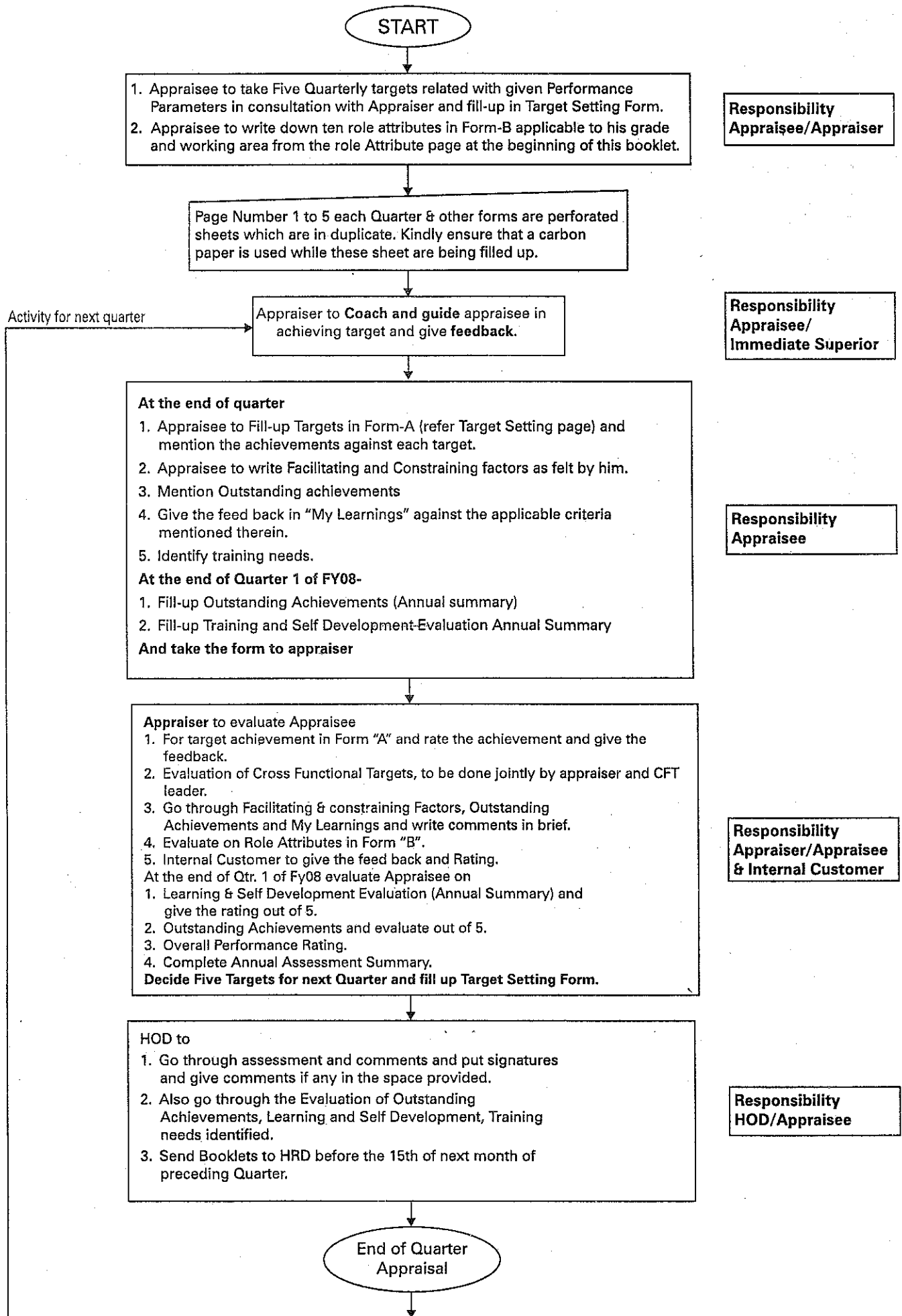


Flow Chart Of Performance Appraisal Process



Performance Appraisal

TARGET SETTING FOR THE QUARTER 1 OF 2007-2008

(Appraisee to take the five targets for the next quarter in consultation with Appraiser and send this form alongwith other forms to HRD.)

Target-1 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)

Target-2 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)

Target-3 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)

Target-4 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)

Target-5 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)

(Signature of Appraisee)

(Signature of Appraiser)

(Signature of HOD)

Performance Appraisal

Form A

| |
|--------------------|
| Quarter No. : 01 |
| Year : 2007 - 2008 |
| Dept. / Ticket No. |

Five Targets are a must

70% weightage

Name of the Appraisee : _____

Name of the Department : _____

Name of the Appraiser : _____

Appraiser to rate against each target by mutual discussions with appraisee on the basis of completion of Target.

**Rating : 5 = Outstanding (96% & above), 4 = Very Good (86-95%), 3 = Good (71-85%),
2 = Fair (50-70%), 1 = Poor (below 50%)**

| <i>Performance Parameters, Targets and Achievements</i> | Appraiser's Rating |
|--|---|
| 1. Performance Parameter : Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development | |
| <i>Target :</i> | |
| <i>Achievement :</i> | <input style="width: 40px; height: 20px;" type="checkbox"/> |
| 2. Performance Parameter : Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development | |
| <i>Target :</i> | |
| <i>Achievement :</i> | <input style="width: 40px; height: 20px;" type="checkbox"/> |
| 3. Performance Parameter : Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development | |
| <i>Target :</i> | |
| <i>Achievement :</i> | <input style="width: 40px; height: 20px;" type="checkbox"/> |

Performance Appraisal

Form A contd...

| |
|--------------------|
| Quarter No. : 01 |
| Year : 2007 - 2008 |
| Dept. / Ticket No. |

| <i>Performance Parameters, Targets and Achievements</i> | Appraiser's Rating |
|--|--------------------------|
| 4. Performance Parameter : Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development | <input type="checkbox"/> |
| Target : | <input type="checkbox"/> |
| Achievement : | <input type="checkbox"/> |
| 5. Performance Parameter : Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development | <input type="checkbox"/> |
| Target : | <input type="checkbox"/> |
| Achievement : | <input type="checkbox"/> |
| Total : | <input type="checkbox"/> |
| Appraiser's / HOD's Remark : | |

Signature of appraisee is to confirm that feedback is given to him and rating given by Appraiser is jointly agreed between Appraiser & Appraisee.

(Signature of Appraisee)

(Signature of Appraiser)

(Signature of HOD)

Performance Appraisal

FACILITATING/CONSTRAINING FACTORS & OUTSTANDING ACHIEVEMENTS

| |
|--------------------|
| Quarter No. : 01 |
| Year : 2007 - 2008 |
| Dept. / Ticket No. |

Facilitating Factors : (Appraisee to write which were the factors that helped to achieve the targets. Please give reference to specific Target Nos.)

Constraining Factors : (Appraisee to write the factors which were constraints to achieve the targets. Please give reference to specific Target Nos.)

Outstanding Achievements / Significant Contribution : (Appraisee to write his outstanding achievements / significant contribution with quantified benefits to KCL.)

Comments of the Appraiser : (Appraisee to briefly mention how Facilitating Factors will be reinforced and Constraining Factors will be reduced/eliminated. Also comment on Outstanding achievement.)

OUTSTANDING ACHIEVEMENTS ANNUAL SUMMARY

Year : July 2006 to
June 2007

Dept. / Ticket No.

Name of the Appraisee : _____

Outstanding Achievements / Significant Contribution : (Appraiser to summaries outstanding achievements/significant contributions done by him during the **past four quarters.**)

Appraiser's Comments : (Appraiser to comment/elaborate and confirm and give the rating out of maximum 5.)

Appraiser's Rating :

| | |
|-------------|----------|
| Maximum : 5 | Actual : |
|-------------|----------|

(Signature of Appraisee)

(Signature of Appraiser)

(Signature of HOD)

ANNUAL ASSESSMENT SUMMARY

(July, 2006 to June, 2007)

| |
|----------------------------------|
| Year : July 2006 to June 2007 |
| Dept. / Ticket No. |

Name of the Appraisee : _____

Please fill in the overall assessment against Performance Parameters / Targets, Role Attributes, Outstanding Achievements, Learning & Self Development Rating

| | | | | |
|----------------------------------|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Total of Quarterly Target Rating | FY07 -Q2 (July, 06 - Sept., 06) | FY07 -Q3 (Oct., 06 - Dec., 06) | FY07 -Q4 (Jan., 07 - Mar., 07) | FY08 -Q1 (Apr., 07 - June, 07) |
| | | | | |

1) Target Rating
(Weightage 70 marks)

$$\frac{\boxed{Q2} + \boxed{Q3} + \boxed{Q4} + \boxed{Q1}}{100} \times 70 =$$

2) Role Attributes Rating
(Weightage 15 marks)

$$\frac{\boxed{Q3} + \boxed{Q1}}{100} \times 15 =$$

3) Yearly Rating of Outstanding Achievements
(Weightage 5 marks) =

4) Yearly Rating of Learning & Self Development
(Weightage 5 marks) =

5) Internal Customer's Rating
(Weightage 5 marks)

$$\frac{\boxed{Q2} + \boxed{Q4}}{2} =$$

ANNUAL PERFORMANCE RATING
(Sum of 1 to 5) =

OVERALL PERFORMANCE RATING

Based on the overall performance for the year, Appraiser to tick mark in the appropriate box.

- | | | |
|--|---|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Exceeds Expectations | <input type="checkbox"/> Meet Expectations |
| <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unacceptable | |

| | | |
|--------------------------|--------------------------|--------------------|
| (Signature of Appraisee) | (Signature of Appraiser) | (Signature of HOD) |
|--------------------------|--------------------------|--------------------|