

**NOTIFICATION**

The Karnataka Power Transmission Corporation Limited is hereby pleased to make the following rules, namely. :-

**RULES**

- 1 (1) Title, commencement and application:-** (1) These rules shall be called the Karnataka Power Transmission Corporation Limited (Performance Reports) Rules, 2005.
- (2) They shall be deemed to have come into force from the first day of April 2005.
- (3) These rules shall apply to all KPTCL employees belonging to the State Wide Cadres and working in KPTCL, ESCOMs, VVNL or on deputation to other Boards /Corporations /Departments of the Govt. of Karnataka but shall not include employees under the maintenance cadre.
- 2 Definitions :-** (1) In these rules, unless the context otherwise requires, -
- (a) "Accepting Authority" means the authority who during the period for which, Performance Report is written was immediately superior to the Reviewing Authority;
- (b) "Appointing Authority" means the Appointing Authority as defined in the KEB R & P Regulations;
- (c) " Corporation " means the Karnataka Power Transmission Corporation Ltd.,
- (d) "Form" means the form as may be specified by the Corporation from time to time;
- (e) "Employee" means the Corporation employee as defined in the KEBESR ;
- (f) "Performance Report" means a report written in accordance with the provisions of these rules covering the various aspects set out in the respective forms;
- (g) " Reporting Authority" means the authority, not below the rank of Group-A Officer, who during the period for which performance report is written, was immediately superior to the employee concerned;
- (h) "Reviewing Authority" means the authority who during the period for which the performance report is written was immediately superior to the Reporting Authority.

- 5,
- (i) "Self Assessment" means the assessment by the employee himself of his work during the year under report bringing out his special achievements, and constraints, if any;
  - (j) "Year" means the financial year beginning on the first day of April of a calendar year and ending on thirty first day of March of the next calendar year.
- (2) Other words and expressions used but not defined in these rules shall have the same meaning as in the KEB R&P Regulations or any other corresponding regulations for the time being in force.

**3 Maintenance and custody of Performance Reports file:-**

- (1) A Performance Reports file shall be maintained in respect of every Employee.
- (2) The performance report file shall contain the following documents, namely:-
  - (a) Confidential Reports and Performance Reports of the employee written prior to the commencement of these rules and the performance reports of the employee written under these rules;
  - (b) Records of letter of appreciation, award, reward or medals, if any, awarded to the employee ;

**Explanation :-** For the purpose of this clause "letter of Appreciation, Award, Reward or Medal" means that which is issued by a Government Authority or the Chairman or MD of the Corporation or a Chairman of any other Company or a Corporation or a Committee of the Government and which in the opinion of the Appointing Authority, deserves to be placed in the performance report file.

- (c) Records of any recommendation or order expressing displeasure against the Employee;
  - (d) Copy of orders imposing any of the penalties in a disciplinary proceedings under the CDC&A Regulations, 1987 on the employee;
  - (e) Records of any books, articles and other publications brought out by the Employee or for the publication of which he may be responsible, which has relevance to the work of the Corporation.
- (3) The Appointing Authority or such other authority as may be specified by the appointing authority in this behalf shall be the custodian of the performance report file.

**4 Initiation and recording of Performance Report:**

- (1) The Performance Report shall be written in the form specified by the Corporation from time to time.

- (2) The Performance Report shall be initiated by every Employee to whom these rules apply by furnishing the personal data and self assessment, ordinarily within one month of the end of the year.
- (3) The fact of having furnished the personal data and self assessment in time shall be intimated to the Appointing Authority under due acknowledgement.
- (4) The report review and acceptance shall be recorded by the concerned authorities in accordance with rule 5,6 and 7.

- 5 (1) **Recording of the Performance Report:-** The Reporting Authority shall record its report in the appropriate part of the relevant form of the performance report and forward it to the Reviewing Authority ordinarily within two months of the end of the year.

Provided that, if the Employee concerned has not furnished the personal data and self assessment in the form specified, within the period specified in sub-rule (2) of rule 4, then the Reporting Authority can itself initiate the Performance Report duly recording the available personal data of the Employee concerned along with a record of the fact that the Employee concerned has not furnished the personal data and self assessment.

- (2)
  - (a) Where the Reporting Authority has not seen the performance of the Employee for atleast three months during the year under report, it shall not record its report.
  - (b) Where the Reporting Authority has not seen and Reviewing Authority has seen the performance of the Employee for atleast three months during the year under the Reviewing Authority shall record the report.
  - (c) Where the Reviewing Authority has also not seen and the Accepting Authority has seen the performance of the Employee for atleast three months during the year under report, the report shall be recorded by the Accepting Authority.
  - (d) Where the Reporting, the Reviewing or Accepting Authority has not seen the performance of the Employee for atleast three months during the year under report, an entry to that effect shall be made in the report by the Appointing Authority based on the information.
- (3)
  - (a) Where the Reporting Authority, the Reviewing Authority or the Accepting Authority has not been able to write, review or accept the report, as the case may be, due to retirement or any other reasons, the procedure prescribed in sub-rule (2) shall, mutatis-mutandis. apply and the entries shall be made by the Appointing Authority accordingly based on the information
  - (b) Where the Accepting Authority has not been able to accept the Performance Report for any reasons whatsoever, the report as recorded by the Reporting Authority and reviewed by the Reviewing Authority shall be deemed to be a complete report.

- (c) Where the Reviewing Authority and the Accepting Authority have not been able to review and accept the report, respectively, for any reasons whatsoever, the report as recorded by the Reporting Authority shall be deemed to be a complete report.
- (4) The Performance Report shall also be written at the time when either the Reporting Authority or the Employee concerned, relinquishes the charge of the post. The Performance Report shall be forwarded to the Reviewing Authority.
- (5) Where the Performance Report for any portion or portions of the year could not be written due to the period being less than three months, the report if any available for the remaining period of the year shall be deemed to be the Performance Report for the entire year.

**Explanation-1 :** - In cases covered by sub-rule (2) or (3), the record made by any of the authorities or the entries made in accordance with those sub-rules shall be deemed to be a complete report.

**Explanation-2:-** In a case, where the Reviewing Authority or the Accepting Authority, as the case may be, had no occasion to actually see the performance of an Employee, even though such an Employee has worked under such an authority for more than three months, it shall make an entry to that effect in the Performance Report.

- 6 **Review of the Performance Report:** The Performance Report shall be reviewed by the Reviewing Authority and forwarded to the Accepting Authority ordinarily within one month from the date of its receipt from the Reporting Authority.

Provided that, where the Reviewing Authority differs with the report of the Reporting Authority, it may record its own views along with the reasons for differing with the report of the Reporting Authority.

Provided further that, where the Reviewing Authority has not seen the performance of the Employee for atleast three months during the year under report, it shall not review the Performance Report but shall make an entry to that effect.

- 7 **Acceptance of Performance Report :-** The Performance Report shall be accepted with such modifications as may be considered necessary by the Accepting Authority ordinarily within one month of its receipt from the Reviewing Authority.

Provided that, where the Accepting Authority differs with the report of the Reporting Authority or Reviewing Authority or both, it may record the reasons for the same.

Provided further that, where the Accepting Authority has not seen the performance of the Employee for atleast three months during the year under report, it shall not accept the Performance Report but shall make an entry to that effect.

**Explanation:-** (1) Where a an employee is on any kind of leave, continuously for a period of not less than three months the Performance Report for the period of his leave need not be written.

(2) Where an employee is under suspension, the Performance Report for such period of his suspension need not be written.

**8 (1) Recording by an Authority who demits the office or retires from service:-** Where the authority concerned is any person other than a employee he shall not record his report after he demits the office.

(2) Where an officer who is a Reporting Authority or a Reviewing Authority or an Accepting Authority retires at the time when the Performance Report becomes due, he may be permitted to record his report but he shall not record his report after three months from the date of his retirement.

**9 (1) Communication of Remarks :-** Where the Reporting Authority, the Reviewing Authority or the Accepting Authority makes any adverse or advisory remarks in the report, such authority shall make a note indicating whether such remarks are adverse or advisory in nature:

Provided that, where the Reporting Authority or the Reviewing Authority or Accepting Authority fails to so indicate, the question whether a remark recorded is adverse or advisory in nature shall be determined by the Appointing Authority.

(2) All adverse remarks in the report shall be communicated by the Accepting Authority or any other authority empowered by Corporation in this behalf to the employee concerned together with the substance of good points in the report, ordinarily within one month of the completion of report. Similarly, all advisory remarks in the report shall also be communicated to the concerned employee for his guidance.

**10 Representation against Adverse Remarks:-** (1) An Employee to whom adverse remarks are communicated under sub-rule (2) of rule 9 may within a period of 15 days from the date of receipt of communication submit his representation, if any, against the adverse remarks to the authority immediately superior to the Accepting Authority or to any other superior authority empowered by the Corporation in this behalf (hereinafter referred to as empowered Authority) through the authority which communicated such remarks under sub-rule (2) of rule 9:

Provided that representation made after the expiry of the period specified above may be considered if such superior or empowered authority is satisfied that the employee had sufficient cause for not submitting the representation in time.

- (2) The superior or empowered authority shall consider the representation, if necessary, in consultation with the Reporting or the Reviewing or the Accepting Authority and pass suitable orders thereon. The orders so passed shall be communicated to the employee concerned expeditiously. The order of the said authority shall be final.

**11 Removal of difficulties :-** If any difficulty arises in identifying the Reporting or Reviewing or Accepting Authority in respect of an employee or for any other reasons to be recorded in writing if it is so considered necessary, the Appointing Authority may by order, specify the respective authorities.

**12 (1) General:-** The Corporation may issue such instructions, not inconsistent with the provisions of these rules as it may consider necessary, with regard to the writing and the maintenance of the reports, and the effect of the performance reports on the conditions of service of an employee.

- (2) If any question arises in relation to the interpretation of these rules it shall be referred to the Corporation and its decision thereon shall be final.

**13 (1) Repeal and savings:-** The KEB Employees' (Confidential Reports) Rules, 1990 are hereby repealed :

Provided that the said repeal shall not affect the previous operation of the said rules or anything duly done or suffered thereunder or affect any right, liability or obligation acquired, accrued or incurred under the said rules.

- (2) Any reference in any rule or order to the rules repealed by sub-rule (1) shall be construed as reference to the corresponding rule in these rules.
- (3) Corporation/Board Orders, Official Memoranda and Circulars issued and which were in force for the purpose of repealed rules, in so far as they are not inconsistent with the provisions of these rules, shall be construed as issued for the purpose of these rules until they are modified or rescinded.

By order

  
**GENERAL MANAGER (ADMN. & HRD)**  
**K.P.T.C.L.**

**Notified on [www.kptcl.com](http://www.kptcl.com) for information of all officers**

1. All Managing Directors , ESCOMS / VVNL
2. All Directors (Technical), ESCOMS / VVNL

3. Sri N.Jayaraj, Director, KPTCL , CHESCO, MESCOM, HESCOM & GESCOM & President, KPTCL Employees' Union.
4. Sri B.N.Sathyapremkumar, Director, MESCOM, HESCOM, GESCOM & CHESCO & President, KEB Engrs. Association
5. The Director (Law) , KPTCL & all ESCOMS, Bangalore.
6. All Financial Advisers KPTCL / ESCOMS
7. All Chief Engineers, Electy. KPTCL / ESCOMS
8. The Chief Conservator of Forests / IGP (Vig.), KPTCL, Bangalore.
9. The Company Secretary, KPTCL / ESCOMS Bangalore
10. The Dy. General Manager (Per.) / (Tech.), Corporate Office, KPTCL.,

**FORM**

**FORM OF ANNUAL PERFORMANCE REPORT APPLICABLE TO THE EMPLOYEES  
KPTCL (PERFORMANCE REPORTS) RULES, 2005 BELONGING TO STATE WIDE  
CADRES**

(To be recorded in Single / Original only)

Report for the year / period ending.....

**PART-1 : PERSONAL DATA**

(To be furnished by Statewide cadre employees)

1.	Name of the KPTCL Employees	:	
2.	Employee I.D	:	
3.	Post held during the year / period	:	
4.	Date of Birth	:	
5.	Educational qualification	:	
6.	Period spent on Leave / Training during the period of report	:	
	a) Leave	:	
	1) Kind of Leave	:	
	2) From                      To	:	
	b) Training	:	
	1) Particulars of Training to which deputed	:	
	2) Whether attended ?	:	
	3) If not, reasons for not attending	:	
7.	Qualification acquired, if any during the period of report	:	
8.	Date of filing the Annual property returns	:	

Place:

Signature

Date:

Name and Designation



**PART-II : SELF ASSESSMENT**

(To be made by the Statewide cadre employees)

1.	Brief description of the duties	:	
2.	A brief self assessment of the work done by the employee including the following aspects	:	
	a) Objectives set for himself /herself, if any b) Objectives achieved	:	
	c) Constraints, if any	:	
3.	Attach Performance Parameters Report as prescribed from time to time by Corporation	:	

Place:

Signature

Date:

Name and Designation

**PART-III : REPORT**

(To be made by the Reporting Authority)

1.	Nature and quality of output with reference to self assessment  * (Outstanding / Very Good / Good / Average / Below Average)	:	
2.	Knowledge of sphere of work and skill  * (Outstanding / Very Good / Good / Average / Below Average)	:	
3.	Attributes covering the following aspects	:	
	a) Attitude towards work  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	b) Willingness to assume responsibility  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	c) Initiative and Planning ability  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	d) Zeal and industry  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	e) Accuracy  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	f) Decision making ability  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	g) Communication skill (through words, written and oral)  * (Outstanding / Very Good / Good / Average / Below Average)	:	
	h) Inter-personal relation, motivation and team work  * (Outstanding / Very Good / Good / Average / Below Average)	:	

	i) Supervision, Co-ordination & leadership * (Outstanding / Very Good / Good / Average / Below Average)	:	
	j) Relation with Public * (whether satisfactory or not)	:	
4.	Integrity (Beyond doubt / Doubtful / Lack of integrity proved in Disciplinary / Criminal proceedings).	:	
5.	Training * (What training is needed to further improve the effectiveness and capabilities of the employee)	:	
6.	Whether uses Kannada language in official work * (Yes / No )	:	
7.	State of Health (Whether generally healthy or not)	:	
8.	Attendance *(Whether satisfactory or not)	:	
9.	General Assessment * (Outstanding / Very Good / Good / Average / Below Average)	:	
10.	Grading * (Outstanding / Very Good / Good / Average / Below Average)	:	

**NOTE:** 1) Adverse remarks and/ or Advisory remarks should be indicated as per rule 9 by recording a specific note to that effect immediately below such remarks.

2) When an employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

**NOTE:** (\*) (\*\*) Write whichever is applicable.

Place:

Signature

Date:

Name and Designation

**PART-IV : REVIEW**

(To be made by the Reviewing Authority)

1.	Whether self assessment and the report of the Reporting Authority is acceptable ?  If not, give reasons	:	
2.	Remarks of the Reviewing Authority, if any	:	

- NOTE:**
- 1) Adverse remarks and/ or Advisory remarks should be indicated as per rule 9 by recording a specific note to that effect immediately below such remarks.
  - 2) When an employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

Place:

Signature

Date:

Name and Designation

**PART-V : ACCEPTANCE**

(By the Accepting Authority)

1.	Remarks on the whole	:	
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- NOTE:**
- 1) Adverse remarks and/ or Advisory remarks should be indicated as per rule 9 by recording a specific note to that effect immediately below such remarks.
  - 2) When a KPTCL employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

Place:

Signature

Date:

Name and Designation

**PART-VI : COMMUNICATION (IF ANY)**  
(By the Accepting Authority)

1.	a) Reference No. and date of communication of adverse remarks  b) Reference No. and date of communication of advisory remarks, if any.	:	
2.	Date on which representation, if any received.	:	
3.	Decision on representation and date of communication to the concerned employee.	:	
4.	Date of having forwarded the Performance Report to the Appointing Authority .	:	

Place:

Signature

Date:

Name and Designation