

प्रेषक,

डॉ. एस. एस. संघु,
मुख्य सचिव,
उत्तराखण्ड शासन।

सेवा में,

समस्त अपर मुख्य सचिव/प्रमुख सचिव/
सचिव/सचिव (प्रभारी),
उत्तराखण्ड शासन।

कार्मिक एवं सतर्कता अनुभाग-2

देहरादून: दिनांक 08 फरवरी, 2022

विषय: राज्याधीन सेवाओं के अन्तर्गत श्रेणी 'क', 'ख' एवं 'ग' के कार्मिकों की वार्षिक गोपनीय प्रविष्टि वर्ष 2021-22 से 'ऑन लाईन' अंकित किए जाने के सम्बन्ध में।

महोदय,

आप अवगत हैं कि राज्याधीन सेवाओं के अन्तर्गत विभिन्न श्रेणी के कार्मिकों की वार्षिक गोपनीय प्रविष्टि के अंकन की वर्तमान ऑफ लाईन व्यवस्था के अनुसार कार्मिकों की वार्षिक गोपनीय प्रविष्टियां विभिन्न स्तरों पर यदा-कदा समयबद्ध रूप से अंकित न हो पाने के फलस्वरूप कार्मिकों की पदोन्नति एवं अन्य सेवा सम्बन्धी प्रकरणों के समयबद्ध निस्तारण में कठिनाई होती है। इस प्रकार की समस्याओं के स्थायी समाधान हेतु विगत में शासन स्तर पर सम्पन्न बैठकों में यह निर्णय लिया गया था कि सभी विभागों में कार्मिकों की वार्षिक गोपनीय प्रविष्टि अंकन की व्यवस्था को ऑन लाईन करते हुए उसे समयबद्ध किया जायेगा। तदक्रम में, कार्मिक एवं सतर्कता विभाग के शासनादेश संख्या 1000/XXX-3-21-19(15)/2016 दिनांक 17.11.2021 के द्वारा उत्तराखण्ड प्रान्तीय सिविल सेवा (कार्यकारी शाखा) के अधिकारियों की वार्षिक गोपनीय प्रविष्टि ऑन लाईन अंकित किए जाने हेतु अखिल भारतीय सेवा के अधिकारियों हेतु प्रचलित SPARROW के प्रारूप में ही आवश्यक न्यून संशोधन करते हुए IFMS पोर्टल के अन्तर्गत प्रारूप एवं प्रक्रिया निर्धारित कर उसे लागू कर दिया गया है।

2. उक्त पृष्ठभूमि में, राजकीय विभागों के द्वारा वार्षिक गोपनीय प्रविष्टि अंकन की ऑन लाईन व्यवस्था लागू करने हेतु अपेक्षित कार्यवाही/तैयारी की समीक्षा हेतु दिनांक 08 फरवरी, 2022 को सम्पन्न बैठक में यह तथ्य स्पष्ट हुआ है कि कुछ विभागों को छोड़कर अधिकांश विभागों में इस विषय पर विशेष प्रगति नहीं हुई है, जो कि उचित नहीं है। बैठक में प्रकरण के विभिन्न आयामों एवं अपेक्षित कार्यवाहियों के सम्बन्ध में विस्तार से हुई चर्चा के आलोक में विषयगत अग्रेतर कार्यवाही के सम्बन्ध में निम्नवत् दिशा-निर्देश निर्गत किए जाते हैं :-

- (1) सभी विभागों के अन्तर्गत वर्ष 2021-22 से श्रेणी 'क', 'ख' एवं 'ग' के कार्मिकों की वार्षिक गोपनीय प्रविष्टि 'ऑन लाईन' आधार पर ही अंकित की जायेगी और मात्र समूह 'घ' के कार्मिकों की ही वार्षिक प्रविष्टि पूर्ववत् ऑफ लाईन अंकित की जायेगी।
- (2) सभी विभागों के द्वारा IFMS पोर्टल के अन्तर्गत अथवा विभागीय सुविधानुसार अपने विभागीय/अन्य पोर्टल पर ऑन लाईन वार्षिक प्रविष्टि अंकन हेतु 28 फरवरी, 2022 तक साफ्टवेयर विकसित किया जायेगा और उसे विभाग अन्तर्गत लागू करने विषयक आदेश/दिशा-निर्देश/SOP दिनांक 10 मार्च, 2022 तक निर्गत कर दिया जायेगा। किसी विभाग के द्वारा IFMS पोर्टल से भिन्न पोर्टल पर 'ऑन लाईन' व्यवस्था/साफ्टवेयर विकसित किए जाने की दशा में उसे IFMS पोर्टल के साथ भी लिंक कराया जायेगा। वार्षिक गोपनीय प्रविष्टि अंकन के सम्बन्ध में निम्न समय-सारणी निर्धारित की जायेगी :-

प्रशासकीय विभाग के अधिकारियों द्वारा 'ऑन लाईन' मूलभूत सूचनाएं/Work Flow निर्गत किये जाने की अंतिम तिथि।	सम्बन्धित कार्मिक द्वारा स्वपूर्वक अंकन आख्या अंकित किये जाने की अंतिम तिथि।	प्रतिवेदक प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	समीक्षक प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	स्वीकृता प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	सम्बन्धित कार्मिक को वार्षिक गोपनीय प्रविष्टि संसूचित किये जाने की अंतिम तिथि।
31 मई	30 जून	31 जुलाई	31 अगस्त	30 सितम्बर	15 अक्टूबर

- (3) उक्त निर्धारित समय-सारणी के अनुसार स्वमूल्यांकन/प्रविष्टि अंकन की प्रक्रिया नियत तिथि तक न किए जाने की दशा में प्रक्रिया को पोर्टल द्वारा स्वतः ही अगले चरण को अग्रसारित कर दिए जाने तथा प्रत्येक चरण की प्रगति/संचरण की पोर्टल जनित सूचना SMS/E-mail के माध्यम से सम्बन्धित को प्रेषित करने की व्यवस्था की जायेगी। पोर्टल द्वारा स्वतः अग्रसारित कर दिए जाने के उपरान्त पूर्ववर्ती चरण की कार्यवाही हेतु अवसर समाप्त समझा जायेगा।
- (4) नमूने के रूप में प्रान्तीय सिविल सेवा (कार्यकारी शाखा) के अधिकारियों के लिए वर्तमान में निर्धारित प्रारूप तथा लोक निर्माण विभाग के अन्तर्गत पूर्व प्रचलित प्रारूप की छायाप्रतियां संलग्न हैं जिनकी सहायता विभागों के द्वारा अपने विभाग की आवश्यकता के अनुसार विभागान्तर्गत विभिन्न श्रेणियों के कार्मिकों के लिए उनके जॉब कार्ड के अनुरूप भिन्न-भिन्न प्रारूप तैयार करने हेतु ली जा सकती है।
- (5) विभागान्तर्गत श्रेणी 'क' एवं 'ख' के कार्मिकों के साथ-साथ श्रेणी 'ग' के तकनीकी/विशिष्ट प्रकृति वाले सेवा संवर्गों (यथा कनिष्ठ अभियंता/लेखा आदि) के लिए ऑन लाईन वार्षिक प्रविष्टि के प्रारूप/साफ्टवेयर सम्बन्धित विभाग द्वारा ही तैयार किए जायेंगे किन्तु समूह 'ग' के अन्तर्गत मिनिस्ट्रीयल संवर्ग के सम्बन्ध में सभी विभागों के लिए कार्मिक विभाग द्वारा एक सामान्य प्रारूप/साफ्टवेयर निर्धारित/विकसित कर उसे सभी विभागों के लिए लागू/निर्गत किया जायेगा।
- (6) पूर्व में कार्मिक एवं सतर्कता अनुभाग-2 के शासनादेश संख्या 408/नि.स./प्र.स.का./2014 के द्वारा समूह 'क', 'ख' एवं 'ग' के कार्मिकों द्वारा अपनी अचल सम्पत्ति का विवरण प्रतिवर्ष 31 जुलाई तक की स्थिति के अनुसार दिनांक 31 अगस्त तक नियुक्ति प्राधिकारी को निर्धारित प्रारूप पर उपलब्ध कराये जाने का प्राविधान किया गया था। वार्षिक गोपनीय प्रविष्टि की 'ऑन लाईन' व्यवस्था के अन्तर्गत कार्मिक के द्वारा स्वमूल्यांकन आख्या अंकित किए जाने के पूर्व अचल सम्पत्ति विवरण प्रस्तुत कर दिए जाने की पूर्वपेक्षा को दृष्टिगत रखते हुए पूर्व नियत समयावधि में संशोधन कर यह निर्देश दिए जाते हैं कि कार्मिकों के द्वारा अपनी अचल सम्पत्ति का विवरण प्रत्येक वर्ष पूर्ववर्ती तिथि 31 मार्च की स्थिति के आधार पर दिनांक 30 अप्रैल तक नियुक्ति प्राधिकारी को निर्धारित प्रारूप पर पृथक से प्रस्तुत किया जायेगा अथवा विलम्बतम वार्षिक प्रविष्टि के अन्तर्गत अपनी स्वमूल्यांकन आख्या अंकित करने के अवसर पर नियत प्रक्रिया अनुसार ऑन लाईन अपलोड किया जायेगा।
- (7) 'ऑन लाईन' व्यवस्था/साफ्टवेयर अन्तर्गत स्वमूल्यांकन आख्या अंकित किए जाने हेतु निर्धारित प्रारूप/भाग में सम्बन्धित अधिकारी के द्वारा यह भी उल्लेख किए जाने की व्यवस्था की जायेगी कि उनके द्वारा अपने अधीनस्थ कार्मिकों के सम्बन्ध में पूर्ववर्ती वर्ष की देय वार्षिक प्रविष्टियां अंकित कर दी गयी हैं अथवा नहीं? इस बिन्दु पर की जाने वाली टिप्पणी का प्रतिवेदक/समीक्षक/स्वीकृत प्राधिकारी द्वारा सम्बन्धित कार्मिक के मूल्यांकन हेतु अपनी अभ्युक्ति अंकित करते समय उचित संज्ञान लिया जायेगा।
- (8) विभागों के द्वारा ऑन लाईन वार्षिक प्रविष्टि अंकन की व्यवस्था लागू करते समय तत्सम्बन्धी एक स्पष्ट सामान्य परिचालन प्रक्रिया (SOP) भी निर्गत की जायेगी ताकि विभागीय कार्मिकों को इस व्यवस्था के अन्तर्गत कार्य करने में कठिनाई न हो।

3. अनुरोध है कि कृपया उक्त दिशा-निर्देशों का कड़ाई से अनुपालन करते हुए वर्ष 2021-22 से विभागान्तर्गत वार्षिक गोपनीय प्रविष्टि अंकन की ऑन लाईन व्यवस्था लागू कराना सुनिश्चित करायें। ऐतद्विषयक पूर्ण तैयारी के उपरान्त विभागीय आदेश निर्गत होने तक साप्ताहिक प्रगति आख्या अधोहस्ताक्षरी के संज्ञानार्थ कार्मिक विभाग को उपलब्ध करायें।

संलग्नक : यथोक्त.

महदीय,

(डॉ. एस. एस. संघु)
मुख्य सचिव।

संख्या: /XXX(2)/2022-55(26)/2002 तददिनांक

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. सचिव, श्री राज्यपाल, उत्तराखण्ड, देहरादून।
2. निजी सचिव, मा. मुख्यमंत्री को मा. मुख्यमंत्री जी के संज्ञानार्थ।
3. निजी सचिव, मा. अध्यक्ष, उत्तराखण्ड विधान सभा को मा. अध्यक्ष जी के संज्ञानार्थ।
4. समस्त विभागाध्यक्ष, उत्तराखण्ड।
5. आयुक्त, गढ़वाल/कुमायूँ मण्डल।
6. समस्त जिलाधिकारी, उत्तराखण्ड।

आज्ञा से,

(अरविन्द सिंह ह्यौंकी)
सचिव।

प्रेषक,

डॉ. एस. एस. सन्धु,
मुख्य सचिव,
उत्तराखण्ड शासन।

सेवा में,

1. समस्त अपर मुख्य सचिव/प्रमुख सचिव/
सचिव/सचिव(प्रभारी),
उत्तराखण्ड शासन।
2. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष,
उत्तराखण्ड।
3. मण्डलायुक्त,
गढ़वाल/कुमाऊ, उत्तराखण्ड।
4. समस्त जिलाधिकारी,
उत्तराखण्ड।

कार्मिक एवं सतर्कता अनुभाग-3

देहरादून: दिनांक 17-नवम्बर, 2021

विषय: उत्तराखण्ड प्रान्तीय सिविल सेवा (कार्यकारी शाखा) के अधिकारियों की वार्षिक गोपनीय प्रविष्टि आई.एफ.एम.एस. (I.F.M.S) पोर्टल पर ऑन लाइन अंकित किये जाने के सम्बन्ध में।

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निदेश हुआ है कि शासन द्वारा सम्यक विचारोपरान्त उत्तराखण्ड प्रान्तीय सिविल सेवा (कार्यकारी शाखा) के अधिकारियों के सम्बन्ध में वार्षिक गोपनीय प्रविष्टि का अंकन वर्ष 2021-22 से ऑन लाइन किये जाने का निर्णय लिया गया है। इस सम्बन्ध में आई.एफ.एम.एस. (I.F.M.S) पोर्टल के अन्तर्गत प्रारूप एवं प्रक्रिया निर्धारित की गयी है, ताकि वार्षिक गोपनीय प्रविष्टियां समय सीमा के अन्तर्गत पूर्ण की जा सकें। वार्षिक चरित्र प्रविष्टि का प्रारूप (Hard copy) संज्ञानार्थ संलग्न है।

2. वार्षिक गोपनीय प्रविष्टि को पूर्ण करने हेतु वार्षिक समय सारणी (Annual Calender) निम्नवत् होगी :-

प्रशासकीय/कार्मिक विभाग द्वारा ऑन लाइन मूलभूत सूचनाएं/Work Flow निर्गत किये जाने की अंतिम तिथि।	सम्बन्धित अधिकारी द्वारा स्वमूल्यांकन आख्या अंकित किये जाने की अंतिम तिथि।	प्रतिवेदक प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	समीक्षक प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	स्वीकर्ता प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	सम्बन्धित अधिकारी को वार्षिक गोपनीय प्रविष्टि संसूचित किये जाने की अंतिम तिथि।
31 मई	30 जून	31 जुलाई	31 अगस्त	30 सितम्बर	15 अक्टूबर

उपरोक्त समय सारणी के अनुसार यदि सम्बन्धित अधिकारी द्वारा स्वमूल्यांकन आख्या निर्धारित समयावधि में अंकित नहीं की जाती है तो ऐसी स्थिति में वार्षिक गोपनीय प्रविष्टि पोर्टल द्वारा स्वतः ही प्रतिवेदक अधिकारी को और तदनुसार ही समीक्षक एवं स्वीकर्ता प्राधिकारी को भी निर्धारित समय सारणी के उपरान्त स्वतः ही पोर्टल द्वारा अग्रसारित हो जायेगी। अतः प्रत्येक स्तर पर निर्धारित समय सीमा के अन्तर्गत सम्बन्धित अधिकारी की वार्षिक गोपनीय प्रविष्टि का अंकन पूर्ण किया जाना आवश्यक होगा। वार्षिक गोपनीय प्रविष्टि के उपरोक्तानुसार संचरण की पोर्टल जनित सूचना SMS/E-mail के माध्यम से सम्बन्धित अधिकारियों को भी प्राप्त होगी। यहाँ यह स्पष्ट करना समीचीन होगा कि यदि सम्बन्धित अधिकारी द्वारा नियत तिथि के अन्दर स्वमूल्यांकन आख्या अंकित नहीं की जाती है तो प्रतिवेदक अधिकारी द्वारा इसका उल्लेख अपने मन्तव्य में किया जाएगा और ऐतद्विषयक टिप्पणी सम्बन्धित सक्षम प्राधिकारी/अधिष्ठान द्वारा सम्बन्धित अधिकारी की सेवा पुस्तिका/व्यक्तिगत पत्रावली में संरक्षित की जाएगी। इसी प्रकार, यदि प्रतिवेदक/समीक्षक/स्वीकर्ता प्राधिकारी समय से प्रविष्टि अंकन सम्बन्धी अपने दायित्व निर्वहन में विफल रहते हैं तो, ऐतद्विषयक टिप्पणी भी सम्बन्धित सक्षम प्राधिकारी/अधिष्ठान द्वारा सम्बन्धित प्रतिवेदक/समीक्षक/स्वीकर्ता प्राधिकारी, यथा लागू, की सेवा पुस्तिका/व्यक्तिगत पत्रावली में संरक्षित की जाएगी।

3. वार्षिक गोपनीय प्रविष्टि के अंकन की सामान्य प्रचालन प्रक्रिया (SOP) निम्नवत् होगी:-

- (1) वार्षिक गोपनीय प्रविष्टि के अंकन/मन्तव्य हेतु संबंधित अधिकारी <https://cts.uk.gov.in> (IFMS-Uttarakhand) पर अपने कर्मचारी कोड (Employee Code) के द्वारा लॉग-इन कर सकते हैं।
- (2) सम्बन्धित अधिकारी उक्त पोर्टल के अंतर्गत डाटा एन्ट्री > ए.सी.आर. > सेल्फ डिव्लोपमेंट से अपना स्वमूल्यांकन अंकित कर सकते हैं।

(2)

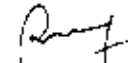
- (3) संबंधित अधिकारी को अपनी स्वमूल्यांकन आख्या अंकित करने से पूर्व 31 मार्च को समाप्त/पूर्ण हुए वित्तीय वर्ष तक की स्थिति के अनुसार अपना अचल सम्पत्ति विवरण (आई. पी.आर.) अपलोड करना अनिवार्य है। सम्बन्धित अधिकारी डाटा एन्ट्री > ए.सी.आर. > आई.पी.आर. में जा कर अपना अचल सम्पत्ति विवरण अपलोड कर सकते हैं।
- (4) प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी उक्त पोर्टल पर अपने कर्मचारी कोड (Employee Code) द्वारा लॉग-इन कर, डाटा एन्ट्री ए.सी.आर. > ए.सी.आर. अप्रूवल से अपने अधीनस्थ अधिकारियों की वार्षिक गोपनीय प्रविष्टि/अपना मन्तव्य अंकित कर सकते हैं।

4. उपरोक्तानुसार वार्षिक गोपनीय प्रविष्टि अंकन की प्रक्रिया पूर्ण होने के उपरान्त कार्मिक विभाग द्वारा समय-समय पर जारी शासनादेशों के अनुसार वार्षिक गोपनीय प्रविष्टि को सम्बन्धित अधिकारी को संसूचित किये जाने और ऐतद्विषयक प्रत्यावेदनो, यदि कोई प्राप्त हों, का निस्तारण उत्तराखण्ड सरकारी सेवक (प्रतिकूल वार्षिक गोपनीय रिपोर्टों के विरुद्ध प्रत्यावेदन और सहबद्ध नामलों का निपटारा) नियमावली, 2015 के अनुसार किया जायेगा।

5. अतः अनुरोध है कि कृपया अपने अधीनस्थ कार्यरत सनस्त प्रान्तीय सिविल सेवा (कार्यकारी शाखा) के अधिकारियों को उक्त नवीन व्यवस्था/पोर्टल से अवगत कराते हुए वर्ष 2021-22 से उक्त निर्धारित समय सारणी के अनुसार आई.एफ.एम.एस. (I.F.M.S) पोर्टल में वार्षिक गोपनीय प्रविष्टि अंकित करने तथा तदनुसार ही वार्षिक गोपनीय प्रविष्टि को संसमय पूर्ण करने के सम्बन्ध में पर्यवेक्षण सुनिश्चित करने का कष्ट करें।

संलग्नक : यथोक्त.

भवदीय,



(डॉ. एस. एस. सन्धु)
मुख्य सचिव।

संख्या : 1000/XXX-3-21-19(15)/2016 तददिनांकित

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. सचिव, श्री राज्यपाल, उत्तराखण्ड।
2. अपर मुख्य सचिव, मा. मुख्यमंत्री को मा. मुख्यमंत्री जी के संज्ञानार्थ।
3. स्टाफ आफीसर, मुख्य सचिव को मुख्य सचिव महोदय के संज्ञानार्थ।
4. निजी सचिव, अध्यक्ष, राजस्थ परिषद, उत्तराखण्ड, देहरादून को अध्यक्ष महोदय के संज्ञानार्थ।
5. समस्त सदस्य प्रान्तीय सिविल सेवा (कार्यकारी शाखा), उत्तराखण्ड।
6. एन.आई.सी., सचिवालय परिसर, देहरादून।
7. मीडिया सेंटर, सचिवालय परिसर, देहरादून।

आज्ञा से,


(अरविन्द सिंह ह्यौकी)
सचिव।

Annual Confidential Report: Uttarakhand Provincial Civil Service (Executive Branch)

वार्षिक गोपनीय आख्या : उत्तराखण्ड प्रान्तीय सिविल सेवा (कार्यकारी शाखा)

Period (Year----- From Date----- To Date-----)

अवधि (वर्ष.....दिनांक.....से दिनांक.....)

Section I : Basic Information

भाग I : मूलभूत सूचना

(To be filled in by the Administrative /Personnel Department)

(प्रशासकीय/कार्मिक विभाग द्वारा भरा जायेगा)

1-Name of the Officer reported upon: _____

सम्बन्धित अधिकारी का नाम

2-Service: सेवा _____

3-Cadre:संवर्ग _____

4-Date of substantive appointment in the service/Batch: _____

मौलिक नियुक्ति की तिथि/बैच

5-Date of Birth: जन्मतिथि _____

6-Present Pay scale: वर्तमान वेतनमान _____

7-Present Post: वर्तमान पद _____

8-Date of appointment to the present post: _____

वर्तमान पद पर नियुक्ति की तिथि

9-Reporting, Reviewing and Accepting Authorities:-

प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी :-

	Name & Designation नाम एवं पदनाम	Period समयावधि
1-Reporting Authority प्रतिवेदक प्राधिकारी		
2-Reviewing Authority समीक्षक प्राधिकारी		
3-Accepting Authority स्वीकर्ता प्राधिकारी		

10-Period of absence on leave, etc. : अवकाश आदि पर अनुपस्थिति की अवधि :-

	Period समयावधि	Type प्रकार	Remarks अभ्युक्ति
1- On Leave अवकाश पर			
2- Other अन्य			

11-Training Programmes attended: प्रशिक्षण कार्यक्रम जिनमें भाग लिया गया

Date from तिथि से	Date to तिथि तक	Institute संस्थान	Subject विषय

Date:
दिनांक

Signature on behalf of-----
Administrative /Personnel department.
(प्रशासकीय/कार्मिक विभाग की ओर से हस्ताक्षर)

Section II : Self Appraisal:

भाग II : स्व-मूल्यांकन

Year----- From Date----- To Date-----
(वर्ष.....दिनांक.....से दिनांक.....)**1- The summary of the responsibilities allotted in the period under review should be mentioned:**

आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाय:

Sr. क्र०	Period समयावधि	Allotted Responsibility आवंटित उत्तरदायित्व
1		
2		
3		
4		
5		

2-Annual Work Plan and Achievement:

वार्षिक कार्य योजना और उपलब्धि :

sr. क्र०	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि
1			
2			
3			
4			
5			

3-Brief description of Achievements/work done during the period:

अवधि के दौरान प्राप्त उपलब्धियों/कार्यों का संक्षिप्त विवरण:

(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer)
(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सन्दर्भ में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा)

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4- Declaration : घोषणा

<p>(i) Have you filed your immovable property return, as due? If yes, please mention date. क्या आपने अचल सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हां, तो तिथि अंकित करें।</p>	<p>Yes/No हाँ/नहीं</p>	<p>Date(दिनांक)</p>
<p>(ii) Have you undergone the prescribed medical check up? क्या आपने निर्धारित स्वास्थ्य परीक्षण करा लिया है? For officers above 50 years of age (50 वर्ष से अधिक आयु के अधिकारियों के लिये)</p>	<p>Yes/No हाँ/नहीं</p>	<p>Date(दिनांक) + Upload a copy of medical report. (स्वास्थ्य परीक्षण रिपोर्ट अपलोड करें)</p>
<p>(iii) Have you enclosed a note on important achievement, if any, during the period? क्या आपने उक्त अवधियों में महत्वपूर्ण उपलब्धियां, यदि कोई हों, का विवरण संलग्न किया है?</p>	<p>Yes/No हाँ/नहीं</p>	
<p>(iv) Have you Written previous year's ACR of your subordinate officers/ employees? क्या आपने अपने अधीनस्थ अधिकारियों/कर्मचारियों का गत वर्ष का ए0सी0आर0 लिखा है?</p>	<p>Yes/No हाँ/नहीं</p>	<p>If no, give reasons. (यदि नहीं, तो कारण स्पष्ट करें)</p>

5- Awards/Honours: पुरस्कार/सम्मान

Upload Documents/ certificate

Date:
दिनांक

Signature of the officer reported upon-----
मूल्यांकन से सम्बन्धित अधिकारी के हस्ताक्षर

Section III : Appraisal**भाग III : मूल्यांकन**

Remarks Of Reporting Officer

प्रतिवेदक प्राधिकारी की अभ्युक्ति

1-Assessment of personal Attributes: व्यक्तिगत गुणों का मूल्यांकन

Personal Attributes व्यक्तिगत गुण	Grade(1-10) ग्रेड(1-10)	Remarks (टिप्पणी)
(i) Attitude to work कार्य के प्रति दृष्टिकोण		
(ii) Decision making ability निर्णय लेने की क्षमता		
(iii) Initiative पहल शक्ति		
(iv) Ability to inspire and motivate प्रेरित एवं प्रोत्साहित करने की क्षमता		
(v) Strategic Planning ability/innovativeness सामरिक योजना बनाने/अभिनव प्रयोग की क्षमता		
(vi) Coordination ability समन्वय क्षमता		
(vii) Behaviour with public & relation with associates/subordinates लोक व्यवहार एवं सहयोगियों/अधीनस्थों से सम्बन्ध		

2- Assessment of work output .

किये गये कार्यों का मूल्यांकन

	Grade(1-10) ग्रेड(1-10)	Remarks (टिप्पणी)
(i) Accomplishment of work plan कार्य योजना का निष्पादन		
(ii) Quality of work output कार्य परिणाम की गुणवत्ता		
(iii) Overall Grading on 'Work Output' कार्य परिणाम की समग्र श्रेणी		

3- Pen picture by Reporting Authority (maximum 100 words):

प्रतिवेदक प्राधिकारी की टिप्पणी (अधिकतम 100 शब्द)

--

4- Recommendation relating to domain assignment (Please tick mark any four).

वैयक्तिक दक्षता सम्बन्धित विषय पर संस्तुति. (कृपया निम्नवत् में से चार पर निशान लगायें)

(i)	Agriculture and Rural Development कृषि एवं ग्रामीण विकास	(vi)	Public dealing लोक व्यवहार
(ii)	Social Development सांभाजिक विकास	(vii)	Housing & urban Affairs आवास एवं शहरी मामले
(iii)	Revenue Administration राजस्व प्रशासन	(viii)	Disaster Management आपदा प्रबंधन
(iv)	Law and order management कानून व्यवस्था प्रबन्धन	(ix)	Others अन्य
(v)	Communication Systems संचार व्यवस्था		

5- Integrity

सत्यनिष्ठा

--

6- Over all Grade (on a score of 1-10):

समग्र ग्रेड (अंक 1 से 10 तक)

--

Date:.....

दिनांक

Signature of Reporting Authority.....

प्रतिवेदक प्राधिकारी के हस्ताक्षर.....

Name Of The Officer Reported upon:.....

Period Year----- From Date----- To Date-----

Section IV: Review

भाग IV: समीक्षा

Remarks of Reviewing Officer

समीक्षक प्राधिकारी की अभिवृत्ति

1- Do you agree with the assessment made by the Reporting Officer?

क्या आप प्रतिवेदक प्राधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं ?

Yes/हाँ	No/नहीं
---------	---------

2- In case of difference of opinion, details and reasons for the same may be given. मत भिन्नता की स्थिति में सकारण विवरण अंकित किया जाये।

--

3- Additional comments by review officer. (Optional)

समीक्षक प्राधिकारी द्वारा अतिरिक्त टिप्पणी। (ऐच्छिक)

--

4- Over all Grade(on a score of 1-10):

समग्र ग्रेड (अंक 1 से 10 तक)

Date:.....

दिनांक

Signature of Reviewing Authority-----

समीक्षक प्राधिकारी के हस्ताक्षर.....

Name Of The Officer Reported Upon:.....

Period Year:----- From Date----- To Date-----

Section V : Acceptance

भाग V : स्वीकृति

Remarks of Accepting Officer

स्वीकर्ता प्राधिकारी की अभ्युक्ति

1-Do you agree with the remarks of the Reporting/Reviewing authorities?

क्या आप प्रतिवेदक/समीक्षक प्राधिकारी के मंतव्य से सहमत हैं ?

Yes/हाँ **No/नहीं**

2- In case of difference of opinion, details and reasons for the same may be given.

मत भिन्नता की स्थिति में सकारण विवरण अंकित किया जाये।

3- Additional comments by Accepting officer. (Optional)

स्वीकर्ता प्राधिकारी द्वारा अतिरिक्त टिप्पणी। (ऐच्छिक)

4- Over all Grade(on a score of 1-10):

समग्र ग्रेड (अंक 1 से 10 तक)

Date:.....

दिनांक

Signature of Accepting Authority-----

स्वीकर्ता प्राधिकारी के हस्ताक्षर.....

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR ENGINEER IN CHIEF**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-I (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of jaining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Deaignation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Am

Part-II (Self-Appraisal)

1. Assessment of Performance

Civil Works

S. No.	Parameter	Target	Target Achieved
	1	2	3
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	km	km
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
4	Routine Road Maintenance and Renewal	km	km
5	Bridges (Construction and open to traffic)	No.	No.
6	Villages Connected	No.	No.

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



4. Details of Submission of Enquiry Reports to Govt.

S. No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Govt.	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					
4					

Note :- If the officer does not submit the Enquiry Report to Govt. within prescribed time, upto 20 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

5. Quality Assurance of Works under Construction with Sanctioned Cost \geq 20.00 Crore with Inspection Notes.

S.No.	Name of Circle	No. of Works	No. of Inspections Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)
1.			
2.			

Note :- If the officer does not submit the Inspection Report to Govt. in regular way every month, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

Am

6. Quality Assurance of Works under Construction with Sanctioned Cost \geq 20.00 Crore with Inspection Notes.

S.No.	Name of Circle	No. of inspections Conducted for the period under consideration (target frequency is 1 inspection per work per year during construction)	Number of Compliances on Inspection Note/Technical Audit ensured
1.			
2.			

Note :- If the officer does not submit the Compliance Report to Govt. in regular way every month, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

7. Action on Administrative Matters and Policy Implementation

Description	Action Taken
Computerization of the Division, Circle Units and Regional Chief Engineer office	
Implementation of Software Based MIS Systems, electronic tendering and other systems.	
Regular Transfers of Junior Engineers, Ministerial Staff	
Grievance Redressal Meetings with various Unions	

Note :- If the officer does not submit the Report to Govt. from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Govt. level.

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic information) & Part-II (Self-Appraisal).

Date:

Signature of officer reported upon _____

Ch

Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Am

4 (A). Assessment of work (Maximum Marks for this Section will be 80)

Civil Works

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	20				
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10				
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10				
4	Routine Road Maintenance and Renewal	10				
5	Bridges (open to traffic)	20				
6	Villages Connected	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80
 e.g; - if there is no target for "villages connected" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80 = 61.7$.

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

[Handwritten signature]

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Details of submission of Enquiry reports to Govt. within prescribed time with appropriate quality.	20				

Note:- If the officer does not submit the Enquiry Report to Govt. within prescribed time, upto 20 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Quality Assurance of Works under Construction with Sanctioned Cost \geq 20.00 crore with Inspection Notes and Compliance notes.	10				

Note:- If the officer does not submit the Inspection Report to Govt. in regular way every month, upto 10 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

4 (E).

S. No.	Action on Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	2	3	4	5	6	7
1	Computerization of the Division, Circle Units and Regional Chief Engineer office	4				
2	Implementation of Software Based MIS Systems, electronic tendering and other systems.	4				
3	Grievance Redressal Meetings with various Unions	2				
Total		10				

Note:- If the officer does not submit the Report to Govt. from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on Part-II (Self-Appraisal). This deduction will be decided at Govt. level.

Am

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	I	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry reports to Govt.	upto (-) 20				
4	Quality Assurance of works under construction	upto (-) 10				
5	Action on Administrative matters & Policy implementation	upto (-) 10				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Ch

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.8 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____

Ans

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Moral Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

Ans

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR ENGINEER IN CHIEF**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....
5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designatioo	Period	Reason
8.1			
8.2			
8.3			
.			
.			

9. Date of Filing Property Return for the Calendar Year

Part-II (Self-Appraisal)

10. Assessment of Performance (Weightage 40%)

Civil Works

S. No.	Parameter	Target	Target Achieved
	1	2	3
10.1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
10.2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	km	km
10.3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
10.4	Routine Road Maintenance and Renewal	km	km
10.5	Major Bridges (open to traffic)	No.	No.
10.6	Villages Connected	No.	No.

10 (A). Details of Submission of Enquiry Reports to Govt. [Weightage (-) 20%]

S. No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Govt.	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					
4					

Note- If the officer does not attend the training program as assigned to him /her, upto 20 % marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Govt. level.

Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

--

10 (B). Quality Assurance of Works under Construction with Sanctioned Cost \geq 10.00 Crore with Inspection Notes [Weightage (-) 10%]

S.No.	Name of Circle	No. of Works	No. of Inspections Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)
1.			
2.			

Note :- If the officer does not submit the Inspection Report to Govt. in regular way every months, upto 10 % marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

10(C). Quality Assurance of Works under Construction with Sanctioned Cost \geq 10.00 Crore with Inspection Notes [Weightage (-) 10%]

S.No.	Name of Circle	No. of Inspections Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)	Number of Compliances on Inspection Note/Technical Audit ensured
1.			
2.			

Note :- If the officer does not submit the Compliance Report to Govt. in regular way every months, upto 10 % marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

10 (D). Action on Administrative Matters and Policy Implementation [Weightage (-) 10%]

Description	Action Taken
Computerization of the Division, Circle Units and Regional Chief Engineer office	
Implementation of Software Based MIS Systems, electronic tendering and other systems.	
Regular Transfers of Junior Engineers. Ministerial Staff	
Grievance Redressed Meetings with various Unions	

Note :- If the officer does not submit the Report to Govt. from time to time, upto 10 % marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Govt. level

11. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S. No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information as above.

Date:

Signature of the Appraise

Part-III (Appraisal by the Reporting Authority)

12. **Overall assessment** of the performance of the appraisee as grading point for the accomplishment of assigned works as filled out at **Part II (Self-Appraisal)** during the period of appraisal. Overall assessment will be calculated including point No. 10 (A), 10(B), 10 (C) and 10 (D).
(The grading point must be entered in whole number only)

[It is mandatory to mention detailed remarks when the assessment is 'Outstanding or Unsatisfactory']

Reference Table for Grading

Assessment	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Grading	>8.0 upto 10.0	>6.0 upto 8.0	>4.0 upto 6.0	>2.0 upto 4.0	< 2.0

Assessment (as per reference table for grading)	Grading Point	Remarks
1	2	3

13. **Assessment of Personal Attributes (Weight-age:20%)**
The assessment may be indicated in respect of each of the following factors in a scale of 0 to 10 in the respective boxes provided. **(The grading point must be entered in whole number only)**
Assessment & Grading Points to be incorporated as follows

Assessment	Grading
Unsatisfactory	< 2.0
Satisfactory	>2.0 upto 4.0
Good	>4.0 upto 6.0
Very Good	>6.0 upto 8.0
Outstanding	>8.0 upto 10.0

S. No.	Assessment of Qualitative Aspects	Grading (0 to 10)
1	Application of Technical Knowledge	
2	Knowledge of Rules/Codes/Manual/Procedures	
3	Proactiveness	
4	Public Relation	
5	Interpersonal Skills	
6	Cost Consciousness	
7	Decision making ability	
8	Sense of Responsibility	
9	Intelligence and Understanding	
10	Management of Subordinate Staff	
Average Grading (average of grading for 10 Items as above up to 2 decimal points)		

14. Please indicate the specific areas in which you feel that appraisee needs training to upgrade the skills.
[Enter training topics as per Annexure A. Maximum-4 topics]

S. No.	Training Topic
1	
2	
3	
4	

15. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

--

Date:

**Signature of the Reporting Authority
Designation**

Part-IV (Assessment by the Reviewing Authority)

16. Review of the **Overall Assessment** of the performance of the appraisee by the Reporting Authority at **Point No. 12** in Section III. **(The grading point must be entered in whole number only)**

[It is mandatory to mention detailed remarks when the assessment is 'Outstanding or Unsatisfactory']

Reference Table for Grading

Assessment	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Grading	>8.0 upto 10.0	>6.0 upto 8.0	>4.0 upto 6.0	>2.0 upto 4.0	<2.0

Assessment (as per reference table for grading)	Grading Point	Remarks
1	2	3

17. The overall grading of the appraisee shall be calculated considering the assessment of the Reviewing Authority at Point 16 and the Assessment of the Reporting Authority on the 'Personal Attributes' at Point 13 of the appraisee as follows: -

A) Grading by Reviewing Authority on Performance as per table above

Grading by Reviewing Authority (As per Point No. 16)	Weightage	Weighted Grading (G1) (1x2)
1	2	3
	80%	

B) Grading on Personal Attributes by the Reporting Authority

Grading by Reporting Authority (As per point No. 13)	Weightage	Weighted Grading (G2) (1x2)
1	2	3
	20%	

Overall Grading (OG) = G1+G2

Overall Grading (OG)	
-----------------------------	--

Date:

Signature of the Reviewing Authority
Designation

Part-V (Assessment by the Accepting Authority)

18.

1. Do you agree with the remarks of the reporting/reviewing authority ?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (On a score of 1-10)

Date:

Signature of the Accepting Authority _____

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR CHIEF ENGINEER LEVEL-2
 (Posted at PWD Headquarter)

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Pasting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....
5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Am

Part-II (Self-Appraisal)

1. Assessment of Performance

Assigned Tasks

S. No	Parameter	Status of Progress
1	2	3
CHIEF ENGINEER LEVEL – 1 (Planning)		
1	To send progress report of works under various schemes to Government	
2	To prepare the information for various meetings called by higher officers & to attend the meeting.	
3	To send reply of questions to Government asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan/Questions related to various rules to Government	
4	To send reply of PAC Para/Draft Para to Government.	
5	To get revise Schedule of Rates (SOR).	
6	To get sanctioning of proposal from Govt. level for renewal on roads for next financial year upto December of current year and sanctioning of proposal for SRMD/SDRF of current financial year.	
7	To send reimbursement claims/PCR of work funded by NABARD	
8	To dispose off the issues related to Hon'ble CM Helpline	

(OR)

CHIEF ENGINEER LEVEL – 1 (Establishment)		
1	To put up proposal for promotion, seniority and transfer of Employee	
2	To send proposal for direct recruitment to Government/Subordinate Service Selection Commission	
3	To refer cases related to court cases and other legal matters to Government	
4	To finalize retirement benefits/Pension cases of Employees	
5	To send charge sheets of different employees involved in different enquiries	
6	To send the comments after examining various cases received in HDD Office	
7	Grievance redressal of Employees belonging to various organizations	
8	To host various workshops related to latest/innovative techniques at Head Quarter	

Am

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

4. Details of Submission of Enquiry Reports to Govt.

S.No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Govt.	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					

Note :- If the officer does not submit the Enquiry Report to Govt. within prescribed time, upto 20 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

Ans

5. Action on Administrative Matters and Policy Implementation

Chief Engineer level-1, Head Quarter (Planning)		
Description		Action Taken
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	
3	Incorporation of Digital traffic intensity on various important roads.	

(OR)

Chief Engineer level-1, Head Quarter (Establishment)		
Description		Action Taken
1	Regular Transfers of Junior Engineers, Ministerial Staff etc.	
2	Grievance Redressed Meetings with Govt. approved Unions.	
3	Submission of updated reports of various Enquiries, set up by Govt. level and report to be submitted to Govt. every month.	

Note :- If the officer does not submit the respective Report to HOD/Govt. from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at HOD.

6. Training Program

Name of Training Program	Nominated Man-Days	Attended Man-Days

Note- If the officer does not attend the training program as assigned to him /her, upto 10 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at HOD level.



7. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S. No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic information) & Part-II (Self appraisal).

Date:

Signature of officer reported upon _____



Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.



4 (A). **Assessment of work** (Maximum Marks for this Section will be 80)

CHIEF ENGINEER LEVEL – 1 (Planning)						
S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To send progress report of works under various schemes to Government	10				
2	To prepare the information for various meetings called by higher officers & to attend the meeting.	10				
3	To send reply of questions to Government asked in Lok Sabha/Rajya Sabha/State Assembly/ Assembly Yachika/Ashvasan/Questions related to various rules to Government	10				
4	To send reply of PAC Para/Draft Para to Government.	10				
5	To get revise Schedule of Rates (SOR).	10				
6	To get sanctioning of proposal from Govt. level for renewal on roads for next financial year upto December of current year and sanctioning of proposal for SRMD/SDRF of current financial year	10				
7	To send reimbursement claims/PCR of work funded by NABARD	10				
8	To dispose off the issues related to Hon'ble CM Helpline	10				
	Total	80				

(OR)

CHIEF ENGINEER LEVEL – 1 (Establishment)						
S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To put up proposal for promotion, seniority and transfer of Employee	10				
2	To send proposal for direct recruitment to Government/Subordinate Service Selection Commission	10				
3	To refer cases related to court cases and other legal matters to Government	10				
4	To finalize retirement benefits/Pension cases of Employees	10				
5	To send charge sheets of different employees involved in different enquiries	10				
6	To send the comments after examining various cases received in HOD Office	10				
7	Grievance redressal of Employees belonging to various organizations	10				
8	To host various workshops related to latest/innovative techniques at Head Quarter	10				
	Total	80				

Am

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Details of submission of Enquiry reports to Govt. within prescribed time with appropriate quality.	20				

Note:- If the officer does not submit the Enquiry Report to Govt. within prescribed time, upto 20 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate of training to HOD	10				

Note:- If the officer does not submit the Training Report and certificate to HOD within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

Om

4 (E).


Action on Administrative Matters and Policy Implementation

Chief Engineer level-1, Head Quarter (Planning)						
S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD	3				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	3				
3	Incorporation of Digital traffic intensity on various important roads.	4				
Total		10				

(OR)

Chief Engineer level-1, Head Quarter (Establishment)						
S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Regular Transfers of Junior Engineers, Ministerial Staff etc.	3				
2	Grievance Redressal Meetings with Govt. approved Unions.	3				
3	Submission of updated reports of various enquiries, set up by Govt. level and report to be submitted to Govt. every months.	4				
Total		10				

Note:- If the officer does not submit the respective Report to HOD/Govt. from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on Part-II (Self-Appraisal). This deduction will be decided at HOD level.



5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry reports to Govt.	upto (-) 20				
4	Action on Administrative matters & Policy implementation	upto (-) 10				
5	Submission of Training report and certificate of training course issued from Govt. organization to HOD	upto (-) 10				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____



Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.8 upto 60.0	>20.0 upto 40.0	<20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority_____



Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)



6

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR CHIEF ENGINEER LEVEL-II (Quality Control)
(Pasted at PWD Headquarter)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
.			
.			

9. Date of Filing Property Return for the Calendar Year

Am

Part-II (Self-Appraisal)

1. Assessment of Performance

Assigned Tasks

S. No	Parameter	Status of Progress
1	2	3
CHIEF ENGINEER LEVEL – II (Quality Control)		
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to HOD with recommendations to take appropriate action if any	
2	To allot the works for inspection to Chief Engineers & Superintending Engineers for Quality Assurance of regular intervals and also prepare a record of Quality Assurance Inspection done by Chief Engineers & Superintending Engineers.	
3	To establish the different Quality Control Laboratories at Zonal Head Quarters and also get the, activated for sample testing	
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD/Secretary, PWD	
5	Monthly inspection of Dist. Laboratories	

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)



3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

--

4. Details of Submission of Enquiry Reports to Govt.

S.No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Govt.	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					

Note :- If the officer does not submit the Enquiry Report to Govt. within prescribed time, upto 20 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

Am

5. Action on Administrative Matters and Policy Implementation

CHIEF ENGINEER LEVEL – II (Quality Control)		
Description		Action Taken
1	Make a policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	
2	Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories.(50%)	

Note :- If the officer does not submit the Report to HOD from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at HOD.

6. Training Program

Name of Training Program	Naminated Man-Days	Attended Man-Days

Note- If the officer does not attend the training program as assigned to him /her, upto 10 marks will be deducted as given in Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at HOD level.

7. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S. No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished in Part-I (Basic information) and Part-II (Self-Appraisal).

Date:

Signature of officer reported upon _____



Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Ans

4 (A). **Assessment of work** (Maximum Marks for this Section will be 80)

CHIEF ENGINEER LEVEL – II (Quality Control)						
S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To examine the reports of Quality Assurance received from various Inspecting officers send and put up to HOD with recommendations to take appropriate action if any	16				
2	To allot the works for inspection for Quality control at regular intervals and also prepare a record of Quality Control Inspection.	16				
3	To establish the different Quality Control Laboratories at Zonal Head Quarters and also get the, activated for sample testing	16				
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD/Secretary, PWD	16				
5	Monthly inspection of Distt. Laboratories	16				
Total		80				

4 (B). **Assessment of Personal Attributes** (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

Ans

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Details of submission of Enquiry reports to Govt. within prescribed time with appropriate quality.	20				

Note:- If the officer does not submit the Enquiry Report to Govt. within prescribed time, up to 20 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate of training to HOD	10				

Note:- If the officer does not submit the Training Report and certificate to HOD within prescribed time, up to 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

4 (E).

Action on Administrative Matters and Policy Implementation

CHIEF ENGINEER LEVEL - II (Quality Control)

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Make a policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	5				
2	Sample Testing in Distt. Laboratories in his/her presence and submission of Annual Inspection report of all Distt. Laboratories.	5				
Total		10				

Note:- If the officer does not submit the Report to HOD from time to time, or the report submitted is unsatisfactory, up to 10 marks will be deducted as given on Part-II (Self-Appraisal). This deduction will be decided at HOD level.

Am

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry reports to Govt.	upto (-) 20				
4	Action on Administrative matters & Policy implementation	upto (-) 10				
5	Submission of training report and certificate to HOD	upto (-) 10				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Am

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

--

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____

Am

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Moral Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

Am

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR CHIEF ENGINEER (ZONAL
CHIEF ENGINEER NATIONAL HIGHWAYS**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Am

Part-II (Self-Appraisal)

1. Assessment of Performance

Civil Works

S. No.	Parameter	Target	Target Achieved
	1	2	3
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	km	km
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
4	Routine Road Maintenance and Renewal	km	km
5	Major Bridges/ Cross Drainage Structures (open to traffic)	Na.	No.
6	Villages Connected	Na.	No.

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 10a Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



4. Details of Submission of Enquiry Reports to Govt.

S.No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Govt.	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					

Note :- If the officer does not submit the Enquiry Report to Govt. within prescribed time, upto 15 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

5. Details of Submission of Enquiry Reports to Engineer in Chief PWD

S. No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Engineer in Chief Office	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					
4					

Note :- If the officer does not submit the Enquiry Report to HOD within prescribed time, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

Ans

6. Quality Assurance of Works under Construction with Sanctioned Cost >10.00 Crore but <20.00 Crore with Inspection Notes

S.No.	Name of Division	No. of Works	No. of Inspections Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)
1			
2			
3			
4			
5			
6			
7			
:			

Note :- If the officer does not submit the Inspection Report to Engineer in Chief in regular way every months,, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

7. Quality Assurance of Works under Construction with Sanctioned Cost > 10.00 Crore but < 20.00 Crore with Compliances on Issued Inspection Notes

S.No.	Name of Division	No. of Inspections Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)	Number of Compliances on Inspection Note/Technical Audit ensured
1			
2			
3			
4			
5			
6			
7			
:			

Note :- If the officer does not submit the Compliance Report to Engineer in Chief in regular way every months,, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

8. Action on Administrative Matters and Policy Implementation

Description	Action Taken
Computerization of the Division, Circle Units and Regional Chief Engineer office	
Implementation of Software Based MIS Systems, electronic tendering and other systems.	
Grievance Redressal Meetings with various Unions	

Note :- If the officer does not submit the Report to Govt. from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Govt. level.

9. Training Program

Name of Training Program	Nominated Man-Days	Attended Man-Days

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given in Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at HOO level.

10. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S. No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic information) & Part-II (Self-Appraisal).

On:

Signature of officer reported upon _____



Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Am

4 (A). Assessment of work (Maximum Marks for this Section will be 80)

Civil Works

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	20				
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10				
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10				
4	Routine Road Maintenance and Renewal	10				
5	Bridges (open to traffic)	20				
6	Villages Connected	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g: - if there is no target for "villages connected" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80/70 = 61.7$.

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

Am

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Details of submission of Enquiry reports to Govt. within prescribed time with appropriate quality.	15				

Note:- If the officer does not submit the Enquiry Report to Govt. level within prescribed time, upto 15 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Govt. level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Quality Assurance of Works under Construction with Inspection Notes and Compliance notes.	10				

Note:- If the officer does not submit the Inspection Report to HOD in regular way every month, upto 10 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

4 (E).

S. No.	Action on Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	2	3	4	5	6	7
1	Computerization of the Division, Circle Units and Regional Chief Engineer office	2				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	2				
3	Grievance Redressal Meetings with various Unions	1				
Total		5				

Note:- If the officer does not submit the Report to HOD from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given on Part-II (Self-Appraisal). This deduction will be decided at HOD level.

4 (F).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of Enquiry report to Engineer in Chief	5				

Note:- If the officer does not submit the Enquiry Report and certificate to HOD within prescribed time, upto 5 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

4(G).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate of training to HOD	5				

Note:- If the officer does not submit the Training report and Certificate to HOD, upto 5 marks will be deducted as given in Part II (Self -Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry reports to Govt.	upto (-) 15				
4	Quality Assurance of works under construction	upto (-) 10				
5	Action on Administrative matters & Policy implementation	upto (-) 5				
6	Submission of Enquiry reports to Engineer in Chief PWD	upto (-) 5				
7	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	Total					

Handwritten signature

6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms..... for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms..... for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Chen

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

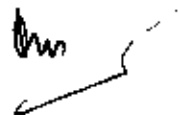
Date:

Signature of the Accepting Authority _____

Am

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)



(1A)

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR SUPERINTENDING ENGINEER**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Circle.....
 - 1.3 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualificatinn acquired during service in the department.....
4. Membership of any professinnal organizatinn.....
5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designatinn	Perind
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

On Leave / Period of Absence	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Am

Part-II (Self-Appraisal)

1. Assessment of Performance
Civil Works

S. No.	Parameter	Target	Target Achieved
	1	2	3
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& EDBC)	km	km
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
4	Major Bridges/ Cross Drainage Structures (open to traffic)	No.	No.
5	Villages Connected	No.	No.
6	Contract Finalization	No.	No.
7	Routine Road Maintenance and Renewal	km	km
8	Annual Inspection of Bridges (>60 m span)	No.	No.

2. **Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)**

3. **Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)**



4. **Details of Submission of Enquiry Reports to Engineer in Chief PWD**

S. No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Engineer in Chief Office	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					
4					

Note :- If the officer does not submit the Enquiry Report to HOD within prescribed time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

5. **Quality Assurance of Works under Construction with Sanctioned Cost upto Rs. 10.00 Crore with Inspection Notes, on works allotted by Chief Engineer (Quality Control).**

S.No.	Name of Division	No. of Works with Sanctioned Cost upto Rs. 10.00 Crores	No. of Inspections Conducted for the period under consideration
1	2	3	4
1			
2			
3			
4			
5			
6			
7			

Note :- If the officer does not submit the Inspection Report to Chief Engineer (Quality Control) in regular way every month, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

6. **Quality Assurance of Works under Construction with Sanctioned Cost \geq Rs. 1.00 Crore but $<$ 10.00 Crore with Compliances on Issued Inspection Notes.**

S.No.	Name of Division	No. of Inspections Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)	Number of Compliances on Inspection Note/Technical Audit ensured
1	2	3	4
1			
2			
3			
4			
5			
6			
7			
:			
:			

Note :- If the officer does not submit the Compliance Report to Chief Engineer and Engineer in Chief in regular way every months, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

7. **Administrative Audit of Divisions**

S.No.	Name of Division	Number of Audits Conducted	Date of Submission of Audit report of Divisions to Chief Engineer
1	2	3	4
1			
2			
3			
4			
:			
:			

Note :- If the officer does not submit the Administrative Audit report of all Divisions under his Jurisdiction to Chief Engineer with in financial year, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

8. **Action on Administrative Matters and Policy Implementation**

Description	Action Taken
Computerization of the Division, Circle Units.	
Implementation of Software based MIS Systems, electronic tendering and other systems.	
Grievance Redressal Meetings with various Unions	

Note :- If the officer does not submit the Report to Chief Engineer from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Chief Engineer level.

9. Training Program

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				
:				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given in Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

10. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic information) & Part-II (Self-Appraisal).

Date:

Signature of officer reported upon _____



Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Ans

4 (A). Assessment of work (Maximum Marks for this Section will be 80)

Civil Works

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	10				
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SD&C)	10				
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10				
4	Major Bridges/ Cross Drainage Structures (open to traffic)	10				
5	Villages Connected	10				
6	Contract Finalization	10				
7	Routine Road Maintenance and Renewal	10				
8	Annual Inspection of Bridges (>60 m span)	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g; - if there is no target for "villages connected" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80 = 61.7$.

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cast Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

Ch

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Details of submission of Enquiry reports to HOD within prescribed time with appropriate quality.	10				

Note:- If the officer does not submit the Enquiry Report to HOD within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Quality Assurance of Works under Construction with Inspection Notes and Compliance notes.	10				

Note:- If the officer does not submit the Inspection Report to Chief Engineer in regular way every month, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

4 (E).

S. No.	Action on Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Computerization of the Division, Circle Units.	2				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	2				
3	Grievance Redressal Meetings with various Unions	1				
Total		5				

Note:- If the officer does not submit the Report to Chief Engineer from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given in Part-II (Self-Appraisal). This deduction will be decided at Chief Engineer level.

4 (F).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of Audit Report of Divisions to Chief Engineer.	10				

Note:- If the officer does not submit the Inspection Report to Chief Engineer in regular way every month, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

Am

4 (G).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of Training report & certificate for successful completion of training	5				

Note:- If the officer does not submit the Training Report & certificate to Chief Engineer, upto 5 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry reports to Engineer in Chief PWD.	upto (-) 10				
4	Quality Assurance of works under construction (Two different category Quality Assurance reports)	upto (-) 10				
5	Action on Administrative matters & Policy implementation	upto (-) 5				
6	Submission of Audit Report of Divisions to Chief Engineer.	upto (-) 10				
7	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	Total					

Am

6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Chen

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____



Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

ln

PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR SUPERINTENDING ENGINEER
 (Posted at PWD Head Office/Project Office)

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-I (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

On Leave	Period	Type
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

[Handwritten Signature]

Part-II (Self-Appraisal)

1. Assessment of Performance
Assigned Tasks

SUPERINTENDING ENGINEER (Planning)		
S. No	Parameter	Status of Progress
1	2	3
1	To put up progress report of works under various schemes to CE-1/HOD.	
2	To prepare the information for various meetings called by higher officers & to put up to CE-1/HOD.	
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questions related to various rules to CE-1/HOD.	
4	To put up reply of PAC Para/Draft Para to CE-1/HOD.	
5	To prepare draft for revision of Schedule of Rates (SOR) and to put up to CE-1/HOD.	
6	Checking of proposal for renewal on roads for next financial year upto 15 th December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to CE-1/HOD.	
7	To check and put up reimbursement claims/PCR of work funded by NABARD to CE-1/HOD.	
8	To dispose off the issues related to Hon'ble CM Helpline.	

(OR)

SUPERINTENDING ENGINEER (Establishment)		
S. No	Parameter	Status of Progress
1	2	3
1	To put up proposal for promotion, seniority and transfer of Employees to CE-1/HOD.	
2	To put up proposal for direct recruitment to CE-1/HOD.	
3	To put up cases related to court cases and other legal matters to CE-1/HOD.	
4	To put up cases of retirement benefits/Pension cases of Employees to CE-1/HOD.	
5	To check & put up charge sheets of different employees involved in different enquiries to CE-1/HOD.	
6	To examine various cases received in HDD Office and put up CE-1/HDD with comments.	
7	To examine and put up agenda points to CE-1/HDD for Grievance redressal of Employees belonging to various organizations.	
8	To make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	

Ans

(OR)

SUPERINTENDING ENGINEER (Quality Control)		
S. No	Parameter	Status of Progress
1	2	3
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to CE Level-II with recommendations to take appropriate action if any.	
2	To put up the list of the works to CE Level-II for inspection to Chief Engineers & Superintending Engineers for Quality Assurance at regular intervals and also put up a record of Quality Assurance Inspection done by Chief Engineers & Superintending Engineers.	
3	To take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them activated for sample testing.	
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD.	
5	Monthly inspection of Distt. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	

Note :- Strike out the portion which is not applicable to SE (Planning)/SE (Establishment)/SE (Quality Control).

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



4. Action on Administrative Matters and Policy Implementation

SUPERINTENDING ENGINEER (Planning)	
Description	Action Taken
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.
2	Implementation of Software based MIS Systems, electronic tendering and other systems.
3	Incorporation of Digital traffic intensity on various important roads.

(OR)

SUPERINTENDING ENGINEER (Establishment)

Description	Action Taken
1	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to CE-1/ HOD.
2	Coordination with CE-1/HOD for Grievance Redressal Meetings with Govt. approved Unions.
3	Submission of updated reports of various Enquiries, set up by Govt. level and report to be submitted to Govt. every months.

(OR)

SUPERINTENDING ENGINEER (Quality Control)

Description	Action Taken
1	Make a draft policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed
2	Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories.(60% No. with the approval of C.E. Quality Control)

Note :- 1. Strike out the portion which is not applicable to SE (Planning)/SE (Establishment)/SE (Quality Control).

2. If the officer does not submit the Report to his controlling officer from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given in part II (Self-Appraisal). This deduction will be decided at HOD Level.

hu

5. Details of Submission of Enquiry Reports to Engineer in Chief PWD

S.No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Engineer in Chief Office	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					
4					

Note :- If the officer does not submit the Enquiry Report to HOD within prescribed time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

6. Training Program

Name of Training Program	Nominated Man-Days	Attended Man-Days

Note- If the officer does not attend the training program as assigned to him /her, upto 10 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at HOD level.

7. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S. No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic information) & Part-II (Self-Appraisal).

Date:

Signature of officer reported upon _____



Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Ans
✓

4 (A). **Assessment of work** (Maximum Marks for this Section will be 80)

SUPERINTENDING ENGINEER (Planning)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To put up progress report of works under various schemes to CE-1/HOD.	10				
2	To prepare the information for various meetings called by higher officers & to put up to CE-1/HOD.	10				
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questions related to various rules to CE-1/HOD.	10				
4	To put up reply of PAC Para/Draft Para to CE-1/HOD.	10				
5	To prepare draft for revision of Schedule of Rates (SOR) and to put up to CE-1/HDD.	10				
6	Checking of proposal for renewal on roads for next financial year upto 15 th December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to CE-1/HDD.	10				
7	To check and put up reimbursement claims/PCR of work funded by NABARD to CE-1/HOD.	10				
8	To dispose off the issues related to Hon'ble CM Helpline.	10				
	Total	80				

(OR)

SUPERINTENDING ENGINEER (Establishment)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To put up proposal for promotion, seniority and transfer of Employees to CE-1/HOD.	10				
2	To put up proposal for direct recruitment to CE-1/HOD.	10				
3	To put up cases related to court cases and other legal matters to CE-1/HOD.	10				
4	To put up cases of retirement benefits/Pension cases of Employees to CE-1/HOD.	10				
5	To check & put up charge sheets of different employees involved in different enquiries to CE-1/HOD.	10				
6	To examine various cases received in HOD Office and put up CE-1/HOD with comments.	10				
7	To examine and put up agenda points to CE-1/HDD for Grievance redressal of Employees belonging to various organizations.	10				
8	To make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	10				
	Total	80				

Am

(OR)

SUPERINTENDING ENGINEER (Quality Control)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To examine the reports of Quality Assurance received from various inspecting officers and put up to CE Level-II with recommendations to take appropriate action if any.	16				
2	To put up the list of the works to CE Level-II for inspection to Chief Engineers & Superintending Engineers for Quality Assurance at regular intervals and also put up a record of Quality Assurance Inspection done by Chief Engineers & Superintending Engineers.	16				
3	To take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	16				
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD.	16				
5	Monthly inspection of Distt. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	16				
Total		80				

Note :- Strike out the portion which is not applicable to SE (Planning)/SE (Establishment)/SE (Quality Control).

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

4 (C).

S. Na.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	I	2	3	4	5	6
1	Details of submission of Enquiry reports to HOD. within prescribed time with appropriate quality.	20				

Note:- If the officer does not submit the Enquiry Report to HOD. within prescribed time, upto 20 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

4 (D).

Action on Administrative Matters and Policy Implementation

SUPERINTENDING ENGINEER (Planning)

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	3				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	3				
3	Incorporation of Digital traffic intensity on various important roads.	4				
Total		10				

(OR)

SUPERINTENDING ENGINEER (Establishment)

S. Na.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of proposal for regular Transfers of Junior Engineers, Miniaterial Staff etc. to CE-1/HOD.	3				
2	Coordination with CE-1/HDD for Grievance Redressal Meetings with Govt. approved Unions.	3				
3	Submission of updated reports of various Enquiries, set up by Govt. level and report to be submitted to Govt. every months.	4				
Total		10				

Chen

(OR)
SUPERINTENDING ENGINEER (Quality Control)

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Make a draft policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	5				
2	Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories (60% No. with the approval of C.E. Quality Control)	5				
Total		10				

Note :- Strike out the portion which is not applicable to SE (Planning)/SE (Establishment)/SE (Quality Control).

4 (E).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of training report and certificate of training to HDD	10				

Note:- If the officer does not submit the Training Report and certificate to HOD within prescribed time, up to 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at HDD level.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Assessment of work	80				
2	Assessment of personal attributes	20				
Deduction :-						
3	Submission of Enquiry reports to HDD.	upto (-) 20				
4	Action on Administrative matters & Policy implementation	upto (-) 10				
5	Submission of training report and certificate to HOD	upto (-) 10				
Total						

Am

6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Ans

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____



Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR SUPERINTENDING ENGINEER (E&M)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Circle.....
 - 1.3 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Ans

Part-II (Self-Appraisal)

1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	2	3	4
1	Energy Efficiency Audits of Machines and Equipments		
2	Servicing and Maintenance of Machinery and Equipments		
3	Survey reports of Machine / Equipment Sanctioned		
4	Audit of Running log book of Machines/Vehicles (25 % of total Machines/Vehicles)		
5	Audit of profit & loss of Machines/Vehicles (25 % of total Machines/Vehicles)		
6	Building units electrification		
7	Building Units Service Connection Done		
8	Hazard Prevention Routine Checking in Building Units		

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

Ans

4. **Details of Submission of Enquiry Reports to Engineer in Chief PWD.**

S. No.	Name of work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Engineer in Chief Office	Cause of delay if any
1	2	3	4	5	6
1					
2					
3					
4					

Note :- If the officer does not submit the Enquiry Report to Engineer in Chief within prescribed time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Engineer in Chief level.

5. **Administrative Audit of Divisions**

S.No.	Name of Division in the Circle	Number of Audits Conducted	Date of Submission of Audit reports of Divisions to Chief Engineer
1	2	3	4
1			
2			
3			
4			

Note :- If the officer does not submit the Administrative Audit report of all Divisions under his Jurisdiction to Chief Engineer with in financial year, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

6. **Action on Administrative Matters and Policy Implementation**

Description	Action Taken
Computerization of the Division, Circle Units.	
Implementation of Software based MIS Systems, electronic tendering and other systems.	
Grievance Redressal Meetings with various Unions	

Note :- If the officer does not submit the Report to Chief Engineer from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Chief Engineer level.

Signature

7. **Training Program.**

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

8. **Profit / Loss of Machine, Vehicles etc.**

S.No.	No. of Machines / Equipment	Total Hire Charges Earned	Hire charges received	Expenditure	Profit / Loss
1	2	3	4	5	6
1					

Note :- If the officer does not submit the report with in financial year to Chief Engineer, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

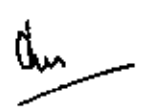
9. **Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)**

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic Information) and Part-II (Self-Appraisal).

Date:

Signature of officer reported upon _____



Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Am

4 (A). Assessment of work (Maximum Marks for this Section will be 80)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Energy Efficiency Audits of Machines and Equipments	10				
2	Servicing and Maintenance of Machinery and Equipments	10				
3	Survey reports of Machine / Equipment Sanctioned	10				
4	Audit of Running log book of Machines/Vehicles (25 % of total Machines/Vehicles)	10				
5	Audit of profit & loss of Machines/Vehicles (25 % of total Machines/Vehicles)	10				
6	Building units electrification	10				
7	Building Units Service Connection Done	10				
8	Hazard Prevention Routine Checking in Building Units	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80
 e.g: - if there is no target for "Survey Report" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80 = 61.7$.

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. Na.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Details of submission of Enquiry reports to HOD within prescribed time with appropriate quality.	10				

Note:- If the officer does not submit the Enquiry Report to Chief Engineer within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Details of submission of Profit / Loss of Machine, Vehicles etc. to Chief Engine within prescribed time.	10				

Note:- If the officer does not submit the Profit/Loss Report to Chief Engineer within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

4 (E).

S. No.	Action on Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Computerization of the Division, Circle Units.	2				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	2				
3	Grievance Redressal Meetings with various Unions	1				
Total		5				

Note:- If the officer does not submit the Report to Chief Engineer from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given in Part-II (Self-Appraisal). This deduction will be decided at Chief Engineer level.

Ans

4(F).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Training report & certificate for successful completion of training	5				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

4(G).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Audit Report of Divisions to Chief Engineer.	10				

Note :- If the officer does not submit the Administrative Audit report of all Divisions under his Jurisdiction to Chief Engineer with in financial year, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Chief Engineer level.

Ch

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	<20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry reports to Engineer in Chief PWD.	upto (-) 10				
4	Profit / Loss of Machine, Vehicles etc.	upto (-) 10				
5	Action on Administrative matters & Policy implementation	upto (-) 5				
6	Submission of Audit Report of Divisions to Chief Engineer.	upto (-) 10				
7	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Am

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____



Annexure A: Training Topics

S.No.	Training Topics
Technical Topics	
1	Electrical Design of Multi Storied Buildings
2	Road Construction Equipment Technology
3	Heavy Earthmovers and their maintenance
4	Energy Efficient Buildings
5	Fire Detection/Fire Hydrant for Buildings
6	Security Aspects of Buildings
7	Building Air Conditioning Automation
Managerial Topics	
8	Public Relations Management
9	Change Management
10	Planning and Budget Management
11	Departmental Procedures and Manuals
Behavioral Topics	
12	Building Positive Attitude
13	Organizational Behavior
14	Employee Motivation and Morale Development
15	Inter-personal Relationship Skills
16	Inter-personal Communicatinn Skills
Infnrnation Technnlogy Tnpics	
17	MS Office (Excel, Word, Power Point, email communication)
18	MS Project
19	e-procurement and e-payment
20	Utility Software PWIMS, FMIS, RAMMS, MIS

Ans

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR EXECUTIVE ENGINEER (E&M)**

Name of the Officer Reported Upon	
Dasignation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Division
 - 1.3 Circle.....
 - 1.4 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Part-II (Self-Appraisal)

1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	Energy Efficiency Audits of Machines and Equipment		
2	Servicing and Maintenance of Machinery and Equipments		
3	Survey reports of Machine / Equipment Sanctioned		
4	Audits of Running log book of Machines / Vehicles (50% of total Machines / Vehicles)		
5	Audits of Profit & Loss of Machines / Vehicles (50% of total Machines / Vehicles)		
6	Building units electrification		
7	Building Units Service Connection Done		
8	Hazard Prevention Routine Checking in Building Units		

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

4. **Audit Para**

Audit Para	Total Numbers	Number of Replies Submitted	Number of Paras omitted by A.G. Office
2A			
2B			

Note :- If the officer does not submit the Audit Para to Superintending Engineer within prescribed time, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

5. **Technical Sanction of Estimates**

Works Sanctioned	Estimate Sanctioned (Self)		Submitted for T.S. to Higher Authorities	
	Target	Achievement	Target	Achievement
Electrical				
Mechanical				

Note :- If the officer does not get the technical sanction of the work timely in addition to other action, upto 5 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

6. **Status of Timely Submission of Forms**

S. No.	Parameter	Submitted/ Not Submitted	Timely Submission (Y/N) (Date)
1	Status of Latest Due T&P form 15		
2	Status of Census Report (E/M & Civil Divisions)		
3	Monthly Performance Report of Machines		
4	Monthly Progress Report of Electrical Works.		
5	Status of DTR		

Note :- If the officer does not submit the forms of all Divisions under his Jurisdiction to Superintending Engineer within prescribed time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

7. **Action on Administrative Matters and Policy Implementation**

Description	Action Taken
Computerization of the Division.	
Implementation of Software based MIS Systems, electronic tendering and other systems.	
Grievance Redressal Meetings with various Unions	
Status of Miscellaneous Advance (cleared during the F.Y.)	

Note :- If the officer does not submit the Report to Superintending Engineer from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Superintending Engineer level.

8. Training Program.

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given in Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

9. Profit / Loss of Machine, Vehicles etc.

S.No.	No. of Machines / Equipment	Total Hire Charges Earned	Hire charges received	Expenditure	Profit / Loss
1	2	3	4	5	6
1					

Note- If the officer does not submit the report within financial year to Superintending Engineer, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

10. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished in Part-I (Basic Information) and Part-II (Self Appraisal).

Date:

Signature of officer reported upon _____

Y. Shankar

4 (A). Assessment of work (Maximum Marks for this Section will be 80)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Energy Efficiency Audits of Machines and Equipment	10				
2	Servicing and Maintenance of Machinery and Equipments	10				
3	Survey reports of Machine / Equipment Sanctinned	10				
4	Audits of Running log book of Machines / Vehicles (50% of total Machines / Vehicles	10				
5	Audits of Profit & Loss of Machines / Vehicles (50% of total Machines / Vehicles	10				
6	Building units electrification	10				
7	Building Units Service Connection Done	10				
8	Hazard Prevention Routine Checking in Building Units	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g: - if there is no target for "Survey Report" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80 = 61.7$.

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making sbility	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Details of submission of Audit Para Reply and thereafter omitted by A.G.	5				

Note:- If the officer does not submit the report to Superintending Engineer within prescribed time, upto 5 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4(D). Technical Sanction of Estimates

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Technical Sanction of Estimates	5				

Note :- If the officer does not issue the technical sanction of all the works, upto 5 marks will be deducted as given in part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (E).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Details of submission of Profit / Loss of Machine, Vehicle etc. to Superintending Engineer within prescribed time.	10				

Note:- If the officer does not submit the Profit / Loss Report to Superintending Engineer within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (F).

S. No.	Action on Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Computerization of the Division, Circle Units.	1				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	1				
3	Grievance Redressal Meetings with various Unions	1				
4	Status of Miscellaneous Advances	2				
Total		5				

Note:- If the officer does not submit the Report to Superintending Engineer from time to time, or the report submitted is unsatisfactory, upto 5 marks will be deducted as given on Part-II (Self-Appraisal). This deduction will be decided at Superintending Engineer level.

4 (G).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Training report & certificate for successful completion of training.	5				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (H).

S. No.	Details of timely submission of Forms / Reports to higher officer	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Status of Latest Due T&P form 15	2				
2	Status of Census Report (E/M & Civil Divisions)	2				
3	Monthly Performance Report of Machines	2				
4	Monthly Progress Report of Electrical Works.	2				
5	Status of DTR	2				
	Total	10				

Note :- If the officer does not submit the Forms and Reports within prescribed time to Superintending Engineer, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

Y. Sharma

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 68.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Details of submission of Audit Para Reply and thereafter omitted by A.G.	upto (-) 5				
4	Technical Sanction of Estimates	upto (-) 5				
5	Profit / Loss of Machine, Vehicles etc.	upto (-) 10				
6	Action on Administrative matters & Policy implementation	upto (-) 5				
7	Status of Submission of Forms/Reports	upto (-) 10				
8	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Y. Sharma

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____

W. Sharma

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR EXECUTIVE ENGINEER (CIVIL)
(Posted at PWD Head Office/Project Office)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
.			
.			

9. Date of Filing Property Return for the Calendar Year

Part-II (Self-Appraisal)

I. Assessment of Performance

Assigned Tasks

EXECUTIVE ENGINEER (Planning)		
S. No	Parameter	Status of Progress
1	2	3
1	To prepare and put up progress report of works under various schemes to SE.	
2	To prepare the information for various meetings called by higher officers & to put up to SE.	
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questions related to various rules to SE..	
4	To put up reply of PAC Para/Draft Para to SE.	
5	Checking of proposal for renewal on roads for next financial year upto 7 th December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to SE.	
6	To check and put up reimbursement claims/PCR of work funded by NABARD to SE..	
7	To dispose off the issues related to Hon'ble CM Helpline.	

(OR)

EXECUTIVE ENGINEER (Establishment)		
S. No	Parameter	Status of Progress
1	2	3
1	To prepare and put up proposal for promotion, seniority and transfer of Employees to SE.	
2	To prepare put up proposal for direct recruitment to SE.	
3	To prepare and put up cases related to court cases and other legal matters to SE.	
4	To prepare and put up cases of retirement benefits/Pension cases of Employees to SE.	
5	To check & put up charge sheets of different employees involved in different enquiries to SE.	
6	To put up to SE various cases received in HOD office after examining .	
7	To examine and put up cases agenda points to SE for Grievance redressal of Employees belonging to various organizations to SE.	
8	To make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter	

(OR)

EXECUTIVE ENGINEER (Quality Control)		
S.No	Parameter	Status of Progress
1	2	3
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to SE with comments to take appropriate action if any.	
2	To put up the list of the works to SE for inspection to Chief Engineers & Superintending Engineers for Quality Assurance at regular intervals and also put up a record of Quality Assurance Inspection done by Chief Engineers & Superintending Engineers.	
3	To assist SE to take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	
4	To assist SE in inspecting the roads as per instructions of HOD	
5	To assist SE in monthly inspection of Distt. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	

Note :- Strike out the portion which is not applicable to EE (Planning)/EE (Establishment)/EE (Quality Control).

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

4. Action on Administrative Matters and Policy Implementation

EXECUTIVE ENGINEER (Planning)	
Description	Action Taken
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.
2	Implementation of Software based MIS Systems, electronic tendering and other systems.
3	Incorporation of Digital traffic intensity on various important roads.

(OR)

EXECUTIVE ENGINEER (Establishment)

Description	Action Taken
1	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to SE.
2	Coordination with SE for Grievance Redressal Meetings with Govt. approved Unions.
3	Put up dated reports of various Enquiries, to SE set up by Govt. level and report to be submitted to Govt. every months.

(OR)

EXECUTIVE ENGINEER (Quality Control)

Description	Action Taken
1	To prepare and put up draft policy to SE for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed
2	To assist SE in Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories.(60% No. with the approval of C.E. Quality Control)

Note :- 1. Strike out the portion which is not applicable to EE (Planning)/EE (Establishment)/EE (Quality Control).

2. If the officer does not submit the Report to his controlling officer from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at SE Level.

5. Training Program

Name of Training Program	Nominated Man-Days	Attended Man-Days

Note- If the officer does not attend the training program as assigned to him /her, upto 10 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at SE level.

6. Submission of Reports

S.NO.	Description	Action Taken
1	Submission of Enquiry reports by Executive Engineer Establishment/Quality Control reports by Executive Engineer, Quality Control/Sectoral reports by Executive Engineer Planning to Superintending Engineer.	

Note- If the officer does not submit the reports to Superintending Engineer as per direction of Superintending Engineer, upto 20 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at SE level.

7. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S. No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic Information) and Part-II (Self Appraisal).

Date:

Signature of officer reported upon _____

Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

4 (A). **Assessment of work** (Maximum Marks for this Section will be 80)

EXECUTIVE ENGINEER (Planning)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To put up progress report of works under various schemes to SE.	10				
2	To prepare the information for various meetings called by higher officers & to put up to SE.	10				
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questions related to various rules to SE	10				
4	To put up reply of PAC Para/Draft Para to SE.	10				
5	Checking of proposal for renewal of mads for next financial year upto 7 th December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to SE	20				
6	To prepare and put up reimbursement claims/PCR of work funded by NABARD to SE	10				
7	To dispose off the issues related to Hon'ble CM Helpline.	10				
	Total	80				

(OR)

EXECUTIVE ENGINEER (Establishment)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To prepare and put up proposal for promotion, seniority and transfer of Employees to SE.	10				
2	To prepare and put up proposal for direct recruitment to SE.	10				
3	To prepare and put up cases related to court cases and other legal matters to SE.	10				
4	To examine cases of retirement benefits/Pension cases of Employees and put up to SE.	10				
5	To check charge sheets of different employees involved in different enquiries and put up to SE.	10				
6	To examine various cases received in HOD Office and put up SE with comments.	10				
7	To examine and put up cases for Grievance redressal of Employees belonging to various organizations to SE.	10				
8	To assist SE to make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	10				
	Total	80				

(OR)

7

Y. S. M. M. M.

(OR)

EXECUTIVE ENGINEER (Quality Control)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial Review Authority
1	2	3	4	5	6	7
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to SE with comments to take appropriate action if any.	16				
2	To put up the list of the works to SE for inspection to Chief Engineers & Superintending Engineers for Quality Assurance at regular intervals and also put up a record of Quality Assurance Inspection done by Chief Engineers & Superintending Engineers.	16				
3	To assist SE to take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them activated for sample testing.	16				
4	To assist SE for inspection of the roads as per instructions of HOD	16				
5	To assist SE in monthly inspection of Dist. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	16				
	Total	80				

Note :- Strike out the portion which is not applicable to EE(Planning)/EE (Establishment)/EE (Quality Control).

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveaess	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Coasciousness	2				
7	Decisioo making ability	2				
8	Sense of Respoasibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

Action on Administrative Matters and Policy Implementation**EXECUTIVE ENGINEER (Planning)**

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	3				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	3				
3	Incorporation of Digital traffic intensity on various important roads.	4				
Total		10				

(OR)

EXECUTIVE ENGINEER (Establishment)

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to SE.	3				
2	Coordination with SE for Grievance Redressal Meetings with Govt. approved Unions.	3				
3	Submission of updated reports of various Enquiries, set up by Govt. level and report to be submitted to SE every months.	4				
Total		10				

(OR)

EXECUTIVE ENGINEER (Quality Control)

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To prepare a draft policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	5				
2	Assistance in Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories. (60% No. with the approval of C.E. Quality Control)	5				
Total		10				

Note :- Strike out the portion which is not applicable to EE (Planning)/EE (Establishment)/EE (Quality Control).

4 (D).

S. No.	Parameter	Max. Marks Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of Enquiry reports/ Quality Control reports/ Sectoral Reports to Superintending Engineer.	20				

Note:- If the officer does not submit the Enquiry Reports/ Quality Control reports/Sectoral Reports to Superintending Engineer as per direction of Superintending Engineer, upto 20marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (E).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate of training to Superintending Engineer.	10				

Note:- If the officer does not submit the Training Report and certificate to SE within prescribed time, upto 10 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at SE level.

Handwritten signature

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.8 upto 80.0	>40.0 upto 68.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Msrks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry report/Quality Control report/Sectoral report to Superintending Engineer.	upto (-) 20				
4	Action on Administrative matters & Policy implementation	upto (-) 10				
5	Submission of training report and certificate to Superintending Engineer	upto (-) 10				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....far honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....far honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Yaduvanshi

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____

Yadhu

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Detail Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR EXECUTIVE ENGINEER (CIVIL)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Circle.....
 - 1.3 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the Department.....
 - 3.2 Qualification acquired during service in the Department.....
4. Membership of any professional organization.....
5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
-			
-			

9. Date of Filing Property Return for the Calendar Year
.....

G. D. Sharma

Part-II (Self-Appraisal)

1. Assessment of Performance
Civil Works

S. No.	Parameter	Target	Target Achieved
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	km	km
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
4	Major Bridges/ Cross Drainage Structures (open to traffic)	No.	No.
5	Villages Connected	No.	No.
6	Contract Finalization	No.	No.
7	Routine Road Maintenance and Renewal	km	km
8	Annual Inspection of bridges more than 30 m and up to 60 m span	No.	No.

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

Y. S. M. M.

4. Details of Submission of charge sheets to Superintending Engineer

S. No.	Name of work for which charge sheet was required	Target Date of submission of charge sheet	Actual Date of submission of charge sheet to Superintending Engineer Office	Cause of delay if any
1	2	3	4	5

Note :- If the officer does not submit the charge sheet to Superintending Engineer within prescribed time, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

5(a) Details of Technical sanction accorded on Detailed Project Report

S.No.	No of Technical sanction to be accorded on DPR	No. of Technical sanction accorded on DPR	Number of Technical sanction not accorded and the specific reasons if any
1	2	3	4

Note:- If the officer does not accord the Technical sanction time to time On DPR upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

5(b) Submission of Detailed Project Report (DPR) to Superintending Engineer for according Technical sanction(T.S.)

S.No.	No of DPR to be submitted to SE for Technical sanction	No of DPR submitted to SE for Technical sanction	No of DPR not submitted to SE for Technical sanction and the specific reasons thereof
1	2	3	4

Note: If the officer does not submit the DPR to Superintending Engineer within prescribed time, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

5. Quality Assurance of different Works in progress during current financial year

S.No.	No of works in progress in current financial year	No. of Works inspected by the officer and issued inspection note and copy sent to higher authorities	Number of works not inspected out of mentioned in column (2) and reasons thereof
1	2	3	4

Note :- If the officer does not submit the Inspection Report to Superintending Engineer in regular way every month, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

6. Reply of audit paras of AG

S.No.	No. of paras pending in the division	Number of paras replied to SE	Date of Submission of reply of AG paras to SE	No. of paras not replied to SE & the reasons
1	2	3	4	5

Note :- If the officer does not submit the reply of Audit paras of the Division under his Jurisdiction to Superintending Engineer within stipulated time, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

7. Action on Administrative Matters and Policy Implementation

Description	Action Taken
Computerization of the Division.	
Implementation of Software based MIS Systems, electronic tendering and other systems.	
Grievance Redressal Meetings with various Unions in the division	

Note :- If the officer does not submit the Report to Superintending Engineer from time to time, or the report submitted is unsatisfactory, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

Y. S. Kumar

8. Training Program

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				
:				

Note- If the officer does not attend the training program as assigned to him /her, upto 05 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

9. Preparing and Uploading of Forest land transfer cases

S.No.	No. of Forest land transfer proposal pending in the division	No. of Forest land transfer proposal prepared	No. of forest proposal uplaaded	Reasans of not preparing/uplaading forest land transfer proposal
1	2	3	4	5
1				
2				
:				

Note- If the officer does not prepare and upload the forest land transfer proposal in time, upto 05 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

10. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Table
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on part -I (Basic information) and part-II (self appraisal)

Date: _____
 upon _____

Signature of officer reported

Y. Shrinik

Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

4 (A). **Assessment of work** (Maximum Marks for this Section will be 80)
Civil Works

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	I	2	3	4	5	6
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	10				
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10				
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10				
4	Major Bridges/ Cross Drainage Structures (open to traffic)	10				
5	Villages Connected	10				
6	Contract Finalization	10				
7	Routine Road Maintenance and Renewal	10				
8	Annual Inspection of Bridges more than 30 m and up to 60 m span	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80
 e.g: - if there is no target for "villages connected" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80 = 61.7$.

d (B). **Assessment of Personal Attributes** (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	I	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Details of submission of charge sheets to SE office within prescribed time with appropriate quality.	05				

Note:- If the officer does not submit the Enquiry Report to Superintending Engineer within prescribed time, upto 05 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Quality Assurance of different Works in progress during current financial year.	05				

Note:- If the officer does not submit the Inspection Report to Superintending Engineer in regular way every month, upto 05 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (E).

S. No.	Action on Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	2	3	4	5	6	7
1	Computerization of the Division,	2				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	2				
3	Grievance Redressal Meetings with various Unions in division.	1				
Total		5				

Note:- If the officer does not submit the Report to Superintending Engineer from time to time, or the report submitted is unsatisfactory, upto 05 marks will be deducted as given in Part-II (Self-Appraisal). This deduction will be decided at Superintending Engineer level.

Handwritten signature

4 (F).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of audit para replies of division to Superintending Engineer office.	05				

Note:- If the officer does not submit the replies of Audit para to Superintending Engineer in regular way or the replies submitted is unsatisfactory, upto 05 marks will be deducted as given in Part-II (Self-Appraisal), except under exceptional circumstances.. This deduction will be decided at Superintending Engineer level.

4 (G).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate for successful completion of training	05				

Note:- If the officer does not submit the training report and certificate to Superintending Engineer, upto 05 marks will be deducted as given on Part-II (Self-Appraisal), except under exceptional circumstances.. This deduction will be decided at Superintending Engineer level.

4 (H).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Preparation and uploading of forest land transfer proposal	05				

Note:- If the officer does not prepare and upload the forest land transfer proposal in time, upto 05 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (I)

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	No. of technical sanctioned accorded on DPR and no. of DPR submitted to SE.	14				

Note-1 :- If the officer does not accord the technical sanction On DPR upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

2- If the officer does not submit the DPR to Superintending Engineer within prescribed time, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	3			
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of charge sheets to SE Office.	upto (-) 05				
4	Quality Assurance of works in progress	upto (-) 05				
5	Action on Administrative matters & Policy implementation	upto (-) 05				
6	Reply of Audit paras to SE Office.	upto (-) 05				
7	Submission of Training report & certificate for successful completion of training	upto (-) 05				
8	Preparation and uploading of forest land transfer proposal	upto (-) 05				
9	Technical sanction accorded on DPR and submission of DPR to SE	upto (-) 10				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Y. S. M. H.

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____

Yaduvanshi

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

Y. Sharma

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR ASSISTANT ENGINEER (E&M)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Division.....
 - 1.3 Circle.....
 - 1.4 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

Part-II (Self-Appraisal)

1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	Energy Efficiency Check of Machines and Equipment		
2	Servicing and Maintenance of Machinery and Equipments		
3	Survey reports of Machine / Equipment Submitted for Sanction		
4	Upto date Abstract of Running Log books .		
5	Submission of Profit & Loss Report of Machines.		
6	Building units electrification done		
7	Building Units Service Connection Done		
8	Hazard Prevention Routine Checking in Building Units		

2. Exceptionnily good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

Y. S. Narayana

4. **Preparation of Estimate / Justifications for Technical Sanction**

Works Sanctioned	Estimate Submitted for T.S. to higher office.		Estimate Sanctioned by Higher Authority	
	Target	Achievement	Target	Achievement
Electrical				
Mechanical				

Note :- If the officer does not get the technical sanction of all the electrical and mechanical work from the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal), will be decided at Executive Engineer level.

5. **Status of Timely Submission of Forms**

S. No.	Parameter	Submitted/ Not Submitted	Timely Submission (Y/N) (Date)
1	Status of Latest Due T&P form 15		
2	Status of Census Report (E/M & Civil Divisions)		
3	Monthly Performance Report of Machines		
4	Monthly Progress Report of Electrical Works.		
5	Status of DTR		
6	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)		

Note :- If the officer does not submit the forms of all Divisions under his Jurisdiction to Executive Engineer with in time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

6. **Work Execution**

Description	Total Done	Done in his/her presence
Servicing of Machines / Vehicles in his presence		
Earthing work in the building in his presence		
Conduiting work in the building in his presence		

Note :- If the officer does not get the servicing, earthing and conduiting in his presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Executive Engineer level.

7. **Training Program.**

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				

Handwritten signature

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

8. Profit / Loss of Machine, Vehicles etc.

S.No.	Na. of Machines / Equipment	Total Hire Charges Earned	Hire Charged raised upto	Hire charges received	Expenditure	Prant / Loss
1	2	3	4	5	6	7
1						

Note- If the officer does not submit the report with in financial year to Executive Engineer, upto 10 marks will be deducted as given on Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

9. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic Information) and Part-II (Self Appraisal).

Date:

Signature of officer reported upon _____

Signature

Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

Y. L. ...

4 (A). Assessment of work (Maximum Marks for this Section will be 80)

S. Na.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Energy Efficiency Check of Machines and Equipment	10				
2	Servicing and Maintenance of Machinery and Equipments	10				
3	Survey reports of Machine / Equipment Submitted for Sanction	10				
4	Upto date Abstract of Running Log books .	10				
5	Submission of Profit & Loss Report of Machines.	10				
6	Building units electrification done	10				
7	Building Units Service Connection Done	10				
8	Hazard Prevention Routine Checking in Building Units	10				
Total		80				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80
 e.g; - if there is no target for "Survey Report" and the marks obtained by the reported officer is 54/70 then it will be fixed as $54/70 \times 80 = 61.7$.

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. Na.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

Y. S. Manu

4(C). Preparation of Estimate / Justifications for Technical Sanction

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Preparation of Estimate / Justifications for Technical Sanction	10				

Note :- If the officer does not get the technical sanction of all the electrical and meehaical work from the Competent Authority, upto 10 marks will be deducted, as given on part II (Self-Appraisal), will be decided at Executive Engineer level.

4 (D).

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Details of submission of Profit / Loss of Machine, Vehicle etc. to Executive Engineer within prescribed time.	10				

Note:- If the officer does not submit the Profit / Loss Report to Executive Engineer within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

4(E). Work Execution

Description	Total Done	Done in his/her presence
Servicing of Machines / Vehicles in his presence		
Earthing work in the building in his presence		
Conduiting work in the building in his presence		

Note :- If the officer does not get the servicing, earthing and conduiting in his presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Executive Engineer level.

4 (F). Training

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Training report & certificate for successful completion of training.	5				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given in Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

4 (G).

S. No.	Details of timely submission of Forms / Reports to higher officer	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Status of Latest Due T&P form 15	2				
2	Status of Census Report (E/M & Civil Divisions)	2				
3	Monthly Performance Report of Machines	1				
4	Monthly Progress Report of Electrical Works.	1				
5	Status of DTR	2				
6	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	2				
	Total	10				

Note :- If the officer does not submit the Forms and Reports within prescribed time to Executive Engineer, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	3			
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Technical Sanction	upto (-) 10				
4	Submission of Forms / Reports	upto (-) 10				
5	Work Execution	upto (-) 5				
6	Submission of Training report & certificate for successful completion of training	upto (-) 5				
7	Profit / Loss of Machine, Vehicles etc.	upto				

		(-) 10				
Total						

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Yashraj

Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 88.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____

U. Sharma

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR ASSISTANT ENGINEER (CIVIL)
(Posted at PWD Head Office/Project Office)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-I (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S.No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			

9. Date of Filing Property Return for the Calendar Year

1

Yashwan

(OR)

ASSISTANT ENGINEER (Quality Control)		
S. No	Parameter	Status of Progress
1	2	3
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to EE with comments in take appropriate action if any.	
2	To put up the list of the works in EE for inspection to Chief Engineers & Superintending Engineers for Quality Assurance at regular intervals and also put up a record of Quality Assurance Inspection done by Chief Engineers & Superintending Engineers.	
3	To assist EE to take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	

Note :- Strike out the portion which is not applicable to Assistant Engineer (Planning)/Assistant Engineer (Establishment)/ Assistant Engineer (Quality Control).

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

--

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

--

Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.

ASSISTANT ENGINEER (Quality Control)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to Executive Engineer with comments to take appropriate action if any.	30				
2	To put up the list of the works to Executive Engineer for inspection to Chief Engineers & Superintending Engineers for Quality Assurance at regular intervals and also put up a record of Quality Assurance inspection done by Chief Engineers & Superintending Engineers.	25				
3	To assist Executive Engineer to take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	25				
Total		80				

Note :- Strike out the portion which is not applicable to Assistant Engineer(Planning)/ Assistant Engineer (Establishment)/ Assistant Engineer (Quality Control).

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

Y. S. M. M.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Enquiry report/ Quality Control report/ Sectoral Report to Executive Engineer.	upto (-) 25				
4	Submission of training report and certificate to Executive Engineer.	upto (-) 15				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____

Handwritten signature

Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Career Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR JUNIOR ENGINEER/
ADDITIONAL ASSISTANT ENGINEER (Civil)
(Posted at PWD Head office / Zonal office/ Circle Office)**

Name of the Official Reported Upon	
Designation	
Period of Appraisal	

PART-I (Basic Information)

1. During the Appraisal Period-
 - 1.1 Place of Posting.....
 - 1.2 Circle.....
 - 1.3 Zone.....
2. Date of Birth.....
3. Educational Qualification:
 - 3.1 At the time of joining in the department.....
 - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Official	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honours during the period of appraisal from the department

S.No.	Type of Appreciation/Honours	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
8.4			
8.5			

9. Date of Filing Property Return for the Calendar Year

[Handwritten signature]

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Part-II (Self-Appraisal)

**1. Assessment of Performance
Assigned Works**

Junior Engineer/ Additional Assistant Engineer (Civil)

S. No.	Parameter	Status of Progress
1	To prepare report / information for various meetings called by higher officers & put up to AE/ EE / SE/ CE/ E-in-C	2

2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

4. Training Program

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				
3				

Note- If the appraiser does not attend the training program as assigned to him /her, upto 10 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Reporting Officer's Level.

5. Preparation and submission of Report

S.No.	Description	Action Taken
1	2	3
1	Preparation and Submission of report / information for various meetings in time to AE/ EE / SE/CE/E-in-C	

Note: If the official does not submit the report / information in time to higher officer, upto 30 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Reporting Officer's level.

6. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on part -I (Basic information) and part-II (self appraisal)

Date:

Signature of appraise reported upon _____




Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the official reported upon.

3. Has the appraisee reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.



4 (A). Assessment of work (Maximum Marks for this Section will be 80)
Junior Engineer/ Additional Assistant Engineer (Civil)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	To prepare report / information for various meetings called by higher officers & put up in time to AE/EE / SE/ CE/ E-in-C	80				
Total		80				

4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		20				

4 (C) Deduction of Marks

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of report/information for various meetings in time to AE/ EE/ SE/ CE/ E-in-C office.	30				
2	Submission of Training report & certificate.	10				

Note :- If the appraisee does not submit the Reports to AE/ EE /SE/ CE/ E-in-C as per direction, up to 40 marks will be deducted by Reporting Officer as given in part II (Self-Appraisal), except under exceptional circumstances.

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 48.0	<20.8

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	Deduction :-					
3	Submission of Report/Information	upto (-) 30				
4	Submission of Training report & certificate.	upto (-) 10				
	Total					

6. Integrity Certificate:

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority _____

Designation _____




Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	Na
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	<20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority _____




Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
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