

DAKSHIN HARYANA BIJLI VITRAN NIGAM

CONFIDENTIAL

Annual Confidential Report Of Engineering Officers

Name of Officer _____

Report for the year/period ending _____

DHBVN-A-I**DAKSHIN HARYANA BIJLI VITRAN NIGAM****CONFIDENTIAL****Annual Confidential Report
Of
Engineering Officers**

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PART-I**PERSONAL DATA****SELF REPORT FOR THE PERIOD FROM**

(To written by the Officer Himself)

1.
 - a) Name in full
 - b) Father's name
 - c) Rank
 - d) Post(s) held (during the period of report)
 - e) Date of birth
 - f) Educational Qualification held/examination passed at the time of joining service.
 - g) Other professional examination qualified
 - h) Date of joining the Board's Service
 - i) Date of joining the present rank
 - j) Date of joining the present post
2. Educational/professional examination(s) passed & training undergone since joining the department.
(in chronological order)

a) Examination(s) passed

Sr.No.	Year of Passing	Particular of Exam.	
Sr.No.	Year of Trg.	Duration of Trg.	Particulars/Subject of Trg.

b) Training undergone

3. Whether properly return submitted?
(give reference No. & date and name of office to which submitted)

**Station
Date****SIGNATURE**

DHBVN-'OP' A-2/HO A-2/M&P A-2/S A-2/IV A-2

Self Assessment Report**PART-II****TO BE FILLED IN BY THE OFFICER REPORTED UPON**

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties.

2. Please specify the quantitative/physical/financial targets/objectives set for your self or that were set for you in respect of eight to ten items of work, in order of priority, and your achievement against each target.

a) For OP wing

Sr. No.	Particular		Achievements %age	Shortfall %age	Weightage
1.	Line Loss (see table below)	P.R.-I			
2.	Collection Efficiency- (R-90%/U-95%)	P.R.-II			
3.	Detection of Theft	P.R.-III			
4.	Disconnection	P.R.-IV			
5.	Recovery from Disconnected connection *	P.R.-V			
6.	Release of Connection	P.R.-VI			
7.	Meter Replaced	P.R.-VII			
8.	Damage of Transformer (Rural < 10/ Urban < 5)	P.R.-VIII			
9.	Tripping/Break Down	P.R.-IX			
10.	MAS Accounts				
11.	Record Maintenance				
12.	Office Compound Maintenance				
13.	Revenue Realization Target/ achievement% (as set by C.G.M./Finance)				

