

**RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH**

PBS POLICY INSTRUCTION 300-20

SUBJECT: PERFORMANCE APPRAISAL OF PBS OFFICERS

Date of Approval : 26-12-1984

Last Revision : 19-02-2020

PURPOSE: To establish and set forth a uniform policy guideline to assist the Members of the Performance Appraisal Committee of BREB/PBS for the purpose of placement of PBS Officers into various grades as stated in PBS Policy Instruction 300-18.

POLICY: Immediately after elapse of a each calendar year Performance Appraisal for PBS Officers shall be done by the respective Officer/Committee.

Annual Performance Appraisal:

A) SENIOR GENERAL MANAGER/GENERAL MANAGER :

Immediately after elapse of each calendar year the performance appraisal of the PBS Senior General Manager/General Manager shall be done. The Executive Committee of the Samity will record the Performance Appraisal of the General Manager in BREB Form No. 105 (Attachment-1) and will place two copies of it to Samity Board for Approval. After formal approval of the Samity Board both copies of the Performance Appraisal will be

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sent to BREB for review and approval.

Following procedure will be observed by BREB for review and approval of the Performance Appraisal of PBS Senior General Managers/General Manager;

On completion of each Calendar year, each PBS will require to send performance Appraisal of Senior General Manager/General Manager; duly recommended by PBS Board. It must reach BREB before 28th February of next year so that the entire process is completed within 31st March of same year by BREB. This time may be extended maximum 31st May of the same year.

The BREB performance appraisal committee comprising of following officers shall review the annual performance appraisal of the Senior General Manager/General Managers :-

Member (PBS and Training), BREB	:	Convener
Executive Director, BREB	:	Member
Chief Engineer(P & P), BREB	:	Member
Controller Accounts & Finance, BREB	:	Member
Director, concerned PBS Monitoring & Management Operation (Concerned Zone)	:	Member
Director, PBS Human Resource	:	Member-Secretary

On completion of the performance appraisal of the concerned Senior General Manager/General Manager the committee will place it with written comments and recommendations to the Chairman BREB for final approval.

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The performance appraisal report of the Senior General Manager/General Manager shall definitely have to be approved by the Chairman, BREB prior to be effective. The Chairman, BREB will reserve the right to approve, cancel or change the Pay Increment recommended in the annual performance appraisal report.

After final approval by the Chairman, BREB one copy the report will be sent to the respective Samity for implementation and the other copy will be maintained for the purpose of instant use in the concerned Directorate of PBS Human Resource .

B) Additional General Manager, Deputy General Manager and Assistant General Manager.

- (i) Immediately after elapse of a calendar year the annual performance appraisal of Additional General Manager, Deputy General Manager and Assistant General Managers will be done by the Senior General Manager/General Manager and it will finally be approved by the Samity Board. For this purpose BREB Form No. 105-A (Attachment-2) shall be used. However, if the annual performance appraisal rating given by Senior General Manager/General Manager and approved by the Samity Board is below 3.00 and above 4.00, the performance appraisal report will be sent to the following committee for review and in such case the decision of the committee shall be final.

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Additional General Manager, Deputy General Manager	Executive Director		Convener
	Director, PBS Monitoring & Management Operation (Respective Zone)	:	Member
	Director, PBS Human Resource	:	Member-Secretary

POST	Committee		
Assistant General Manager/ Service/ Administration/ Human Resource	Executive Director		Convener
	Director, PBS Monitoring & Management Operation (Respective Zone)	:	Member
	Director, PBS Human Resource	:	Member-Secretary

POST	Committee		
Assistant General Manager, (O&M)/(E&C)/Power Management	Executive Director		Convener
	Director, PBS Monitoring & Management Operation (Respective Zone)	:	Member
	Director, System Operation (Respective Zone)	:	Member
	Director, PBS Human Resource	:	Member-Secretary

POST	Committee		
Assistant General Manager, (Finance-Finance-Account/Revenue)	Executive Director		Convener
	Director, PBS Monitoring & Management Operation (Respective Zone)	:	Member
	Director, Finance	:	Member
	Director, PBS Human Resource	:	Member-Secretary

- (ii) In the case when the rating given/ approved to PBS officers differ by more than 0.25 (zero point two five) between the samity Board & the PBS Management, the Annual performance Appraisal of the concerned officer(s) shall be referred to BREB (concerned PBS Monitoring & Management Operation Directorate) for final approval. Director, PBS Monitoring & Management Operation will be the final approval authority in this case.

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POST	Committee		
Assistant General Manager, (IT)	Executive Director		Convener
	Director, PBS Monitoring & Management Operation (Respective Zone)	:	Member
	Director(IT)/ Sr. System Analyst	:	Member
	Director, PBS Human Resource	:	Member-Secretary

POST	Committee		
Assistant General Manager, (GIS)	Executive Director		Convener
	Director, PBS Monitoring & Management Operation (Respective Zone)	:	Member
	Superintending Engineer/Director(GIS)	:	Member
	Director, PBS Human Resource	:	Member-Secretary

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ATTACHMENT – 1 BREB FORM NO. 105**CONFIDENTIAL****MANAGEMENT PERSONNEL PERFORMANCE APPRAISAL
OF
SENIOR GENERAL MANAGER/GENERAL MANAGER**

Name :

Title : Senior General Manager/General Manager

Supervisor : Samity Board

Date of Appointment (BREB) :

Date of Appointment (PBS) :

Appraisal Period : From To

GENERAL

While the PBS requires that the attached form be completed and maintained in the Employee's files, a greater value is placed on the quality, seniority, honesty and thoroughness with which the personnel appraisal interview is conducted. The form is intended to merely document that exchange between subordinate and supervisor which can be helpful to both parties.

INSTRUCTIONS

1. Read the BREB Training Manual "Management: Its Nature and Scope" pertaining to the Key Performance Areas (KPA's), Chapter IV, Page 103, prior to appraising the employees performance.

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2. Consider each KPA independency, Guard against the tendency to carry, or project, a high rating in one KPA to another. Employees usually rate higher in some areas and lower in other areas.
3. Indicate the level of performance that applies to each KPA. Place a tick mark under the proper number that indicates the level of performances. If the performance of the employee does not fully meet the requirement of the level (number), place the tick mark under the next lowest number. To merit a four (4), the employee must possess the necessary characteristic in surpassing the excellent performance expected beyond normal job demands. Rarely will there be any justification in checking number five (5) level. Written justification must be given for all levels other than level three (3) in the space provided after each KPA.
4. Complete the "Remarks" section of the Appraisal Form with comments related to strength, correcting weaknesses and predictions for employee development.
5. The PBS executive committee composed of the PBS Presidents, Vice President, Secretary and Treasurer will complete Appraisal Form with comments related to strength, correcting weaknesses and prediction for the development of Senior General Manager/General Manager.
6. Discuss the Annual Performance Appraisal with the employee. Discuss strengths and reach a mutual agreement on plans and a schedule for improvement in weakness of Key Performance Areas.

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7. The PBS Board will proceed the Annual Performance Appraisal of Senior General Manager/General Manager and place to BREB for approval.
8. BREB Performance Appraisal committee as superior authority will recommend the annual performance Appraisal Senior General Manager/General Manager and place it BREB Chairman for final approval.
9. Recommendation of next superior authority will be filled in space provided, using RED INK. 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.
10. The Chairman of BREB retains the right of approving the right of performance appraisal report and pay increment recommended as a result of the annual appraisal, thereof for the Senior General Manager/General Manager.

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DEFINITIONS

PLANNING : Planning is the thoughtful determination and systematic agreements of all factors that will be required in the successful operation of an enterprise in the completing of a project.

ORGANIZING : Organizing is grouping dividing and assigning the work to be done to best accomplish the goals and objectives. Relationship between groups and individuals are defined, a regular pattern of interdependent parts created and each group or individual has a special function in relation to the entire structure.

DIRECTING : Seeing that the job is done.

COORDINATING : Making the total activities of the organization work together.

CONTROLLING : Knowing what is going on and measuring the results in each performance are of the operation.

Sl.	POINT FOR MARKING	POINTS
1.	Outstanding: Performance for exceeding the high standard set for the position. Qualitative and quantitative performance makes tangible contribution to achievement of results. Performance is rarely matched.	5
2.	Above Average: Performance in position is consistently superior to expectation and markedly surpassing the excellent performance expected of majority of employees. The employee contributes significantly to the organizational unit and/ or association's success will beyond normal demands.	4
3.	Average: Performance fully meets high standards expected of competent, experienced employee of the same or similar position. A majority of employees are expected to be rated at this performance level.	3
4.	Below Average: Performance is routine, generally satisfactory and meets only minimum standards. The employee requires more than minimum assistance. Employee may have performance deficiencies but shows willingness and has potential to overcome them.	2

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5.	Unsatisfactory: Performance is below the minimum standard required is generally unsatisfactory. The employee requires supervision and help from supervisor and others. The employee may have performance deficiency and has no potential or willingness to overcome them.	1
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PART - I

MANAGEMENT PERFORMANCE APPRAISAL

I.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Public and Government Agencies	(a)	How effectively does management interrupt the PBS Ideals, Objectives and Problems to the Public?					
	(b)	How effective is management in informing the different Govt. Agencies on the PBS Policies, Objectives and Problems?					
	(c)	How effective is management in gaining the acceptance of the PBS concept from the: i. Public ii. Govt. Agencies					

II.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Member Consumer	(a)	How effective is management in gaining the consumer understanding and acceptance of the PBS Ideals, Objectives and Problems to the Public?					
	(b)	How effective is management in keeping the consumers currently informed on PBS Member activities including: i. Member Service Education ii. Power Use Programme iii. Construction Progress iv. PBS progress, problems, plans					
	(c)	How effectively and efficiently does the management respond to the member: i. Needs ii. Attitude					

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III.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Employee relation and development	(a)	How effective is management in directing and controlling the performance of PBS employee?					
	(b)	How effective is management in training and developing employees present and future advancement in the PBS?					
	(c)	How well does management demonstrate his awareness of and respond to the employees needs?					
	(d)	How effective is management recognizing employees for their job performance qualities?					

IV.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Manager Development	(a)	How effective is management in demonstrating his ability in his function as a: i. Trainer ii. Coach iii. Counsellor					
	(b)	How effective is management in demonstrating his ability to interpret and implement: i. PBS Policy ii. PBS By-Law iii. PBS Policy Instruction					
	(c)	How effective is management in interpreting and applying the five functions of management: i. Planning ii. Organizing iii. Directing iv. Co-ordinating v. Controlling					

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V.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Board Development	(a)	How effectively is management in advising, assisting the directors and advisors, as to their responsibilities, functions and duties in their performance as a Board of Directors of the PBS?					
	(b)	How effective is management in helping the Board grow or develop in a body, that can effectively make decision toward sound economic condition?					
	(c)	How effective is management in informing the Board of the overall condition of the PBS (Right-of-way needs, outages, overtime, extra cost incurred)?					
	(d)	How effective is management in informing the Board about special and political position of the PBS?					

VI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Financial Condition	(a)	How capable is management in showing his ability to operate the PBS on a sound financial basis?					
	(b)	How well does management operate within the approved budget?					
	(c)	How well does management operate within the approved annual work plans?					

VII.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Power Supply	(a)	How effective is management in providing adequate and continuous electric power?					

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VIII.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Market Potential Position	(a)	How effective is management in having acceptance in members in using electric power over other forms of energy?					
	(b)	How effective is management in providing electric energy needs of members in area?					
	(c)	How effective is management in showing what electricity can do for the member?					

IX.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Area Development	(a)	How effective is management ability to lead the PBS in the full development of all the human and natural resource within the PBS service area?					
	(b)	How effective is management in the development of member leaders to assist in area development?					

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X.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Service Leadership	(a)	How effective is management ability to lead the PBS in it's service area in the number, quality and suitability of services, made available to its members?					
		i. Sourcing motors and pumps for members ii. Providing information on proper use of motors and pumps iii. Provide adequate assistance on house wiring justification for marking					

XI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Productivity	(a)	How capable is management in utilizing its human resources?					
	(b)	How effective is management in providing capital and material for future expansion?					

PART - II

PERSONNEL CHARACTER APPRAISAL

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Initiative and Drive	(a)	How well does management demonstrate the ability to identify problems areas, display careful preparation and implement remedial action to complete the job undertaken?					
	(b)	How well does management accept additional job assignment, responsibilities and complete special projects out side of the definition of the position description?					

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II.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Decision Making	(a)	How effectively does management analyze, interpret facts and choose correct alternatives to achieve the desired results?					

III.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Co-operation	(a)	How well does management work together at all levels, to efficiently and effectively achieve the desired results and goals of the organization?					

IV.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Self Discipline	(a)	How well does management understand and accept accountability and responsibility for their actions?					

V.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Trusteeship	(a)	How well does management perform in the administration with respect to confidence of his obligations to the PBS and to task and responsibility entrusted to him?					

VI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5

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Personality	(a)	How well does management maintain effective control in dealing with stress situations?					
-------------	-----	--	--	--	--	--	--

Present monthly base pay _____

Recommend enhancement in pay: Yes _____ No _____

If yes recommend amount (base pay per month _____)

Next performance appraisal due date _____

Revision:				
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REMARKS AND RECOMMENDATIONS

- a) Use the space below to describe the employees' weakness and to account for any factors not covered in the performance appraisal. Additional sheets may be used where-ever necessary.
- b) RECOMMENDED REMEDIAL ACTION AND SCHEDULE FOR IMPROVEMENT
- c) OVERALL EVALUATION OF APPRAISAL
- Outstanding Above Average
- Average Below Average
- Unsatisfactory
- d) Do you consider the employee meritorious for nomination for foreign training ?
- Yes No
- e) Do you consider the employee for promotion the high post
- Yes No

This report has been discussed with me. if the employee dose not agree with the rating he has note the reasons in favor of his disagreement.

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Asst. Secy. (Board), BREB.

RATIFICATION OF THE SAMITY BOARD

Certified that this performance Appraisal is ratified by the PBS Board of Directors at the monthly Board meeting, held on , 20....
(Extract of the proposal enclosed).

Attested:

Secretary, PBS Board

Recommendation of BREB Appraisal Review Committee

Director, PBS
Human
Resource
Member-Sec.of
the Committee

Director, PBS
Concerned M.O
Member
the Committee

Controller
(Actts & Fin)
Member
the Committee

Chief Engner
(P&O)
Member
the Committee

Executive Director
Member
the Committee

Member, Samity Management
Convener of the Committee

APPROVAL/ COMMENT OF THE CHAIRMAN, BREB

[Note: In case of any disagreement the next senior must explain reason
Green Ink]

Signature of the Chairman, BREB

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(Rauful Ahsan)
Asst. Secy. (Board)

ATTACHMENT - 2 REB FORM NO. 105A

CONFIDENTIAL

**MANAGEMENT PERSONNEL PERFORMANCE APPRAISAL OF
ADDITIONAL GENERAL MANAGER/DEPUTY GENERAL MANAGER/
ASSISTANT GENERAL MANAGER**

Name :

Title : Supervisor :

Date of Appointment (REB) :

Date of Appointment (PBS) :

Appraisal Period : From To

GENERAL

While the PBS requires that the attached form be completed and maintained in the Employee's files, a greater value is placed on the quality, seniority, honesty and thoroughness with which the personnel appraisal interview is conducted. The form is intended to merely document that exchange between subordinate and supervisor which can be helpful to both parties.

INSTRUCTIONS

1. Read the BREB Training Manual "Management: Its Nature and Scope" pertaining to the Key Performance Areas (KPAs), Chapter IV, Page 103, prior to appraising the employees performance.
2. Consider each KPA independency, Guard against the tendency to carry, or project, a high rating in one KPA to another. Employees usually rate higher in some areas and lower in other areas.

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Asst. Secy. (Board), BREB

3. Indicate the level of performance that applies to each KPA. Place a tick mark under the proper number that indicates the level of performances. If the performance of the employee does not fully meet the requirement of the level (number), place the tick mark under the next lowest number. To merit a four (4), the employee must possess the necessary characteristic in surpassing the excellent performance expected beyond normal job demands. Rarely will there be any justification in checking number five (5) level. Written justification must be given for all levels other than level three (3) in the space provided after each KPA.
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 of Key Performance Areas.
6. The rating of Additional General Manager will be completed by Senior General manager/ General manager. The Samity Board is the approving Authority .The PBS Executive Committee composed of President, Vice- President Secretary and Tresurer shall sign on the Annual Performance appraisal Form on behalf of the Samity Board and afterward a Samity Board decision will be written down in this respct.

Revision:				
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7. The rating of Deputy General Manager will be completed by Senior General manager/ General manager. The Samity Board is the approving Authority .The PBS Executive Committee composed of President, Vice- President Secretary and Tresurer shall sign on the Annual Performance appraisal Form on behalf of the Samity Board and afterward a Samity Board decision will be written down in this respct.
8. The rating of Assistant General Manager or department head will be completed by Senior General manager/ General manager/ Additional General Manager/Deputy General Manager. Samity Board is the approving Authority .The PBS Executive Committee composed of President, Vice-President Secretary and Tresurer shall conform by signing on the Annual Performance appraisal Form on behalf of the Samity Board and afterward a Samity Board decision will be written down in this respct.
9. Recommendation of superior authority will be filled in space provided,using RED INK In the event tha superior authority disagrees with the comments of the reviewing officer(s), the superior authority must give detail reason for his comments.
- 10 In the case when the rating goiven/approved to PBS officers differs by more then 0.25 (zero point two five) between the Samity Borad and the PBS Management, the Annual Performance Appraisal of the concemed officer(s) shall be referred to BREB,PBS management Operation will be the final approval authority in the case.

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DEFINITIONS

- PLANNING** : Planning is the thoughtful determination and systematic agreements of All factors that will be required in the successful operation of an enterprise in the completing of a project.
- ORGANIZING** : Organizing is grouping dividing and assigning the work to be done to best accomplish the goals and objectives. Relationship between groups and individuals are defined, a regular pattern of interdependent parts created and each group or individual has a special function in relation to the entire structure.
- DIRECTING** : Seeing that the job is done.
- CO-ORDINATING** : Making the total activities of the organization work together.
- CONTROLLING**: Knowing what is going on and measuring the results in each performance are of the operation.

Sl.	POINT FOR MARKING	POINTS
1.	Outstanding: Performance for exceeding the high standard set for the position. Qualitative and quantitative performance makes tangible contribution to achievement of results. Performance is rarely matched.	5
2.	Above Average: Performance in position is consistently superior to expectation and markedly surpassing the excellent performance expected of majority of employees. The employee contributes significantly to the organizational unit and/ or association's success will beyond normal demands.	4
3.	Average: Performance fully meets high standards expected of competent, experienced employee of the same or similar position. A majority of employees are expected to be rated at this performance level.	3
4.	Below Average: Performance is routine, generally satisfactory and meets only minimum standards. The employee requires more than minimum assistance. Employee may have performance deficiencies but shows willingness and has potential to overcome them.	2

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5.	Unsatisfactory: Performance is below the minimum standard required is generally unsatisfactory. The employee requires supervision and help from supervisor and others. The employee may have performance deficiency and has no potential or willingness to overcome them.	1
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PART - I

MANAGEMENT PERFORMANCE APPRAISAL

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Public and Government Agencies	(a)	How effectively does management interrupt the PBS Ideals, Objectives and Problems to the Public?					
	(b)	How effective is management in informing the different Govt. Agencies on the PBS Policies, Objectives and Problems?					
	(c)	How effective is management in gaining the acceptance of the PBS concept from the: i. Public ii. Govt. Agencies					

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II.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Member Consumer	(a)	How effective is management in gaining the consumer understanding and acceptance of the PBS Ideals, Objectives and Problems to the Public?					
	(b)	How effective is management in keeping the consumers currently informed on PBS Member activities including: i. Member Service Education ii. Power Use Program iii. Construction Progress iv. PBS progress, problems, plans					
	(c)	How effectively and efficiently does the management respond to the member: i. Needs ii. Attitude					

III.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Employee relation and development	(a)	How effective is management in directing and controlling the performance of PBS employee?					
	(b)	How effective is management in training and developing employees present and future advancement in the PBS?					
	(c)	How well does management demonstrate his awareness of and respond to the employees needs?					
	(d)	How effective is management recognizing employees for their job performance qualities?					

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IV.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Manager Development	(a)	How effective is management in demonstrating his ability in his function as a: i. Trainer ii. Coach iii. Counselor					
	(b)	How effective is management in demonstrating his ability to interpret and implement: i. PBS Policy ii. PBS By-Law iii. PBS Policy Instruction					
	(c)	How effective is management in interpreting and applying the five functions of management: i. Planning ii. Organizing iii. Directing iv. Coordinating v. Controlling					

V.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Board Development	(a)	How effectively is management in advising, assisting the directors and advisors, as to their responsibilities, functions and duties in their performance as a Board of Directors of the PBS?					
	(b)	How effective is management in helping the Board grow or develop in a body, that can effectively make decision toward sound economic condition?					
	(c)	How effective is management in informing the Board of the overall condition of the PBS (Right-of-way needs, outages, overtime, extra cost incurred)?					
	(d)	How effective is management in informing the Board about special and political position of the PBS?					

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VI.

Sector	Sl. No	Queries	Rating				
			1	2	3	4	5
Financial Condition	(a)	How capable is management in showing his ability to operate the PBS on a sound financial basis?					
	(b)	How well does management operate within the approved budget?					
	(c)	How well does management operate within the approved annual work plans?					

VII.

Sector	Sl. No	Queries	Rating				
			1	2	3	4	5
Power Supply	(a)	How effective is management in providing adequate and continuous electric power?					

VIII.

Sector	Sl. No	Queries	Rating				
			1	2	3	4	5
Market Potential Position	(a)	How effective is management in having acceptance in members in using electric power over other forms of energy?					
	(b)	How effective is management in providing electric energy needs of members in area?					
	(c)	How effective is management in showing what electricity can do for the member?					

IX.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Area Development	(a)	How effective is management ability to lead the PBS in the full development of all the human and natural resource within the PBS service area?					
	(b)	How effective is management in the development of member leaders to assist in area development?					

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X.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Service Leader-ship	(a)	How effective is management ability to lead the PBS in it's service area in the number, quality and suitability of services, made available to its members? i. Sourcing motors and pumps for members ii. Providing information on proper use of motors and pumps iii. Provide adequate assistance on house wiring justification for marking					

XI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Productivity	(a)	How capable is management in utilizing its human resources?					
	(b)	How effective is management in providing capital and material for future expansion?					

Revision:				
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(Md. Duhidul Islam)
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PART - II

PERSONNEL CHARACTER APPRAISAL

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Initiative and Drive	(a)	How well does management demonstrate the ability to identify problems areas, display careful preparation and implement remedial action to complete the job undertaken?					
	(b)	How well does management accept additional job assignment, responsibilities and complete special projects out side of the definition of the position description?					

I.

II.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Decision Making	(a)	How effectively does management analyze, interpret facts and choose correct alternatives to achieve the desired results?					

III.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Cooperation	(a)	How well does management work together at all levels, to efficiently and effectively achieve the desired results and goals of the organization?					

IV.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Self Discipline	(a)	How well does management understand and accept accountability and responsibility for their actions?					

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V.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Trusteeship	(a)	How well does management perform in the administration with respect to confidence of his obligations to the PBS and to task and responsibility entrusted to him?					

VI.

Sector	Sl. No.	Queries	Rating				
			1	2	3	4	5
Personality	(a)	How well does management maintain effective control in dealing with stress situations?					

Present monthly base pay _____

Recommend enhancement in pay: Yes _____ No _____

If yes, recommend amount (base pay per month _____)

Next performance appraisal due date _____

This report has been discussed with me. If the employee does not agree with the rating he has to note the reasons in favor of his disagreement.

Employee's Signature with Name & Date

Witness : (in case of disagreement) Board Office Bearer Signature

Treasurer
of PBS Board

Secretary
of PBS Board

Vice-President
of PBS Board

President
of PBS Board

Revision:				
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REMARKS AND RECOMMENDATIONS

a) Use the space below to describe the employees' weakness and to account for any factors not covered in the performance appraisal. Additional sheets may be used where-ever necessary.

b) RECOMMENDED REMEDIAL ACTION AND SCHEDULE FOR IMPROVEMENT

c) OVERALL EVALUATION OF APPRAISAL

Outstanding : Above Average:

Average : Below Average

Unsatisfactory :

d) Do you consider the employee meritorious for nomination for foreign training ?

Yes No

e) Do you consider the employee for promotion to the higher post ?

Yes No

Signature of Deputy General Manager/Additional General Manager /General Manager/Senior General Manager with official Seal

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(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Molla)
Asst. Secy. (Board), BREB

RECOMMENDATION OF NEXT SUPERIOR AUTHORITY (RED INK)

Signature of General Manager/Senior General Manager with Official Seal

Rating/comment of the Samity Board

Treasurer
of PBS Board

Secretary
of PBS Board

Vice-President
of PBS Board

President
of PBS Board

Note: In case of any disagreement rating given by the PBS General Manager the PBS Board Office Bearer will mention the reasons in Green INK.

In case rating/approved to PBS Officers differs by more than 0.25 (zero point two five) between than Samity Board and the PBS Management, the comment/rating of the Directors, PBS Management Operation, BREB;

Director, PBS Management Operation, BREB

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PBS Instruction 300-20 : PERFORMANCE APPRAISAL OF PBS OFFICERS				
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(Ranrul Ansan Molla)
Asst. Secy. (Board), BREB.