>	
i. Controlling Officer will award marks for achievements against targets	By 10 <sup>th</sup> July
ii. After evaluation, Superior Authority will send the report to HR department	By 20 <sup>th</sup> July

3. Consider each factor independently.
4. Complete the 'Remarks' section of the Appraisal Form with comments related to strength, correcting weaknesses and predictions for employee development.
5. Discuss the Annual Performance Appraisal with the employee. Discuss strengths and reach a mutual agreement on plans and a schedule for improvement in weakness.
6. Recommendation of next superior authority will be filled in space provided. In the event, the superior authority disagrees with the comments of the reviewing officer (s) the superior authority must give detail reason for his comments.
7. In case of disagreement, the next superior authority must give detail reasons for rejecting the same.
8. Recommendation of the Approving Authority will be final.
9. Appraisal approving authority for Managing Director, Executive Directors and Company Secretary is Chairman on behalf of APSCCL Board. For other employees approving authority is concern Executive Director /Chief Engineer/Superintending Engineer.

**CORPORATE OFFICE**

Navana Rahim Ardent (Level-8)  
185 Shahid Syed Nazrul Islam Sarani, Dhaka.  
Phone : +880-02-9330915  
Fax : +880-02-9330918  
E-mail : apscl@apscl.com, apsclbd@yahoo.com

**ASHUGANJ POWER STATION COMPANY LTD.**

Ashuganj, Brahmanbaria-3402  
Phone : +880-8528 74004  
Fax : +880-8528-74014, 74044  
Web : [www.apscl.gov.bd](http://www.apscl.gov.bd)



আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিমিটেড

“শেখ হাসিনার উদ্যোগ, ঘরে ঘরে বিদ্যুৎ”

**ASHUGANJ POWER STATION COMPANY LTD.**

(An Enterprise of Bangladesh Power Development Board)

ISO 9001:2015, ISO 14001:2015 & ISO 45001: 2018 Certified Management System.

### Part-2 (Job Targets)

Annual Job Targets for the Appraisal Period: From-----to-----

Working period under supervising officer: From-----to-----

Sl. No.	Specified job targets (Set by Appraisee and Controlling Officer mutually)	Target unit	Weightage	Achievement (%)	Marks	
					By the Supervising Officer	By the Controlling officer
1.	Target-1					
2.	Target-2					
3.	Target-3					
4.	Target-4					
5.	Target-5					
6.	Target-6					
7.	Target-7					
8.	Target-8					
9.	Target-9					
10.	Target-10					
Total =			100			

-----  
Signature of the  
Appraisee

-----  
Signature of the  
Supervising Officer

-----  
Signature of the  
Controlling Officer

### Part-3

(To be filled by HR department)

Marks given by the Supervising Officer	Marks given by the Controlling Officer	Average Marks

**Mid-Year Review (if any):** Yes/No

#### **CORPORATE OFFICE**

Navana Rahim Ardent (Level-8)  
185 Shahid Syed Nazrul Islam Sarani, Dhaka.  
Phone : +880-02-9330915  
Fax : +880-02-9330918  
E-mail : apscl@apscl.com, apsclbd@yahoo.com

#### **ASHUGANJ POWER STATION COMPANY LTD.**

Ashuganj, Brahmanbaria-3402  
Phone : +880-8528 74004  
Fax : +880-8528-74014, 74044  
Web : [www.apscl.gov.bd](http://www.apscl.gov.bd)



আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিঃ

“শেখ হাসিনার উদ্যোগ, ঘরে ঘরে বিদ্যুৎ”

**ASHUGANJ POWER STATION COMPANY LTD.**

(An Enterprise of Bangladesh Power Development Board)

ISO 9001:2015, ISO 14001:2015 & ISO 45001: 2018 Certified Management System.

**Part-4 (Personal Competencies)**

Annual Job Targets for the Appraisal Period: From-----to-----

Working period under supervising officer: From-----to-----

Sl. No.	Specified Competencies	Weightage	Marks	
			Supervising Officer	Controlling Officer
1.	Punctuality and Discipline	10		
2.	Accountability and Integrity	10		
3.	Leadership	10		
4.	Organizational Commitment	5		
5.	Innovation and Continuous improvement	10		
6.	Enthusiasm and Initiatives	10		
7.	Communication and Coordination	10		
8.	Problem solving capacity	10		
9.	Planning and decision making ability	5		
10.	Professional Knowledge	10		
11.	Physical fitness	10		
	<b>Total:</b>	<b>100</b>		

-----  
Signature of the  
Appraiser

-----  
Signature of the  
Supervising Officer

-----  
Signature of the  
Controlling Officer

**Part-5**

(To be filled by HR department)

Marks given by the Supervising Officer	Marks given by the Controlling Officer	Average Marks

**Remarks and Recommendation of Supervising Officer:**

.....  
.....

-----  
Signature of the  
Supervising Officer

**CORPORATE OFFICE**

Navana Rahim Ardent (Level-8)  
185 Shahid Syed Nazrul Islam Sarani, Dhaka.  
Phone : +880-02-9330915  
Fax : +880-02-9330918  
E-mail : apscl@apscl.com, apsclbd@yahoo.com

**ASHUGANJ POWER STATION COMPANY LTD.**

Ashuganj, Brahmanbaria-3402  
Phone : +880-8528 74004  
Fax : +880-8528-74014, 74044  
Web : [www.apscl.gov.bd](http://www.apscl.gov.bd)



আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিঃ

“শেখ হাসিনার উদ্যোগ, ঘরে ঘরে বিদ্যুৎ”

**ASHUGANJ POWER STATION COMPANY LTD.**

(An Enterprise of Bangladesh Power Development Board)

ISO 9001:2015, ISO 14001:2015 & ISO 45001: 2018 Certified Management System.

### Acknowledgment

This report is based on my observation and/or knowledge; it represents my judgment of the employee's performance.

Seal & Signature of the Controlling Officer: \_\_\_\_\_

This report has been discussed with me. Employee's Signature: \_\_\_\_\_

**Approval (With Remarks) by Approving Authority:**

.....  
.....  
.....

-----  
Signature of  
Approving Authority

### Part-6

(To be filled by HR department)

	Marks for job Targets (A)	Marks for Personal Competencies (B)	Total Marks (C=A+B)	Total Average Marks (C/2)
Marks Allotted	100	100	200	100
Marks obtained				

Appraisee's Status (Put Tick Mark)	Outstanding		Excellent		Satisfactory (Improvement Needed)		Unsatisfactory	
	80 & Above		70-79		60-69		Below 60	

Recommended for Yearly Salary Increment (Marks obtained 60% or above)	:	Yes - <input type="checkbox"/>	No- <input type="checkbox"/>
Recommendation for promotion/grade change in due course of time (Marks obtained 80% or above)	:	Yes - <input type="checkbox"/>	No- <input type="checkbox"/>
Recommendation for Training	:	Yes - <input type="checkbox"/>	No- <input type="checkbox"/>
Next Performance Appraisal Date	:		

-----  
Signature of Concern HR Officer

-----  
Signature Head of HR

#### **CORPORATE OFFICE**

Navana Rahim Ardent (Level-8)  
185 Shahid Syed Nazrul Islam Sarani, Dhaka.  
Phone : +880-02-9330915  
Fax : +880-02-9330918  
E-mail : apscl@apscl.com, apsclbd@yahoo.com

#### **ASHUGANJ POWER STATION COMPANY LTD.**

Ashuganj, Brahmanbaria-3402  
Phone : +880-8528 74004  
Fax : +880-8528-74014, 74044  
Web : [www.apscl.gov.bd](http://www.apscl.gov.bd)