प्रेषक.

डॉ. एस. एस. संधु, मुख्य सचिव, उत्तराखण्ड शासन!

सेवा में.

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

कार्मिक एवं सतर्कता अनुभाग--2

देहरादूनः दिनांक्≸ं, फरवरी, 2022

विषय:

राज्याधीन सेवाओं के अन्तर्गत श्रेणी 'क', 'ख' एवं 'ग' के कार्मिकों की दार्षिक गोपनीय प्रविद्धि वर्ष 2021--22 से 'ऑन लाईन' अंकित किए जाने के सन्दर्भ 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 पदोन्नित एवं अन्य सेवा सम्बन्धी प्रकरणों के समयबद्ध निस्तारण में कठिनाई होती है। इस प्रकार की समस्याओं के स्थायी समाधान हेतु विगत् 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 जायंगा। 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 पृथ्डभूमि 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 विषयगत् अग्रेत्तर कार्यवाही के सम्बन्ध में निम्नवत् दिशा—निर्देश निर्गत किए जाते हैं :--
  - (1) सभी विभागों के अन्तर्गत वर्ष 2021--22 से श्रेणी कि, 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 अधिकान द्वारा 'ऑन लाइन' मूलभूत सूचनाएं/Work Flow निर्गत किये जाने की अंतिम विधि।	सम्बन्धित कार्मिक द्वारा स्वभूत्यांकन आख्या अंकित किये जाने की अंतिम तिथि।	प्रतिबेदक प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की खंतिम तिथि।	समीक्षक प्राधिकारी हारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	स्वीकर्ता प्राधिकारी द्वारा मन्तव्य अंकित किये जाने की अंतिम तिथि।	सम्बन्धित कार्मिक को वार्षिक गोपनीय प्रविष्टि संसुष्टित किये जाने की अंदिम तिथि।
91 मई	30 जून	31 जुलाई	31 अगस्त	30 सितम्बर	५५ 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 भिन्म-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 किनष्ठ अभियंता / लेखा आदि) के लिए ऑन लाईन वार्षिक प्रविष्टि के प्रारूप / साफ्टवंयर 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 / साफ्टवंयर 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 प्रविधिट की 'ऑन लाईन' ध्यवस्था 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 प्रविध्ट के अन्तर्गत अपनी स्वमूल्यांकन आख्या अंकित करने के अयसर पर नियत प्रक्रिया अनुसार ऑन लाईन अपलोड किया जायेगा:
- (7) 'ऑन लाईन' व्यवस्था/साफ्टवेयर अन्तर्गत स्वमूल्यांकन आख्या ऑकित 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/स्वीकृता 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 साम्ताहिक प्रगति आख्या अधोहस्ताक्षरी के संज्ञानार्थ कार्मिक विभाग को उपलक्ष्य करायें।

संलग्नक : यथोक्त.

मवदीय, (डॉ. ऐस. एस. संघु) मुख्य संचिव।

#### संख्या: /XXX(2)/2022-65(26)/2002 तददिनांक

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :--

- 1, सिथय, 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।
- समस्त विभागाध्यक्ष, उत्तराखण्ड।
- आयुक्त, गढ़वाल / कुमायूँ मण्डल।
- 6. समस्त जिलाधिकारी, उत्तराखण्ड।

आज्ञा से,

(अरविन्द सिंह ह्याँकी) सचिव। प्रेषक.

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

सेवा में.

- समस्त अपर मुख्य सचिव/प्रमुख सचिव/ सचिव/सचिव(प्रमारी), उत्तराखण्ड शासन।
- मण्डलायुक्त, गढ़वास / कुमाऊ, एत्तराखण्ड।

- समस्त विमागाध्यक्ष / कार्यालयाध्यक्ष, उत्तराखण्ड ।
- समस्त जिलाधिकारी, उत्तराखण्ड।

कार्मिक एवं सतर्कता अनुभाग-3

देष्टरादूनः दिनांक 🗤 🚈 नवम्बर, 2021

महोदय.

उपर्युक्त विषय पर मुझे यह कहने का निर्देश 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, तािक 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 सारिणी (Annual Calender) निम्नवत् होगी :--

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प्रशासकीय / कार्मिक	सम्बन्धित अधिकारी	प्रतिवेदक	समीक्षक	स्वीकर्ता प्राधिकारी	सम्बन्धित अधिकारी को
विभाग द्वारा ऑन साइन	। द्वारा स्वमृत्यांकन	प्राधिकारी द्वारा	प्राधिकारी द्वारा	द्वारा मन्तव्य अंकित	: वार्षिक गोपनीय प्रविद्धि ।
मूलभूत सूधनाएं/Work	आख्या अंकिंग किये	मन्तव्य अंकित	मन्तव्य अकिस	किये जाने की	संसुचित किये जाने की
i Flow निगंत किये जाने		किये जाने की	किये जाने की		
की अंतिम तिथि।	तिथि।	अंतिम ति <b>शि</b> ।		अंतिम तिश्यि।	अंतिम तिम्य।
71-7	RINGE	। आवमातायाः	अंतिम तिथि।	!	:
31 मई	30 জুৰ	३१ जुलाई	३१ अगस्त	30 सितम्बर	१५ अक्टूबर
				20 /11/1-41	ः च जायद्भार

उपरोक्त समय सारणी के अनुसार यदि सम्बन्धित अधिकारी द्वारा स्वमूल्यांकन आख्या निर्धारित समयाविध्य में अंकित नहीं की जाती है तो ऐसी स्थिति में वार्षिक गोपनीय प्रविश्वि पोर्टल द्वारा स्वतः ही प्रतिवेदक अधिकारी को और तद्नुसार 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 प्रविश्वि का अंकन पूर्ण किया जाना आदश्यक होगा। वार्षिक गोपनीय प्रविश्वि के उपरोक्तानुसार संवरण की पोर्टल जनित सूचना SMS/E-mall के माध्यम से सम्बन्धित अधिकारियों को भी प्राप्त होगी। यहाँ यह स्पष्ट करना समीचीन होगा कि यदि सम्बन्धित अधिकारी द्वारा मियत 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/ अधिष्ठान द्वारा सम्बन्धित शिकता प्राधिकारी समय से प्रविश्वि अंकन सम्बन्धी अपने दायित्व निर्वहन में विश्वल रहते हैं तो, ऐतद्विषयक टिप्पणी भी सम्बन्धित सक्षम प्राधिकारी/अधिष्ठान द्वारा सम्बन्धित प्रतिवेदक/ समीक्षक/स्वीकर्ता प्राधिकारी, यथालागू, की सेवा पुरितका/व्यक्तिगत पत्रावली में संरक्षित की जाएगी।

- वार्षिक गोपनीय प्रविष्टि के अंकन की सामान्य प्रचालन प्रक्रिया (sor) निम्नवत् होगी:--
  - (1) वार्षिक गोपनीय प्रविष्टि के अंकन/मंतव्य 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.> सैल्फ डिक्लेरेशन से अपना रवमूल्यांकन अंकित कर सकते हैं।

- (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.अपर. में जा कर अपना अचल सम्पत्ति विवरण अपलोड कर सकते हैं।
- (4) प्रतियेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी सक्त पोर्टल पर अपने कर्मचारी कोस्र (Employee Code) इस लॉग—इन कर, खटा 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 प्रकिया 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 प्रत्यावेदनों, यदि कोई प्राप्त हों, का निस्तारण 'उत्तराखण्ड सरकारी सेयक (प्रतिकृत वार्षिक गोपनीय रिपोर्टों के विरुद्ध प्रत्यावेदन और सहबद्ध नामलों का निपटारा) नियमावली, 2015 के अनुसार किया जायेगा।
- 5. अत अनुरोध है कि कृथया अपने अधीनस्य कार्यरत समस्त प्रान्तीय सिवित सेथा (कार्यकारी शाखा) कं अधिकारियों को उक्त नवीन व्यवस्था / पोर्टल से अवगत कराते हुए वर्ष 2021—22 से उक्त निर्धारित समय सारणी के अनुसार आई.एफ.एम.एस. (LE.M.S) पोर्टल में वार्षिक गोपनीय प्रविध्वि अंकित करने तथा तद्गुसार ही दार्षिक गोपनीय प्रविध्वि को सरमय पूर्ण कराने के सम्बन्ध में पर्यवेक्षण सुनिश्चित करने का कष्ट करें। संलग्नक: यथोक्त

भवदीय,

(डॉ. एस. एस. सन्धु) मुख्य सचिव।

संख्या : |<sub>८८८</sub>/ xxx-3-21-19(15) <u>/ 2016</u> तद्दि<u>नांकित</u>

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:--

- सचिव, श्री राज्यपाल, उत्तराखण्ड ।
- 2. अपर मुख्य सविवः, माः मुख्यमंत्री को माः मुख्यमंत्री जी के संज्ञानार्थ ।
- स्टाफ आफीसर, मुख्य सचिव को मुख्य सचिव महोदय के संज्ञानार्थ।
- 4. निजी सविव, अध्यक्ष, राजस्य परिषद, उत्तरखण्ड, देहरादून को अध्यक्ष महोदय के संज्ञानार्थ.
- समस्त सदस्य प्रान्तीय सिविल सेवा (कार्यकारी शाखा), उत्तराखण्डः
- एन.आई.सी., सचिवालय परिसर, देहरादून।
- मीडिया सेम्टर सचिवालय परिसर, देहरादून।

आज्ञा से,

(अरविन्दं सिंह ह्याँकी) 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 1: मूलमूत 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 :--Period Name & Designation समग्रावधि नाम एवं पदनाम 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 अनुपरिधति की अवधि :--

	Period समयावधि	Type ਸ਼ੁਰੂਸ਼	Remarks अभ्युक्ति
1- On Leave	-		
अवकाश पर		<u> </u>	
2- Other			
अन्य	<u> </u>		<u>_l</u>

#### 11-Training Programmes attended: प्रशिक्षण कार्यकम जिनमें भाग लिया गया

Date from तिथि से	Date to तिथि तक	Institute संस्थान	Subject विषय
		-+	<del></del>
	+		

	Signature on behalf of
Date:	Administrative /Personnel department
दिनांक	(प्रशासकीय / कार्मिक विमाग की ओर से हस्ताक्षर)

Marine CA	The Office	D	проп:
Marcie Di	THE DIRECT	reported	паан:

<u>Section</u>	II	:	Self	Ap	praisa	ľ
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भाग II : स्व—मूल्यांकन Year------ From Date----- To Date-----(वर्ष\_\_\_\_\_दिनांक\_\_\_\_\_)

## 1- The summary of the responsibilities afforted in the period under review should be mentioned:

आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जायः

Sr. क्0		Period समयावधि		Allotted Respo आवंटित उत्तर	nsibility तथित्व
1		<b>-</b>			
2	!				
3					<u>-</u>
4					·-
5		·	!		<u>_</u>

#### 2-Annual Work Plan and Achievement:

वार्षिक कार्य योजना और उपलब्धि :

sr. क्0	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement यास्तविक चमलिस
1			
2			
3			
4			
5			

3-Brief description o	f Achievements/work	done during t	he period
-----------------------	---------------------	---------------	-----------

अवधि के दौरान पाप्त उपलब्धियों / कार्यों का संक्षिप्त विवरण

<u> </u>		 

#### 4- Declaration : घोषणा

(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।	Yes/No   हॉ / नहीं	Date(दिनांक)
(ii) Have you undergone the prescribed medical check up? क्या आपने निर्धारित स्यास्थ्य परीक्षण करा लिया हैं? For officers above 50 years of age (50 वर्ष से अधिक आयु के अधिकारियों के लिये)	Yes/No हॉ / नहीं	Date(दिनांक) + Upload a copy of medical report. (स्वास्थ्य परीक्षण रिपोर्ट अपलोड करें)
(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?	Yes/No हॉं / नहीं	
(iv) Have you Written previous year's ACR of your subordinate officers/ employees? क्या आपने अपने अधीनस्थ अधिकारियों / कर्मचारियों का गत वर्ष का ए०सी०आर० लिखा हैं?	Yes/No हॉं / नहीं	If no, give reasons. (यदि नहीं, तो कारण स्पष्ट करें)

5- Awards/Honours: पुरस्कार / सम्मान

Upload Documents/ certificate

Date: दिनांक 

#### Section III: Appraisal

भाग ।।। : मूल्यांकन

Remarks of Reporting Officer प्रतिवेदक प्राधिकारी की अम्युक्ति

#### 1-Assessment of personal Attributes: व्यक्तिगत गुणों का मूल्यांकन

Personal Attributes व्यक्तिगत गुण	Grade(1-10) ਸ਼ੇਫ(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	<u> </u>	
(v) Strategic Planning ability/innovativeness सामरिक योजना बनाने/अभिनय 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		<u> </u>

	3- Pen picture by Reporting Authority (maximum 100 words): प्रतिवेदक प्राधिकारी की टिप्पणी (अधिकतम 100 शब्द)				
	commendation relating to do क्तक दक्षता सम्बन्धित विषय पर संस्तुति. (		nment (Please tick mark any four). से चार पर निशान लगायें)		
(i)	Agriculture and Rural Development कृषि एवं ग्रामीण विकास	ˈ <b>(vi)</b> i	Public dealing लोक व्यवहार		
(iii)	Social Development सामाजिक विकास	(vii)	Housing & urban Affairs आवास एवं शहरी मामले		
(iii)	Revenue Administration राजस्य प्रशासन	(viii)	Disaster Management आपदा प्रबंधन		
(iv)	Law and order management कानून व्यवस्था प्रबन्धन	(ix)	Others अन्य		
(v)	Communication Systems संचार व्यवस्था		-		
	tegrity प्रनिष्ठा				
	ver all Grade(on a score of 1- ग्र ग्रेड (अंक 1 से 10 तक)	10):			
_	ite: संक		of Reporting Authority गरी के हस्ताक्षर		

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#### Section IV: Review

<u>भाग IV: समीक्षा</u>

Remarks of Reviewing Officer समीक्षक प्राधिकारी की अभ्युक्ति

		sessment made by the ये गये मूल्यांकन से सहमत हैं ?	e Reporting Officer?
	Y <b>e</b> s/इॉ	No/नहीं	
	•	inion, details and rea विवरण अंकित किया जाये।	sons for the same may be
	ial comments by r वेकारी द्वारा अतिरिक्त टिप्प	review officer. (Option गी। (ऐक्थिक)	nal)
	Grade(on a score कि 1 से 10 तक)	of 1-10):	
Date: दिनांक			wing Authority

#### Section V : Acceptance

भाग V: स्वी<u>कृति</u>

Remarks of Accepting Officer स्वीकर्ता प्राधिकारी की अन्युक्ति

1-Do you agree with क्या आप प्रतिवेदक / समीक्षव		the Reporting/Review सहमत हैं ?	ving authorities?
	Yes/हॉ	No/नहीं	
2- In case of different मत भिन्नता की स्थिति में स	nce of opinion, d ाकारण विवरण अंकित वि	etails and reasons for त्या जाये। ———	the same may be given.
L			
3- Additional comm स्वीकर्ता प्राधिकारी द्वारा अ		ng officer. (Optional)	
4- Over all Grade(o समग्र ग्रेड (अंक 1 से 10		o): _	
Date: दिनांक		Signature of Accept स्वीकर्ता प्राधिकारी के हस्ताक्षर	ing Authority

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

Name of the Office	r Reported Upon			
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	Carral Lague			
Leave (other than (	Casual Leave) or period	d of absence		
Leave (other than (	Casual Leave) or period	d of absence	Туре	
Leave (other than of Leave riod of Absence	Casual Leave) or period	d of absence	Туре	
Leave (other than of Leave riod of Absence	Period			
Leave (other than of Leave riod of Absence  Appreciation/House, Type of Appreciation	Period  Bors during the period of	of appraisal from	the department	
Leave (other than of Leave riod of Absence  Appreciation/Horas, Type of App	Period	of appraisal from		
Leave (other than of Leave riod of Absence  Appreciation/House Appreciation Appreci	Period  Bors during the period of	of appraisal from	the department	
Leave (other than of Leave riod of Absence Appreciation/Hor	Period  Bors during the period of	of appraisal from	the department	
Leave (other than of Leave riod of Absence  Appreciation/House Type of Appreciation	period nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	
Leave (other than ( Leave riod of Absence Appreciation/Horia. Type of Appreciation of Appreciation of Performance Type of Performance Type of Appreciation of Performance Type of Performa	nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	
Leave (other than ( Leave riod of Absence Appreciation/Horia. Type of Appreciation of Appreciation of Performance Type of Performance Type of Appreciation of Performance Type of Performa	period nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	
Leave (other than of Leave riod of Absence  Appreciation/Horisa. Type of Appreciation of Appreciation of Appreciation of Appreciation of Performance of Appreciation of Ap	nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	
Leave (other than of Leave riod of Absence  Appreciation/Horisa. Type of Appreciation of Appreciation of Appreciation of Appreciation of Performance of Appreciation of Ap	nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	
Leave (other than ( Leave riod of Absence Appreciation/Horia. Type of Appreciation of Appreciation of Performance Type of Performa	nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	
Leave (other than ( Leave riod of Absence Appreciation/Horia. Type of Appreciation of Appreciation of Performance Type of Performa	nors during the period of preciation/Honors	of appraisal from Brie	the department f Details	

Bu \_\_\_

9.

#### Part-II (Self-Appraisal)

## 1. Assessment of Performance Civil Works

S. No.	Parameter	Target	Target Achieved
-,-	<u> </u>	2	3
<u> </u>	New Construction (Hill Side Cutting/ Earth Work) complete an4 open to traffic	km.	km
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& \$DBC)	<u> </u>	
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strongthening)	km !	km
4	Routine Road Maintenance and Renewal	km km	km
5	Bridges (Construction and open to traffic)	No.	No.
6	Villages Connecte4	No.	No.

Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)
<u> </u>
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
-

din\_

## 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		<u></u>		· <del>-</del> -	
2		<del>-</del>	<del>-</del>	<del></del>	
3				<del>-</del>	<del></del>
4	<u> </u>	<u> </u>	<del>-</del> +		
<del>  -  </del>					
	<u>_</u>				

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

#### Quality Assurance of Works under Construction with Sanctioned Cost ≥ 20.00 Crore with Inspection Notes.

S.No.	Name of Circle	No. of Works	No. of Inspections Choducted for the period under consideration
1.			(target frequency is I Inspection per work per year during construction)
2.			
<u> </u>	<u></u>		

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. tevel.

Ohn

by Assurance of Works under Construction with Sanctioned Cast $\geq 20.00$ Crore with the Notes.	th
ualit pect	uality Assurance of Works under Construction with Sanctioned Cast $\geq 20.00$ Crore with pectian 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
2.			

Note:- If the officer daes 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	Actiun Taken
Computerization of the Division, Circle Units and Regional Chief Engineer office	
Implementation of Software Besed MIS Systems, electronic tendering and other systems.	
Regular Transfers of Junior Engineers, Ministeriat Staff	
Grievance Redressal Meetings with various Unious	

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

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

Date:	Signature of officer reported upon
Date:	Signature of officer reported upon

gm-

## Part-III (Appraisal)

1. Please state when unforeseen tasks	nether you agree with the as filled out in Section	he responses relatin	g to the accomplish	ments of the work	plan and
		11 It not please fun	usn ractual details.	<u> </u>	
		<del>_</del>		<u> </u>	
2. Please comment	on the claim(if made)	of exceptional conf	Fibution by the offi	COP computed	
				сст геропеа проп.	
<u>-</u>	<del>-</del>	<del></del>			<u></u>
actual details	ported upon met with a	any significant failu ———	res in respect of his	work? If yes, Plea	se furnish
		-			
<u> </u>		<u>_</u>	<u> </u>		

Au .

#### 4 (A). Assessment of wark (Maximum Marks for this Section will be 80) <u>Civil Works</u>

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Autharity	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
]	New Construction (Hill Side Cytting/ Earth Work)	2	3	4	5	6
	_ complete and open to traffic	20				
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10	<del> </del>			
3	Reconstruction and Improvement of Existing Roads (geametric improvement, pavement strengthening)	10	<del> </del>	· · · · · · · · · · · · · · · · · · ·		<del></del>
4	Routine Road Maintenance and Renewal	10	<del> </del>			
5	Bridges (open to traffic)	20	<del> </del>		<u>_</u>	
6	: Villages Crass - J		<del>   </del>		<u></u> ,	
	Villages Cunnected	10	<u> </u>			
Totat		s0	<del></del>	-		

If there is no target mentioned w.r.t. any of the above items then proportionate morks 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 afficer 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 Avthority
1	Application (CP)		3	. 4	5	6
	Application of Technical Knowledge	2		1 1		
2	Knowledge of Rules/Codes/Manual/Procedures	2	<u> </u>	<del>  </del>		
3	Proactiveness	2	<del> </del>	<del></del>		
4	Public Relation	- 2	<del>                                     </del>	-·- <u>-</u>		<u> </u>
5	Interpersonat Skills	<del></del> -				
6	Cost Cansciousness	2	<u> </u>			
7 -	COST CARISCIONS(1635	2		1		
′	Decision making ability	2		<del></del>	<del> </del>	
\$	Sense of Responsibility	2	<del></del>			<u> </u>
9	Intelligence and Understanding	2				
10		<u> </u>		1		
	Management of Subordinate Staff	2			<del></del>	
Total		20	<del></del>			

#### 4 (C).

S. No.	Parameter	Max. Deduction	Marks deduction hy Reporting	Authority	Marks deduction by Reviewing	Initial of Reviewing Authority
	Details of submission of Enquiry reports to Govt within prescribed time with appropriate quality.  If the officer does not submission is		Authority 3	4	Authority 5	6

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), execpt under exceptional eircamstances. This deduction will be decided at Govt. level.

#### 4 (D).

S. No. Parameter	Max. Deduction	Marks deduction by Reporting	Initial of Reporting Authority	Marks deduction by Reviewing	Initial of Reulewing Authority
Quality Assurance of Works under Construction	2	Authority 3	4	Authority	
with Sanctioned Cost ≥ 20.00 crore with Inspection Notes and Compliance notes.	10			<u> </u>	

Note: If the officer does not submit the Inspection Report to Gavt. in regular way every month, upto 10 marks will be deducted as given to Part II (Seif 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 dedoction by Reporting Authority	Initial af Reporting Authority	Marks deduction by Reviewing Authority	Initial of Raviewing Authority
<del>~</del>		3	4	5	6	
	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 uasatisfactory, upto 10 marks will be deducted as given on Part-II (Self-Appraisal). This deduction will be decided at Govt. level.

Om\_

## 5. Summary of Marks awarded

Reference Table for Grading

Ĺ	Grading Marks	Outstanding >80.0	Very Good >60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfactory	
				***************************************	- <b>~ ~ 0.0 up</b> t0 40.0	5 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	<del> </del>	_ 2	3	3	1100,00110	
	Assessment of work	80	i			
2	Assessment of personal attributes	20	<del></del>			<del></del>
	Deduction :-		<del>  </del>		<del>                                     </del>	
3	Submission of Enquiry reports to Govt.	upto	<del></del> -	<del></del>		
4	Quality Assurance of works under construction	<u>-</u>	- <del>-</del> -			<del>.</del> _
5	Aetion on Administrative natters & Policy implementation	(-) 10 upto (-) 10				<u> </u>
	Total	-(-) 10	<del>  </del> -		<del> !</del>	

	Designation
	Signature of the Reporting Authority
ate:	
	I withhold his/her integrity on account of the following reasons:
	b. The general reputation of Sri/Ms
	a. The general reputation of Sri/Ms
6.	Integrity Certificate:
i	Total (-) 10

dur

## Part-IV (Assessment by the Accepting Authority)

		Yes	No			
2.	In case of de	fference of opinion	n details and reason	is for the same r	nay be given.	
		<u> </u>	<del>-</del>			<u> </u>
	J					
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						[
						j
						}
	ļ		•			ŀ
			<u> </u>	<u> </u>		
	D. A					
	Reference Table   Grading	for Grading Outstanding	Very Good	Good		
	Marks	>80,0	>60.8 upto 80.0	>40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfact
	0 45				"	
•	Overall Gradea	& Marks (On a sco	re of I-100)			
				<u> </u>		
		•	<u>Gr</u>	ade	Marks	
			<u> </u>			
:						
•						

## Annexure A: Training Topics

S. No.	Training Topies
	Technical Topics
1	Geometric Design of Roads
2	Read Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Cancrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Coatract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Cantrol
14	Environment Management Plan
15	Coastruction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Ose of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Coral Provisions
21	DPR Preparation
22	Public Private Partnership
23	Canstruction Equipment's and Latest Construction Technologies
24	Any Other
	Leadership Topics
25	Leadership and Mentoring Skills for Nuthing Talent
26	Team Building
27	Managerial Tapics
28	Public Relations Management
29	Change Management
30	Planning and Budgeting
31	Financial Management/ Taxation and Accounting Principles
<u></u>	Departmental Procedures and Manuals
32	Bebaviaral Tapics
33	Building Pasitive Attitude Organizational Behavior
34	Empleyed Mediation and Mediati
35	Emplayee Mativation and Marale Develapment Inter-persanal Relationship Skills
36	Inter-personal Communication Skills
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
4i -	Judicial Procedures
42 [	MS Office (Excel, Word, PowerPoint, email communication)
13	MS Project
14	e-pracurement and e-payment
15	Utility Saftware PWIMS, FMIS, RAMMS, MIS
	Specialized Software (please specify)
	The state of the s



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

	ported Upon		
Designation			
Period of Appraisal			<u>-</u>
	PART-1 (B	asic Information)	
. During the Appraisal 1.1 Place of Posting.		·	
. Date of Birth			********************************
. Educational Qualifica 3.1 At the time of join			
. Membership of any p	professional organization	***	
	g and Accepting Authorities		
Officer Reporting	<u> </u>	Designation	on Period
Authority			
Reviewing			
Authority Accepting	·== ····		
Accepting Authority			
<u> </u>	igual I agria) an naviad af at	700	I
. Deave (other mail Ca	isual Leave) or period of abse i Period	Type	
On Leave	I VIIVU		•
Period of Absence			
Period of Absence			
. Appreciation/Hono	ors during the period of appra		
. Appreciation/Hono S.No. Type of Appr	ors during the period of appra- reciation/Honors	isal from the department Brief Details	
. Appreciation/Hono S.No. Type of Appr			
S.No. Type of Appr 7.1			
7.1 Appreciation/Homo	reciation/Honors	Brief Details	
7.1 Type of Appr 7.1 Type of Appr 7.2 Type of Appr 7.3 Details of Perform	reciation/Honors  ance Appraisals of subordina	Brief Details  tes not written for the pre	<del>,</del>
7.1 Type of Appr 7.1 7.2 7.3 Details of Perform S, No. Name of Sub	reciation/Honors	Brief Details	vious year Reason
7. Appreciation/Hono S.No. Type of Appr 7.1 7.2 7.3  Details of Perform S. No. Name of Sub 8.1	reciation/Honors  ance Appraisals of subordina	Brief Details  tes not written for the pre	<del>,</del>
7. Appreciation/Homo S.No. Type of Appr 7.1 7.2 7.3  Details of Perform S. No. Name of Sub	reciation/Honors  ance Appraisals of subordina	Brief Details  tes not written for the pre	<del>,</del>
7. Appreciation/Hono S.No. Type of Appr 7.1 7.2 7.3  Details of Perform S. No. Name of Sub 8.1	reciation/Honors  ance Appraisals of subordina	Brief Details  tes not written for the pre	<del>,</del>
7.1 Type of Appr 7.1 7.2 7.3  Details of Perform 8, No. Name of Sub 8.1	reciation/Honors  ance Appraisals of subordina	Brief Details  tes not written for the pre	<del>,</del>
7.1 Type of Appr 7.1 7.2 7.3  Details of Perform 8, No. Name of Sub 8.1	reciation/Honors  ance Appraisals of subordina	Brief Details  tes not written for the pre	<del>,</del>

#### Part-II (Self-Appraisal)

## 10. Assessment of Performance (Weightage 40%) Civil Works

Silvery supplyed

\$.	Parameter	Target	Target
No.		<u> </u>	Achieved
		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.

#### $\sqrt{\frac{10}{3}}$ . Details of Submission of Enquiry Reports to Govt. [Weightage (-) 20%]

S. No.	Name af work for which Enquiry was setup	Date af Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report ta Govt.	Cause of delay if any
1	2	3	!   4	5	6
1					
2	<del></del>				
3				! :	
4					
	Stall and	h two law ma	1000 Sept. 100	201 to 120 11	

Note- If the afficer 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 he decided at Gavt. level.

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

#### 10 (B), Quality Assurance of Works under Canstruction with Sanctioned Cost >= 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 afficer daes not summit the Inspection Report to Gayt, in regular way every months, upto 10 % marks will be deducted as given on part H (Self-Appraisal), except under exceptional eircumstances. This deduction will be decided at Guyt, level.

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

S.No.	Name of Circle	No, af 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 eummit the Campliance Report to Govt. in regular way every moaths, upta 10 % marks will be deducted as given an part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Gavt. level.

Description	Action Taken
Computerization of the Division, Circle Units nd Regional Chief Engineer office	
mplementation of Software Based MIS Systems, electronic tendering and other system	ms.
Regular Transfers of Junior Engineers. Ministerial Staff	
Grievance Redressed Meetings with various Unions	
he deducted as given on part II (Sel	f-Appraisal). This deduction will be decided at Govt. level
<ol> <li>Please indicate specific areas i</li> </ol>	f-Appraisal). This deduction will be decided at Govt. level in which you feel the need to upgrade your skills through training ules as per Annexure A. Maximum 4 modules.)
<ol> <li>Please indicate specific areas i</li> </ol>	in which you feel the need to upgrade your skills through training
<ol> <li>Please indicate specific areas in programs (Enter training mode)</li> </ol>	in which you feel the need to upgrade your skills through training ules as per Annexure A. Maximum 4 modules.)
Please indicate specific areas in programs (Enter training modes. Na	in which you feel the need to upgrade your skills through training ules as per Annexure A. Maximum 4 modules.)
Please indicate specific areas in programs (Enter training mod  S. Na.	in which you feel the need to upgrade your skills through training ules as per Annexure A. Maximum 4 modules.)
11. Please indicate specific areas in programs (Enter training modes. Na.	in which you feel the need to upgrade your skills through training ules as per Annexure A. Maximum 4 modules.)
Please indicate specific areas in programs (Enter training modes. Na.	in which you feel the need to upgrade your skills through training ules as per Annexure A. Maximum 4 modules.)

#### Part-III (Appraisal by the Reporting Authority)

Overall assessment of the performance of the appraise as grading point for the accomplishment of 12. 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 paint must be entered in whole number only)

#### It is mandatory to meation detailed remarks when the assessment is 'Outstanding or Unsatisfactory'

Reference Table far Grading

	Reference Table 0	at Otaning				7.7
ſ	Assessment	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
ŧ	Grading	>8.0 upto 10.0	>6.0 upto 8.0	>4.0 upto 6.0	>2.0 upto 4.0	< 2.0
- 1	OT WHAT IN THE	. 0, 4	<del></del>			

Assessment	Grading	Remarks
(as per reference table for grading)	Point	
1	2	3
	<del>-</del> 1	
	1 1	
	<b>i</b> 1	
	] [	
	1	
	'	
	1	
	<u> </u>	
	ļ	
	1	

Assessment of Personal Attributes (Weight-age;20%) 13.

The assessment may be indicated in respect of each of the fallowing 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 Paints to be incorparated as follows

Assessment of Graning I will	the the mean butter
Assessment	Grading
Uasatisfactory	< 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)
3. 140.	Application of Technical Knowledge	
	Knowledge of Rules/Cades/Manual/Procedures	
	Proactiveness	
	Public Relation	
	Interpersonal Skills	
<u> </u>	Cost Consciousness	<del></del>
7	Decisica making ability	
	Sense of Responsibility	
·	Intelligence and Understanding	
10	Management of Subordinate Staff  Grading (average of grading far 10 Items as above up to 2 decimal points)	<del>-  </del>

	S. No.	Training Topic
	1	
	2	
_	3	
	4	, <u> </u>
Ŀ	ntegrity C	ertificate:
;		neral reputation of Sri/Ms
1		eneral reputation of Sri/Ms
1		
L	_	· · · · · · · · · · · · · · · · · · ·
×4		
		Signature of the Reporting Authority
		Designation

14.

15.

#### Part-IV (Assessment by the Reviewing Authority)

16. Review of the <u>Overall Assessment</u> at the performance of the appraise by the Reporting Authority at <u>Paint No. 12</u> in Section III. (<u>The grading point must be entered in whole number anly</u>)

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

Reference Table far Grading

Assessment	Outstanding	Very Goad	Good	Satisfactory	Unsatisfactory
Grading	>8.0 upto 10.0	>6.0 upto 8.0	>4.0 upto 6.0	>2.0 upto 4.0 j	< <u>2.0</u>
			<del>-</del> + 1	<u>-</u>	

Assessment (as per reference table for grading)	Grading Point	Remarks	
tante for greening/	2	3	
	]		
	!		

17. The averall grading of the appraise 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 appraise as follows: -

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

Grading by Reviewing Authority	Weightage	Weighted Gradiog (G1) (1x2)
(As per Point No. 16)		
1		
	80%	<u> </u>

### B) Grading on Personal Attributes by the Reporting Authority

Grading by Reporting Authority	Weightage	Weighted Grading (G2) (1x2)
(As per point Na. 13)	2	3
	20%	

Overall Grading (OG) = G1+G2

Treat Grand (197)	
Overall Grading (OG)	

Date:

#### Part-V (Assessment by the Accepting Authority)

Yes	No	
	•	<del></del>
In case of difference of opin	nion details and reasons for the sar	me may be given.
Overall grade (On a score	of 1-10)	
		<del></del>
		j
	•	

#### Annexure A: Training Topics

S. No.	Training Topics
	Technical Topics
Ĭ	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 Dsts
20	Basic Structural Design and Coral 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 Financial Management/ Taxation and Accounting Principles
30	
31	Departments! Procedures and Manuals
	Behavinral Topics
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Murale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
	Legal Topics
37	Road Side Land Control Act
3a	Forest Act
39	Labor Laws
40	Arbitration and Conciliation  Judicial Procedures
<b>4</b> l	Judicial Procedures  Information Technology Topics
42	MS Office (Excel, Word, PowerPoint, email communication)
42	
43	MS Project e-procurement and e-payment
1 4 4	
44	THE DESCRIPTION OF THE PROPERTY OF THE PROPERT
44 45 46	Utility Software PWIMS, FMIS, RAMMS, MIS  Specialized Software (please specify)

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

Name	af the Officer Reparted Upo	on			
Design	nation				
Period	of Appraisal				•
		PART-1 (Ba	sic Information		
	During the Appraisal Period- 1.1 Place af Pasting.				
. Dat	te af Birth				
3.1	icational Qualification: At the time of jaining in the Qualification acquired duri	e department ng service in the dep	partment		
. Me	mbership of any professians	al organization		************	
	parting, Reviewing and Acc	<del></del>	<del></del> -		
	Officer	Name	D	esigaation	Period
Repor Autha	-		ļ.		
Revie			i		<u>-</u>
Antho	· -	<u> </u>			
Accep Autho	_				
	<u> </u>				
. Les	eve (other than Casual Lagve		ce		•
On Le		Period	<u> </u>	Type	
On Lo					
				i	
Period	l of Abseace	<u></u>			
		the period of apprais	al from the dep	partment	•
). A	ppreciation/Honors during Type of Appreciation/H		al from the dep		·
. A	uppreciation/Honors during				·
7. A S.No.	uppreciation/Honors during				
7. A S.No. 7.1 7.2	uppreciation/Honors during				
7. A S.No. 7.1	uppreciation/Honors during				
7. A S.No. 7.1 7.2 7.3	Type of Appreciation/H	onors	Brief Details	s	· · · · · · · · · · · · · · · · · · ·
7. A S.No. 7.1 7.2 7.3 8. E S. No.	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s	r
7.1 7.2 7.3	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s the previous yea	r
7. A S.No. 7.1 7.2 7.3 8. E S. No.	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s the previous yea	r
7. A S.No. 7.1 7.2 7.3 8. D S. No. 8.1	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s the previous yea	r
7. A S.No. 7.1 7.2 7.3 8. E S. No. 8.1	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s the previous yea	r
7. A S.No. 7.1 7.2 7.3 8. D S. No. 8.1	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s the previous yea	r
7. A S.No. 7.1 7.2 7.3 8. D S. No. 8.1	Type of Appreciation/H  Octails of Performance Appreciation	onors  aisals of subordinate	Brief Details	s the previous yea	r

<u>Om</u>

# Part-II (Self-Appraisal) Assessment of Performance

#### Assigned Tasks

S. No	Parameter	Status of Progress
1	2	3
	CHIEF ENGINEER LEVEL - 1 (Plant	
1	To send progress report af works under various schemes to Government	<del></del>
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 Gavernment	
4	To send reply of PAC Para/Draft Para to Government.	<del></del>
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	Ta send reimhursement claims/PCR of work funded by NABARD	
8	Ta dispose off the issues related to Hon'ble CM Helpline	

(OR)

1	To put up proposal for promotion, seniority and transfer of Employee		
2	To send proposal for direct recruitment to Govarnment/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	<del>-</del>	
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	-	



•	Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)
•	
<u>-</u>	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
<u>-</u>	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
3.	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
3.	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

#### 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 sf submission of Enquiry report to Govt.	Cause of delay if any
1	2	3	4	5	6
- i		<del>-</del>	<u> </u>	+	<del></del>
2		<del>  -</del>			<del></del>
3		<u> </u>	<del>-</del> :		
					<u> </u>

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

Our

#### 5. Action on Administrative Matters and Policy Implementation

	Descriptian	Aetion Takea	
L	Camputerization of the Divisian, Circle Units and Regional Chief Engineer office as decided by Govt./HOO.		
<u> </u>	Implementation of Software based MIS Systems, electranic tendering and ather systems.	· <del></del>	
	Incorporation of Digital traffic intensity on various impartant roads.	<u></u> .	
	(OR) Chief Engineer level-1, Head Quarter (Est	tablishment)	
	Descriptian	Action Taken	
l	Regular Transfers of Junior Engineers, Mioisterial Staff etc.	<u> </u>	
<u>.                                    </u>	Grievance Redressed Meetings with Govt. approved Unioos.		
	Submission of updated reports of various Enquiries, set up by Gavt. level and report to be submitted to Govt. every manth.		

Nate: If the officer does not submit the respective Report to HOD/Govt. from time to time, or the report submitted is unsatisfactory, uptn 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 Mon-Days
	·	

Nate- If the afficer does not attend the training pragram 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.

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

Date:	Signature of officer reported upon
Date:	Signature of officer reported upon

An

#### Part-III (Appraisal)

1. Please state whether you agree w	ith the responses relatin	g to the accomplishme	nts of the work plan and	
unforeseen tasks as filled out in Sec	tion II. If not please fur	nish factual details.		
<del>- ·</del>			<u> </u>	
2. Please comment on the claim(if n	nade) of exceptional con	tribution by the officer	reported upon.	
		<u> </u>		_
<u> </u>	<u> </u>	<u> </u>		
3. Has the officer reported upon met	with any Significant fail	lures in respect of his v	work? If use Dlance &	_L
factual details.	man any significant tan	iures in respect of his v	voik: If yes, Please furni	SII
				_
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				į
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### 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 o Reviewir Authorit		
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 LE	<b>VEL</b> – 1	1 (Establis	hment)		
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 redresseal of Employees belonging to various organizations	10	_			
8	To host various workshops related to latest/innovative techniques at Head Quarter	10				
	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
	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2			·	<u> </u>
3	Proactiveness	2	<del> </del> -			
4	Public Relation	2		-		
5	Interpersonal Skills	2				
6	Cost Consciousness	† <u>-</u>		—· <u> </u>		<del></del>
7	Decision making ability	2	<u> </u>		-	
8	Sense of Responsibility	2	<del>-</del>			<u> </u>
9 _	Intelligence and Understanding	2		<del></del>	<del></del>	· <del></del>
10	Management of Subordinate Staff	2	<del>  </del>	_		
Total		20	<del></del>	<del></del>	<del></del>	

#### 4 (C).

S. No.	Parameter	Max, Deduction	Marks deduction by Reporting Authority	Initial af Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
<del>-</del>	Details of set - init SE	2	3	4	5	6
<u> </u>	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
i	Submission of training report and certificate of	2	3	.4	5	6
	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.

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### 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		<del></del>	<u>'</u>			

(OR)

S. No.	Aescription	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marke deduction by Reviewing Authority	initial of Reviewing Authority
<u> </u>	2	3	đ	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	<del></del> -		<del></del>	

Note:- If the officer does not submit the respective Report to HOD/Govt. 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.

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#### 5. Summary of Marks awarded

Reference Table for Grading

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

S. Na,	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authurity	Initiat of Reviewing Authority
	<u> </u>	2	3	3	_	_
1	Assessmeat #f work	80		•		
2	Assessment of personal attributes	20			-	
	Deduction :-			<del></del>		<del></del>
3	Submission of Enquiry reports to Govt.	upto (-) 20				
4	Action on Administrative matters & Pulicy implementation	upto (-) 10				
5	Submission of Training report and certificate of training course issued from Govt. organization to HOD	upto (-) 10				
	Tatal				<del> </del>	

6.	Int	egrity Certificate:
	a.	The general reputation of Sri/Ms
	ъ.	The general reputation of Sri/Ms
Date:		
		Signature of the Reparting Authority
		Designation
		10

m

#### Part-IV (Assessment by the Accepting Authority)

		Yes	No		]	
	In case of di	ifference of opinion o	letails and reasons	for the same ma	y be given.	
				<u></u>	<u> </u>	
	† }					
	:					
						Ì
	1					
						- 1
					<del>-</del>	
	1 . F TF b.)	le foe Claradie o				
Ĺ	Grading	le for Grading Outstanding	Very Good >60.0 upto 80.0	Good >40.8 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfacto
- 1	Marks	>80.0				<20.0

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#### Annexure A: Training Topics

5. No.	Training Topics
511101	Technical Topies
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Cancrete Tachnalagy
6	
7	Highway Maintenance
8	Bridge Maintenanec
9	Bridge Construction
10	Project Management Techniques
	Cantract Administration
111	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Managemeat 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 Coral Provisions
21	DPR Preparatian
22	Public Private Parmership
23	Canstruction Equipment and Latest Construction Technologies
24	Any Other
	Leadership Topics
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
	Manageriol Topics
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxatioo and Accounting Principles
31	Departmental Procedures and Manuals
	Behavioral Topics
32	Building Pasitive Anitude
33	Organizational Behaviar
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skitls
	Legal Topics
.37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Cancillation
41	Judicial Procedures
_ <del></del>	loformatioa Technology Topics
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
	1 1 1900m; Campagan DW/134C DA4CC DA3CAO 1870
45 46	Utility Software PWIMS, FMIS, RAMMS, MIS Specialized Software (please specify)



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

Name of the Officer Reported Upo	n			
Designation	<del></del> -	<u> </u>		
Period of Appraisal				
	PART-1 (Ba	asic Information	1)	
. During the Appraisal Periad-	•		•	
. Date of Birth	4			
<ul> <li>Educational Qualification:</li> <li>3.1 At the time of joining in the</li> <li>3.2 Qualification acquired during</li> </ul>	department g service in the de	partment	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
. Membership of any professional	l organization			
. Reporting, Reviewing and Acce				
Officer Reporting	Name	<u>b</u>	esignation	Period
Authority				
Reviewing				
Authority				
Accepting Authority				
•			<del>_</del>	
. Leave (other than Casual Leave)	) or period or abse <u>r</u>   <b>Period</b>	<u>ce</u>	Туре	<del></del>
On Leave	TCIOG			
Period of Absence			<u> </u>	<del></del>
- Test of Property				<u> </u>
. Appreciation/Honors during the	te period of apprais	sal from the dep	artment	_
S.No. Type of Appreciation/Ho	nors	Brief Details	3 <u> </u>	
7.1				
7.2				
7.3		_		
	<del></del>		_	• • • • • • • • • • • • • • • • • • • •
Details of Performance Appra				
S. No. Name of Sub-Ordinate w	im Designation	Period	Reason	
	<del></del>	<del>-</del>	<del>_</del> · <del> </del> _	
8.2			<u> </u>	
8.3				
			<del></del>	
		1	ı	
·		<del> </del> -	<del></del>	

<u>An</u>

### Part-II (Self-Appraisal) Assessment of Performance Assigned Tasks

No	Parameter	Status of Progress
1	2	3
	CHIEF ENGINEER LEVEL - II (Quality	
1	To examine the reparts of Quality Assurance received from various Inspecting officers and put up to HOD with recommendations to take appropriate action if any	<u> </u>
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 Cantrol Laboratories at Zanal Head Quarters and also get the, activated far sample testing	
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD/Secretary, PWD	
5	Monthly inspection of Distt. Laboratories	

<i>2</i> .	Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Wards)			

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

### 4. Details of Submission of Enquiry Reports to Govt.

Name af work for which Enquiry was setup	Date of Commencement of Enquiry	Time Limit for Enquiry	Date of submission of Enquiry report to Govt.	Cause af delay if any
2	3	4	5	6
	<u> </u>	-		<u> </u>
	<u> </u>	- <del>-</del>	· <u>-</u>	
	<del>  -</del>			<u> </u>
	<del> </del> -	<del>-</del>	<del> +</del>	<del>-</del>
	Enquiry was setup	Enquiry was setup Commencement of Enquiry	Enquiry was setup Commencement for Enquiry of Enquiry	Enquiry was setup  Commencement for Enquiry submission of Enquiry report to Govt.

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

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#### 5. Action on Administrative Matters and Policy Implementation

Description		Action Taken	
1	Make a policy for testing af specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed		
?	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

Nate- If the afficer dats not attend the training program as assigned to him /her, upto 10 marks will be deducted as given an 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.)

Training Topic
····
· · · · · · · · · · · · · · · · · · ·

The aforementioned information is carrect. I am completely responsible far the information furnished an Part-I (Basic informatian) and Part-II (Self-Appraisai).

Date: Signature af afficer reparted upon	
--	--



### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan authoreseen tasks as filled out in Section Π. If not please furnish factual details.	and
antorescen tasks as three out in Section II. If not piesse furnish factual details.	
	<del></del> _
2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.	
	<del>_</del>
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please fur	rnish
factual details.	
	,

Mrs.

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

] 	CHIEF ENGINEER LI	EVEL -	II (Quality	Control)	· . <u>-</u> _	<u> </u>
S. No	Parameter (Detoil of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewin Authority
<u> </u>	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				<u>, , , , , , , , , , , , , , , , , , , </u>
2	To allot the works for inspection for Quality control at regular intervals and also prepare a record of Quality Control Inspection.	16	<u> </u>			
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. Laboratorics	16	<del></del>		<del>-  </del>	<del></del>
	Total	80			<del>-</del>	

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

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Autharity	Initial af Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	<del> </del>	2	3	4	5	-6
	Application of Technical Knawledge	2	1		_	
2	Knowledge of Rules/Codes/Manual/Procedures	2		-		<u> </u>
3	Proactiveness	2	<del>                                     </del>			
4	Public Relatioo	<del> </del>			<del></del>	
5	Interpersonal Skilis	2	<del></del>	<del>-</del>	<del></del>	
6	Cost Consciousness	2		<del></del>	<del></del> -	
7	Decision making ability	2				
8	Sense af Responsibility	2	<del></del>	<del>- · · -  </del>	+	
9	Intelligence and Understanding	2	<del></del>		+	
10	Management of Subordinate Staff	2	<del></del>	<del>-  </del>	<del>  </del> -	
Total		20		<u> </u>		

4 (C).

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

Note:- If the afficer daes nat submit the Eaquiry Report ta Gavt. within prescribed time, upta 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. Na.	Parameter	Max. Deductian	Marks deduction by Reporting	Initial of Reporting Authority	Marks deduction by Reviewing	Initial af Reviewing Authority
1	Submission af training report and certificate of training ta HOD	2	Authority 3	4	Authority 5	6
Note:-	If the afficer does not submit the Tour	10				

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

4 (E). Actian on Administrative Matters and Policy Implementation

S. Ns.	Description	Max. Deductian	Marks deduction hy Reporting Authority	Iaitial of Reparting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	2	] 3	4	5	6	<del>- , -</del>
1	Make a policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if acceded	5				
2	Sample Testing in Distt. Laboratories in his/iter presence and submissian of Annual Inspectian report of all Distt. Laborataries.	5				
	Tatal	10	<del>  </del>			

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

An

#### 5. Summary of Marks awarded

Reference Table for Grading

Grading Marks	Outstanding >80.0	Very Good >60.0 upto 80.0	Good >40.0 upta 60.0	Satisfactory >20.0 upto 40.0	Unsatisfactory < 20.0	
					~ 4000	4

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
_	<del> </del>	2	3	3	<del>- </del>	
<u>'</u> _	Assessment of work	80				
2	Assessment of personal attributes	20			<del> </del>	
	Deduction:	<del> </del>		<u> </u>	╁╼┈╼┈┤	
3	Submission of Enquiry reports to Govt.	upto (-) 20		<del></del>	<del>  -  </del>	
0	Action on Administrative matters & Policy implementation	upto (-) 10			<del>  </del>	
5 _	Submission of training report and certificate to HOD	upto (-) t0		<u> </u>	<del> </del>	
	Total	<del></del>			<del> </del> -	

6.	Int	egrity Certificate:
	<b>a</b> .	The general reputation of Sri/Ms
	ъ.	The general reputation of Sri/Ms
Date:		
		Signature of the Reporting Authority
		Designation
		8 Ohn

### Part-IV (Assessment by the Accepting Authority)

In case nf di		No		<b>_</b>	
In case of di					
	ifference of opinion	details and	an for all c		
	ifference of opinion	Security and reason	IS for the same r	nay be given.	
ļ				<u>-</u>	
i					
ļ					
ļ					
1					
}					
<u> </u>					
Reference Table	for Grading				
Grading Marks	Outstanding	Very Good	Good	Satisfactory	Unsatis
	>80.0	>60.9 upto 80.9	>40.0 upto 60.0	>20.0 upto 40.0	< 2
Overall Grade	& Marks (On a sco	re of 1-100)			
	\ _=. <u>_</u>	3. 1-100)			
		G <sub>I</sub>	rade	Marks	
		·			
		Signature of the	Accepting Aut	ority	

## Annexure A: Training Topics

S. N	No. Training Topics
	Technical Topics
1_	Geometric Design of Roads
2	Rand Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Cancrete 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 Coastruction 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	Ose at Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Coral Provisions
21	DPR Preparatian
22	Public Private Parmership
23	Canstructian Equipmeat and Latest Constructian Technalagies
24	Any Other
<u> </u>	Leadership Topics
25 26	Leadership and Mentoring Skills for Nurturing Talent
<u> </u>	Team Building
27	Maaagerial Topics
<del>27</del> –	Public Relations Management
<del>20</del> 29	Change Management Planning and Budgeting
30	Financial Managering
31	Financial Management/ Taxatian and Accounting Principles  Departmental Procedures and Manuals
_	
32	Building Pasitive Attitude  Behaviaral Topics
33	Organizational Behavior
34	Employee Mativatioa and Marale Devalopment
5	Inter-personal Relationship Skirls
6	Inter-persanal Communication Skills
7_	Road Side Land Cantrol Act
8	Farest Act
9	Lahor Laws
0	Arbitration and Conciliation
]	Judicial Procedures
2	MS Office (Excel, Word, ProverPaint, email communication)
3	MS Project
3	IVIS Project
<del>3</del> —	
	e-procurement and e-payment Utility Saftware PWIMS, FMIS, RAMMS, MIS



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

ame of the Officer Repo	rted Upon			
Designation	<del></del>			
Period of Appraisal	_		<del></del>	
		Γ-1 (Basic Informa	tion)	
During the Appraisal Policy of Posting	eriod-			*****************
Date of Birth				
<ul> <li>Educational Qualification</li> <li>3.1 At the time of joining</li> <li>3.2 Qualification acquire</li> </ul>	on: og in the department.			
. Membership af any pro:	fessional organization	1	*	
Reporting, Reviewing a				
Officer	Name		Designation	Perlod
Reporting Authority				'
Reviewing	<del>_</del>	<del>-  -</del>		
Authority	<u> </u>			
Accepting Autharity				
	<del></del>			
Leave (other than Casua		absence_		
On Leave	Period		Type	
Periad of Absence	<del>-  </del>		<u> </u>	
	_ <u>_</u>	<u> </u>		
Appreciation/Honors of	luring the period of a	opraisol from the d	enartment	
S.No.   Type of Apprecia	tion/Honors	Brief Deta	ails	<del></del> -
7.1				<u> </u>
7.2		<del>-</del>		<del></del>
7.3		<del></del>	<del></del>	_ <del></del>
	<del>_</del>			
Details of Performance No. Name of Sub-Ord	Appraisals of suborc	linates not written	for the previous year	
.1 Name of Sub-Ord	inate with Designation	n Period	Reason	
.2				
.3		<del> -</del>	<del>-  -  -  -  -  -  -  -  -  -  -  -  -  -</del>	
<del></del>	<u> </u>			
		ſ		

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#### Part-II (Self-Appraisal)

## 1. Assessment of Performance Civil Works

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

٤.	104 Wards)
3. j	Difficulties faced in perfarming the assigned 'Tasks/Duties' (Max. 100 Words)
	I



### 4. Details of Suhmission 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	
1		<u> </u>	_ <del></del>		<del></del>
2	<u> </u>	<del> </del>	<del></del> -		
3		<del> </del>			<del></del>
- <u>-</u> -	<u> </u>	<del> </del>			
Not- 7	***	<u>i</u> ]			

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.

### 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 ts Engineer in Chief Office	Cause of delay if any
1	2	3	4	5	6
1	<u> </u>	<del> </del>		<del></del>	<u>.                                      </u>
2	<u> </u>	<del>                                     </del>			
3		<del> </del>			<del></del>
4		<del> </del>		<del>-</del>	<del></del>
			-		

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 eircumstances. This deduction will be decided at HOD level.

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## 6. Quality Assurance of Warks under Construction with Sanctinued Const > 10.00 Crore but < 20.00 Crore with Inspection Nates

\$.No.	Name of Division		
	o think of Division	No. of Works	No. of Inspections Conducted
ł			for the period under
			consideration (target frequency
			is I inspection per work per
1		···	year during construction)
2		<u> </u>	
		_ <b>_</b>	
<del>-</del>	<del>_</del>		<u> </u>
4			<del></del>
5		<del></del>	<u> </u>
6		<del></del>	
<del>7  </del>	<del>_</del>	_	· · · · · · · · · · · · · · · · · · ·
<del>.  </del> -			
:		<del></del>	·+ - <u></u>

Nate: If the officer does nat 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 eireumstances. This deduction will be decided at HOD level.

## Quality Assurance af Works under Construction with Sanctioned Cost > 10.00 Crore but 20.00 Crore with Compliances on Issued Inspection Notes

\$.No.	Name of Division	No. of Inspections Cooducted	Number of
		for the period under	Compliances on
ĺ		consideration (target frequency is 1 Inspection per work per	Inspection
	<del></del>	year during construction)	Nate/Technical Audit ensured
2	<u> </u>		
3			<u> </u>
4		<del>-    </del>	
5		<del>-    </del>	<u></u>
6			<u> </u>
7			
:			_ <del>_</del>

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. Actian an Administrative Matters and Palicy Implementation

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

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

Qu.

9	<u> Craining</u>	Program
---	------------------	---------

Name of Training Program	Nominated Man-Days	Attended Man-Days
	<u> </u>	
ote- If the officer does not attend the training pr	<del>-</del>	

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given no 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	
4	

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

Onte:	Signature of officer reported upon
	or orneer teboured about

m.

### Part-III (Appraisal)

	whether you agr ks as filled out in	1 Section II. If	oot please furnis	h factual detail	S	
						_
				<u> </u>		
. Piease camm	ent on the claim	(if mada) af au				
***************************************	one on the claus	(11 made) of ex	серионаї сопіті	oution by the of	ficer reported up	<u>on.</u>
			<del>-</del> -	<u> </u>		<del></del>
	r reported upon r	met with any sig	gnificant failure	s in respect af h	is work? If yes, I	Please furnish
Has the officer		<u></u>	_ <del>_</del>			
Ias the officer tual details.						
Ias the officer tual details.						
Has the officer tual details.						
Ias the officer wal details.						
Ias the officer tual details.						
Has the officer tual details.						
Has the officer tual details.						
Has the officer tual details.						
Has the officer tual details.						

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#### 4 (A). Assessment of work (Maximum Marks for this Section will be 80) <u>Civil Works</u>

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	New Correspondence (Williams)	2	. 3	4	5	- 6
	New Construction (Hill Side Cutting/ Earth Work) complete and open ta traffic	20			_	
2	Bituminaus Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10	<del> </del>		<u> </u>	<u>-</u>
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10		·—		
4	Routine Road Maintenance and Renewal	10	<del>  -</del>			
5	Bridges (open ta traffic)	20	<u> </u>		<del>  </del>	
6	Villages Connected	<del>-</del>	<del>             </del>			
	Villages Connected	10	j	ĺ		i
Total		80	<del></del>	<del></del>	<del> +</del>	

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	Initial of Reparting Authority	Marks awarded by	Initial of Reviewing Authority
		<u> </u>	Authority		Reviewing Authority	
1	Application of Technical Knowledge	2	3	44	5	_6
2	Knowledge of Rules/Codes/Manual/Procedures	2	<del>                                     </del>			<u> </u>
3	Proactiveness	2	<del> </del>	<u> </u>		
4	Public Relation	2	<del>-</del> -			
5	Interpersonal Skills	2		<del></del>		
6	Cost Consciousness	2		<del></del>	<del></del>	
7	Decision making ability	2				
8	Sense of Responsibility	1-2-	<del>-</del>			
9	Intelligence and Understanding	2	<del>-</del> -			
IO	Monogement of Subordinate Staff	2				<del></del>
Total		20	·· <b>-</b>			<del>-</del>



ı	S.						
	No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction hy Reviewing Authority	Initial of Reviewing Authority
<u> </u>			- 2	2 2 2		wantolità	
[ ]	!	Details of submission of Francisco	<del> 2</del>		4	5	6
L N		Details of submission of Enquiry reports to Govt, within prescribed time with appropriate quanty.	15			· · ·	

Nate:- If the officer does not submit the Enquiry Repart 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.		<del></del>				
Nø.	! Parameter	Max. Deduction	Marks deduction by Reporting	laitist of Reporting Authority	Marks deduction by Reviewing	Initial of Reviewing Authority
<u> </u>	1	<del> </del>	Authority		Authority	
į l	Quality Assurance of Works under Construction	<del></del> -		4	5	6
	with Inspection Notes and Compliance potes.	10				

Nate:- If the officer daes not aubmit 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 Palicy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
<del>-</del> -	<u> </u>	3	4	<u> </u>		
1	Computerization of the Division, Circle Units and Regional Chief Engineer office	2	<u> </u>	_ <del></del> _		
2	Implementation of Software based MIS Systems, electronic tenderisg and other systems.	2				
3	Grievance Redressal Meetings with various Unions	1			<del></del>	
	Total		<del>-</del>		<u>_</u>	

Note: If the officer does not submit the Report to HOD from time to time, ar 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	Initis! of Reporting Authority	Marks deduction by Reviewing	Initial of Reviewing Authority
	Submission of Enquiry report to Engineer in Chief	5	Authority 3	4	Authority 5	6

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

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S. Ne.		Max.	Marks	Initial of	) North	<del>Г. п</del> -
	Parameter	Deduction	deduction	Reporting		Initial of Reviewing
	   <u>-</u>		Reporting	Authority	by Reviewing	Authority
I	Submission of training report and certificate of	2	Authority 3	4	Authority 5	6
	training to HOD  If the officer does not submit at The state of the officer does not submit at the training to HOD.	5	l 			

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 elecumstances. This deduction will be decided at HOD level.

#### 5. Summary of Marks awarded

Reference Table for Grading

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

S. No,	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks ewarded by Reviewing	initial of Reviewing Authority
1	<del></del>	2	3		Authority	<u> </u>
	Assessment of work	80			<del>†</del>	
2	Assessment of personal attributes	20	<del>  </del>		<del>  -  </del>	· <del>-</del>
	Deduction :-	<del>  </del>	<del></del>	<del></del>	<del> </del>	· <del>-</del>
-	Submission of Enquiry reports to Govt.	upto	<del></del>	<del></del> _	<del> </del>	_ <del>_</del>
ļ <u> </u>	Quality Assurance of works under construction	,	<del></del>		<del>  -  </del>	<del></del>
_	Action on Administrative matters & Policy implementation	(-) 10 upto (-) 5				
_	Submission of Enquiry reports to Engineer in Chief PWD	upto _(-) 5	<del> </del>		<del></del>	
	Submission of Training report & certificate for successful completion of training	upto (-) 5			<del>  </del>	
	Tatal	<del></del> -	<del></del>	<u> </u>		1

m\_

0.	TD	egrity Certificate:
	a,	The general reputation of Sri/Ms
	b.	The general reputation of Sri/Ms
Date:		
		Signature of the Reporting Authority
		Designatia <sub>0</sub>

an

### Part-TV (Assessment by the Accepting Authority)

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

1.

	Yes	No	<u> </u>		
In ease of dif	ference of opinion	ı details and reasan	is for the same	may be given	
	<u> </u>	<u></u>			
İ					
İ					
	<del>-</del>				
Performen Table		<u> </u>			<u> </u>
Reference Table i	Outstanding	Very Good	Good	Satisfactor	
Reference Table 1 Grading Marks	for Grading Outstanding >80.0	Very Good >60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfa < 20.
Marks Marks	Outstanding	1 >60.0 upto 80.0 pre of 1-100)	Good >40.0 upto 60.0	>20.0 upto 40.0	Unsatisfa < 20.
Marks Marks	Outstanding >80.0	1 >60.0 upto 80.0 pre of 1-100)	>40.0 upto 60.0	Satisfactory >20.0 upto 40.0 Marks	Unsatisfa < 20.
Marks Marks	Outstanding >80.0	1 >60.0 upto 80.0 pre of 1-100)	>40.0 upto 60.0	>20.0 upto 40.0	Unsatisfa < 20.
Marks Marks	Outstanding >80.0	1 >60.0 upto 80.0 pre of 1-100)	>40.0 upto 60.0	>20.0 upto 40.0	Unsatisfa < 20.
Marks Marks	Outstanding >80.0	1 >60.0 upto 80.0  ore of 1-100)  Gr	>40.0 upto 60.0	>20.0 upto 40.0	<u>&lt; 20.</u>
Marks Marks	Outstanding >80.0	1 >60.0 upto 80.0  ore of 1-100)  Gr	>40.0 upto 60.0	>20.0 upto 40.0	Unsatisfa < 20.

## Annexure A: Training Topics

S. Nn.	Trafaing Tapics
	Technical Topics
1	Genmetric 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	Ose of Latest Surveying Instruments and Techniques
19	I faithe Studies and Interpretation of Traffic Data
20	Basic Structural Design and Coral Provisions
21	DPR Preparation
22_	Public Private Partnership
23	Construction Equipment's ond Latest Construction Technologies
24	Any Other
25	Leadership Topics
25 26	Leadership and Mentoring Skills for Nurturing Talent Team Building
	The state of the s
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
	Behavinral Tupics
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relatinaship Skills
36	Inter-personal Communication Skills
	Letal Torrior
37	Road Side Land Control Act
8	Forest Aet
19	Labor Laws
10	Arbitration and Conciliation
1	Judicial Procedures
<del>-</del> -	Informating Technology Topics
2	IVIS Office (Excel, Word, PowerPoint, email communication)
3	IVIS Project
4	e-procurement and e-payment
6	Utility Snftware PWIMS, FMIS, RAMMS, MIS
	Specialized Snftware (please specify)



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

	of the Officer	Reported Upo	n			
	nation	_			<u></u>	
Period	of Appraisal				_	<u> </u>
			PART-1 (	Basic Inform	nation)	· · · · ·
1.1 1.2	Chele	ng	• • • • • • • • • • • • • • • • • • • •		***************************************	
. Dat	e of Birth	•••••				
. Edu 3.1	cational Qualit At the time of	fication; joining in the	department			
					.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Rep	orting, Review		ting Authorities			
	Officer		Name		Designation	Perind
Report Author	~			ľ		
Reviev				<u> </u>		<del>                                     </del>
Author						
Accept						· <u>-</u>
Author	ity				<u> </u>	<u> </u>
Leav	ve (other than (		or period of abso	nce		
· •		]	Period		Type	
In Lea						
eriod	of Absence					
Ar	preciation/Hor	nors during the	period of apprai	est from the	denostrant	
No.	Type of App	preciation/Hon	ors	Brief D		<u> </u>
.1				T		
.2	<del> </del> -			<del>  -</del>	<u> </u>	
.3				+		
	<u> </u>	·	<del></del> -			<del></del>
<u>De</u> . No,	tails of Perform	nance Appraisa	ds of subordinate		n for the previous year	
. No.	Name of Su	o-Ordinate with	n Designation	Period	Reason	
2						<del></del>
						_
.3						-
				<del>  -</del>	· <del>-</del>	·
	<del>  -</del>			<del>  -</del> -	<del></del>	
	1			1	1	

Oh

#### Part-II (Self-Appraisal)

#### Assessment of Performance Civil Warks

S. Nn.	Parameter	Target	Target Achieved
7	<u> </u>	2	3
<u>.</u>	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	
3	Reconstruction and Improvement of Existing Rnads (geometric improvement, pavement strengthening)		
4	Majnr Bridges/ Cross Drainage Structures (open to traffic)	No.	No.
5	Villages Connected	Nn.	No.
6	Contract Finalization	No.	No.
7	Rourine Rnad Maintenance and Renewal	km	
g	Annual Inspection of Bridges (>60 m span)	Nn.	km 

2.	Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max 100 Words)
	<u> </u>
3.	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)
	<u> </u>
_	

### 4. <u>Details of Suhmission of Enquiry Reports to Engineer in Chief PWD</u>

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		<del>-</del> -	<u></u> _		<del>-</del>
2		<del> </del>	·	<del>-</del> -	
3	<u> </u>				
4					<del>_</del>

Note: If the officer does not submit the Enquiry Report to HOD within prescribed lime, 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.

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

\$.No.	Name of Division	No. of Works with Sanctioned Cost upto Rs. 10.00 Crores	No. of Inspections Conducted for the period under
1	2	1G. To.oo Crores	consideration
1			4
2			
3 -	<del></del>		
4 -			
5		_	
			<u> </u>
6		<del></del>	
7		<del>  </del>	
: -			. <u> </u>
	_		

Note: If the officer does not submit the Inspection Report to Chief Engineer (Quality Control) in regular way every month, up to 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.

Im

## 6. Quality Assurance of Works under Construction with Sanctinned Cost≥Rs. 1.00 Crore but <10.00 Crore with Compliances on Issued Inspection Nates.

S.No.	Name of Bivision	No. of Inspections Conducted for the period under consideration (larget frequency is 1 Inspection per work per year during construction)	Number of Compliances on Inspection Nute/Technical Audit ensured
1	2	3	4
1			
2		·	
3 :			
4 ;	"		
5		<del></del>	
6		<del>  </del>	
7			
<u> </u>	<del></del>		

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	Namber af An4its Coudected	Date of Submission af Audit report of Divisions to Chief Engineer
1	2	3	4
Ι.			
2	<u> </u>	<u> </u>	
3	· · · ·		
4		<u> </u>	
:		<del></del>	·
:		-	

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

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

Description	Aetion Takca
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 Repart 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.

Our\_

S.Na.	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				
:				

Nate- If the officer daes act attend the training pragram as assigned to him ther, upto 5 marks will be deducted as given as 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 oforementianed 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)

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 corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with any significant failures in corresponding to the officer reported upon met with a corresponding to the officer reported upon met with a corresponding to the officer reported upon met with a corresponding to the officer reported upon met with a corresponding to the officer reported upon met with a corresponding to the officer reported upon met with a corresponding to the officer repo	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.	
3. Has the officer reported upon met with any significant failures in reconstant in the second of th	The first please furnish factual details.	-
3. Has the officer reported upon met with any significant failures in consecutivity.		
3. Has the officer reported upon met with any significant failures in consecutivity.		
3. Has the officer reported upon met with any significant failures in consecutivity.	I	
3. Has the officer reported upon met with any significant failures in consecutivity.		
3. Has the officer reported upon met with any significant failures in correct of him.		
3. Has the officer reported upon met with any significant failures in correct of him.		-
3. Has the officer reported upon met with any significant failures in correct of him.		
3. Has the officer reported upon met with any significant failures in correct of him.	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.		_
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish actual details.		
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.		
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish actual details.		
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.		
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.		
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.		
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.		-
	3. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.	
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M.

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

S. Na.	Parameter	Max. Marks	Marks awarded by Reporting Autharity	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	New Construction (Hill Side Cutting/ Earth Work)	2	3	4	5	6
	eomplete and apen to traffic	10				
2	Bituminous Wark aver WBM/WMM surface (PC, P1&P2, BM& SD8C)	10	<del>                                     </del>		<u> </u>	- <del>-</del>
3	Recanstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10		<u> </u>	· <u>-</u> ·	
4	Majar Bridges/ Cross Drainage Structures (open to traffic)	10			<del>_</del> .	<del></del>
5	Villages Cannected	10	<del>  -                                   </del>	<del></del>		
6						ļ
	Contract Finalization	10		Ţ	"	_
7	Rautine Road Maintenance and Renewal	10	<del>-</del> -	<del></del>	<del>-</del> <del>-</del> -	
g	Annual Inspection of Bridges (>60 m span)	10	<del>-</del>			
Tatal		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 an target for "villages connected" and the marks abtained by the reported afficer is 54/70 then it will be fixed as  $54/70 \times 80 = 61.7$ .

# 4 (B). Assessment af Persanal Attributes (Maximum Marks for this Section win be 20)

S. No.	Parameter	Mox. Marks	Marks awarded by Reporting Autharity	Ittitial af Reporting Authority	Marks owarded by Reviewing	Initial of Reviewing Authority
<del>, -</del>	1	2	3	4 -	Authority 5	6
	Application af Technical Knawledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				<del>-</del>
3	Proactiveness	2				<u> </u>
4	Public Relation	2	<del> </del> -	<del></del>		
5	Interpersanal Skills		<del></del>			_
6	Cast Consciousness	2	<del>-</del> -	<del></del>	<del>-</del>	
7	Decision making ability	2	<del>                                     </del>			
8	Sense of Respansibility	<del>!</del>	<u> </u>		/	!
9	Intelligence and Understanding	2	<del></del>			
10	Management of Subardinate Staff	$\frac{1}{2}$				
Totol		20	<del>  </del>	<del></del>	<del> </del>	



S. No.	Parameter	Max, Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
j	Details of submission of Enquiry reports to HOD	2	3	4	5	6
	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), eacept 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 dedoction hy Reviewing Authority	Initial of Reviewing Authority
<del>                                     </del>	Ougling Assured Sales	2_	3	4	5	6
	Quality Assurance of Works under Construction with Inspection Notes and Compliance notes.	to				

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

### d (E).

S. No.	Action on Administrative Matters and Palicy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
<u> </u>	2	3	4	- 5	6	<del>-</del> -
1	Computerization of the Division, Circle Units.	2				<u>'</u>
2	implementation of Software based MIS Systems, electronic tendering and other systems.	2				
3	Grievance Redressa! Meetings with various Unions	1		- <del></del>		
	Total	5	<del></del>	<del>-</del>		

Note:- If the officer does not submit the Report to Chief Engineer from time to time, or the report submitted is unsatisfactory, up to 5 mxrks will be deducted as given an 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	laitiat of Reporting Autharity	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	Submission of Audit Report of Divisiuos to Chief	2	3	4	5	6
37-4	Engineer.	10				

Note:- If the officer does not submit the Inspection Report to Chief Engineer in regular way every month, up to 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

S. No.	Parameter	Max, Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deducting by Reviewing	Initial of Reviewing Authority
<u> </u>	Submission of Table	2	3	4	Authority 5	- 6
<u> </u>	Submission of Training report & certificate for successful completion of training	5				<u></u> -
	If the officer does not sub-it the Tout in Tout					

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-Appraisul), 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	77 12 7
Marks	>80.0	>60.0 upto 80.0			Unsatisfactory
_	40.5	200.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. Nn.	Parameter	Max. Marks	Marks owarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
- <del>-</del>	<u> </u>	2	3	3	2 Idillolley	<u> </u>
Ĺ <b>'</b>	Assessment of work	80		· · ·	<del>  -</del>	
2	Assessment of personal attributes	20			<del>  -</del>	<del></del> .
	Deduction :-	<del>-</del>	<del>-</del>			<del></del> .
3	Submission of Enquiry reports to Engineer in Chief PWD.	uptn (-) 10				<del>-</del>
4	Quality Assurance of works under construction (Twn different category Quality Assurance reports)	uptn (-) 10		<u> </u>		
5	Action on Administrative matters & Policy implementation	upto (-) 5			<del>                                     </del>	
6	Submission of Audit Report of Divisions to Chief Engineer.	upto (-) 10	<u> </u>	<u> </u>	<del></del>	
7	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	Total	<del>-</del>	<del></del>	_ <del>_</del>		



٠.	integrity Certificate:
	a. The general reputation of Sri/Ms
	b. The general reputation of Sri/Ms
Date:	
	Signature of the Reporting Authority
	Designation

du

# Part-IV (Assessment by the Accepting Authority)

		Yes	No			
!. I	n ease of di	Serence of +=in't	1.7			
	- Case of the	Trefere of obidio	n details and reasor	is for the same n	nay be given.	
			· <u>-</u>			
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	!					
	ļ !					
	ļ					
	ļ					
	<u> </u>					
				· <b>-</b>	<u>-</u>	
Refer	rence Table	for Grading	<del>-</del>			
	Grading Marks	Outstanding >80.0	Very Good >60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory	Unsatisfa
	_			10.00 4000 00.0	>20.0 tapto 40.0	< 20.
Qv	erall Grade	& Marks (On a so	ore of 1-100)			
			,			
				· ·		
			<u> </u>	ade	Marks	
			ı	ļ		
				<u>_</u>		

Om

# Annexure A: Training Topics

S. <u>N</u>	a. Training Topics
1	Germetric Design 62 Technical Tapics
2	Gewided to Design of Roads
	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 Flaxible 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 the state of the
18	Design and Construction of Earthquaka Resistant Structures
19	Osc of Latest Office Institution and Techniques
20	Traffic Studies and Interpretation of Traffic Data
21	Basic Structural Design and Caral Provisions
22	DPR Preparation
23	Public Private Partnership
24	Construction Equipment's and Latest Construction Technologies
24	Any Other
25	Leadership Topics
<del>25</del>	Leadership and Mentoring Skills far Nurturing Talent
<u> 20</u>	Team Building
27	Managerial Tapics
	Fuone Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
	Rehavioral Taping
32	/ Building Positive Attitude
33 34	Organizational Behavior
	Employee Motivation and Morale Development
5	Inter-personal Relatianship Skills
6	Inter-personal Communication Skills
7	Road Side Land Cootrol Act
8	Forest Act
9	Labor Laws
0	Arbitration and Conciliating
1	Judicial Procedures
2	MS Office (Excel Word Power Print and Technology Topics
3	MS Office (Excel, Word, PowerPoint, email communication)  MS Project
1	e-procurement and e-payment
<del></del> _	o productinent and e-payment
5	Hillity Software DVIII/O FLORE D to Control
5	Utility Software PWIMS, FMIS, RAMMS, MIS Specialized Software (please specify)



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

Designation			<u> </u>	<u> </u>
eriod of Appraisal		<del>-</del>		
		<u> </u>	<u>_</u>	<u> </u>
During the Approin	Ρ/	ART-I (Basic Infor	mation)	
The second property of the second sec	al Period-			
Date of Birth		***************************************		
3.1 At the time of it	oining in the James	nt	•••••	
p or uny	broressionar ordaniza	иол		
Reporting, Reviewin	ng and Accepting Aut	norities		
eporting	Nnme		Designation	Period
uthority	<del></del>	1	_	
eviewing uthority	<u></u> ;		· <del>-</del> -	<del>-</del>
ccepting	<del></del>	_ <del></del>		
uthority	_ <del>_</del>	- <u>-</u>		
Leave (other than Ca	sual Leave) or period	of absence		
ı Leave	Period		Туре	<u> </u>
riod of Absence	_ <del>_</del> _			
Appreciation/Honor	rs during the period of	appraisal from the	denartment	
Vo. Type of Appre	ciation/Honors	Brief De	etails	<u> </u>
<del></del>			<u></u>	
<del></del>	<del>-</del>			
_ <del>_</del> -!				
Details of Performan	ice Approisals of subc	rdinates not writte	n for the previous year	
Name of Sub-C	Ordinate with Designat	ion Period	Reason	<del>-</del>
<del>-  -                                  </del>	_ <del>_</del>			
<del>-   </del>	<u> </u>			<del>-</del> -
<del></del> _		<del></del>		
	_ <u>_</u>	ļ — <del>—</del>		

Im.

# Part-II (Self-Appraisal) 1. Assessment of Performance <u>Assigned Tasks</u>

	SUPERINTENDING ENGINEER (Plan	
\$. No	Parameter	Status of Progress
1_	2	
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-i/HOD.	
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questians related to various rules to CF-1/HOD	
4	To put up reply of PAC Para/Draft Para to CE-1/HOD.	<u> </u>
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 <sup>th</sup> 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 ta Hon'ble CM Helpline.	<u> </u>

(OR)

\$. Na	Parameter	Status af Progress
1	2	<del>3</del>
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.	<del>-</del>
3	To put up cases related to court cases and other legal matters to CE-1/HOD.	
4	Ta put up cases af retirement benefits/Pension cases of Employees to CE-1/HOD.	
5	To check & put up charge sheets af different employees involved in different enquiries to CE-1/HOO	
6	To examine voriaus 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 ta various arganizations.	
8	Ta make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	

SUPERINTENDING ENGINEER (Quality Control)			
S. No	Parameter	Status of Progress	
1	2		
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	Moathly 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).

	period of appraisal (Max. 100 Words)				
ĺ					

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



# 4. Action on Administrative Matters and Policy Implementation

SUPERINTENDING ENGINEER (P	lanning)
Description	Action Taken
Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	<del></del>
Implementation of Software based MIS Systems, electronic tendering and other systems.	
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)		
	1. Strike put the portion which to make		

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 he deducted as given on part II (Self-Appraisal). This deduction will he decided at HOD Level.

h

# 5. Details of Suhmission 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
2		<u> </u>	<u>-</u>		<u> </u>
3		-	<u>-</u>		<u> </u>
4		<del>                                     </del>			
_ <del>_</del> .		<del> -</del>	<del>-</del> +		<u>-</u>

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 exceptia oal circumstances. This deduction will be decided at HOD level.

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

\$. <u>N</u> o.	Training Tspic
<u> </u>	
2 -	
<del></del>	<u></u>

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

# 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.	
and the prease firms in facidal details.	_
	_
2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.	
that example the categories are 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.	

In

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

SUPERINTENDING ENGINEER (Planning)

S.			-221 (X 186			
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		3	4	5		
1	To put up progress report of works under various schemes to CE-1/HOD.	10		<u> </u>	6	7
2	To prepare the information for various meetings called by higher afficers & 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		<del></del>		<u> </u>
4	To put up reply of PAC Para/Draft Para to CE-1/HOD.	10	<del>-</del> -		<del></del>	
5	To prepare draft for revision of Schedule of Rates (SOR) and to put up to CE-1/HDD.	10	<del></del>		·	
6	Cheeking of proposal for renewal on roads for next financial year upto 15 <sup>th</sup> December of currant 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			<del>-</del>	<del></del>
8_	To dispose off the issues related to Hon'ble CM Helpline.	10				<u>-</u>
	Total	80	<del>-</del> +	<del>-                                    </del>		· <del>-</del>

(OR)

SUPERINTENDING ENGINEER (Establishment)

S.	SOT ENGINEERING EN		K (Establi	(Shment)		
No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting	Initial of Reporting Authority	Marks awarded by Reviewing	Initial of Reviewing Authority
_		<u> </u>	Authority	raductity	Authority	Tradition,
- 1	2	3	4	5	6	7 -
<u>1</u>	To put up proposal for promotion, seniority and transfer of Employees to CE-1/HOD.	10	_			<del></del>
2_	To put up proposal for direct recruitment to CE-1 /HOD.	10		<del>-</del> -	<u></u>	<u> </u>
3_	To put up cases related to court cases and other legal matters to CE-1/HOD.	10	<u></u>	<u> </u>		<del></del>
4	To put up cases of retirement benefits/Pension cases of Employees to CE-1/HOD.	10	<del>-</del> -	- <del>-</del>	<del></del>	<u> </u>
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			<del>-</del>	<del></del> -
7	To examine and put up agenda points to CE-l/HDD for Grievance redressal of Employees belonging to various organizations.	10				
8	To make necessary arrangement to host various warkshops related to latest/innovative techniques at Head Quarter.	10		<del>-  </del>	<del></del>	
	Total	80	<del></del>	<del></del>	<del>-</del> -	



SUPERINTENDING ENGINEER (Quality Control)

S.	ZATENDING ENG	TIARE	<u>K (Quality</u>	(Control)		
Na T		Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewin Authority
	To everying the	3	4	5	6	
1	Ta examine the reparts of Quality Assurance received from various Inspecting officers and put up to CE Level-H with recommendations to take appropriate action if any.	16			<u> </u>	7
2	inspection to Chief Eagineers & Superiatending 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	Cantrol Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	16				_ <del>_</del>
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD	16				
5   	Meathly inspection of Distr. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	16				
	Total	80	- <del>-</del> +			

Note: Strike out the portion which is not applieable to SE (Plonniag)/SE (Establishmeat)/SE (Quality Control).

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

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial af Reparting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
]	Application of Technical Knowledge	2	3	4	5	6
2	Knowledge of Rules/Cades/Manual/Procedures	2	· · ·	<del></del>		
3	Proactiveness	2		<del> </del>		
4	Public Relation					
5	Interpersonal Skills	2		<del></del> +		<del>-</del>
6	Cost Consciousness	2	<del>-</del>			
7	Decision making ability	2	<del></del>			
8	Sense of Respansibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2		<del></del>		
Tatai		<del> </del> -				
		20				



S. Na.	Parameter	Max, Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing	Initial of Reviewing Authority
1 -	Dottoile of all and a con-	2	3	4	Authority 5	
<u> </u>	Details of submission of Enquiry reports to HOD. within prescribed time with appropriate quality.	20	<u> </u>		· · · · · · · · · · · · · · · · · · ·	
Note:-	If the officer does not submit the Ein P		i			

Note:- If the officer does not submit the Enquiry Report to HOD, within prescribed time, upto 20 marks will be deducted os given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided of 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
<u>.</u>	2	3	4		2 sumbiney	
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				<u>-</u>
3	Incorporation of Digital traffic intensity on various important roads.	4			<del></del>	
	Total	10		<del></del>		

### (OR)

# SUPERINTENDING ENGINEER (Establishment)

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



# (OR) SUPERINTENDING ENGINEER (Quality Control)

S. No.	Descriptian	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing	Initial of Reviewing Authority
- I	2	3	4	5	Authority	· <del></del>
1	Make a draft policy for testing of specimen so that reliability and confidentiality is maintained and alsa revise the testing charges if needed	5				7
2	in his/her presence and Annual inspection of Distt. Laboratories (60% No. with the approval of C.E. Quality Control)	5		_	_	. ,
NT.	Total	10	<del></del> +	<del>-</del> -		<del></del>

Note: Strike nut the portion which is not applicable to SE (Planning)/SE (Establishment)/SE (Quality Cantral).

### 4 (E).

	8.			<del></del> -			
İ	No.		Max. Deduction	Marks deduction	Initial of	Marks	Initial of
		Parameter		by	Reporting Authority	deduction by	Reviewing Authority
				Reporting		Reviewing	Admorty
Ĺ		1	<u> </u>	Authority	<u> </u>	Authority	<u> </u>
ļ	1	Submissian of training report and certificate of		<del>- 3</del>	4	5	6
Ĺ		transfing to ADD	10				

Note: If the afficer does not submit the Training Report and certificate to HOD within prescribed time, uptn 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	<del></del>		
Marks	>e0.0		Good	Satisfactory	Unsatisfactory
		>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

Na.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Ioitial of Reporting Authority	Marks awarded by Reviewing	Initial of Reviewing Authority
Ϋ́	<u> </u>	2	3	3	Authority	<u>_</u>
	Assessment of work	80		<u>-</u>	<del></del>	<del>_</del>
2	Assessment of personal attributes	20				<u> </u>
	Deduction :-	<del></del>	<del></del>		<del>  </del>	
- 	Submission of Eaquiry reports to HDD.	upto		<del>-</del>	<del>                                     </del>	
, <u> </u>	Action on Administrative matters & Policy implementation	(-) 20 upto		<del>_</del>		
	Submission of training report and certificate to HOD	(-) 10 upto (-) 10		<del> </del>		
	Total		<del></del>			



6.	Int	egrity Certificate:
	a.	The general reputation of Sri/Ms.  I certify his/her integrity.  for honesty is good and
	b.	The general reputation of Sri/Ms
	İ	
	<u> </u> 	
Date:		
		Signature of the Reporting Authority
		Designation

Mr.

# Part-IV (Assessment by the Accepting Authority)

of difference of opin				
<u> </u>	tion details and reason	ns for the same n	nay be given.	
	_ <del>_</del>	<del></del>		
	<del></del>		<u> </u>	
Tubb to Const				
Cutstanding		Good	Satisfactory	Unsatis
5	>60.0 upto 80.0	>40.0 upto 60.8	>20.0 upto 40.0	< 2
	Table for Grading Cutstanding S >80.0	Cutstanding Very Good	Outstanding Very Good Good	Outstanding Very Good Good Satisfactory

12

# Annexure A: Training Topics

S. Na.	Training Topics
	Technical Topies
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Cancrete 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 Supervisian
16	Disaster Management
I7	Design and Canstruction 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 Coral Provisians
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Leave Co.
24	Construction Equipment and Latest Construction Technalogies  Any Other
25	Leadership and Mentaring Skills for Nurturing Talent
26	Team Building
	· · · · · · · · · · · · · · · · · · ·
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accauning Principles
31	Departmental Pracedures and Manuals
	Behavioral Topics
32	Building Positive Attitude
<b>3</b> 3	Organizational Behavior
34	Emplayee Motivation and Morale Development
35	Inter-personal Relatiooship Skills
36	Inter-personal Communication Skills
	Legal Topics
37	Road Side Land Control Act
38	Forest Act
39	Lahor Laws
40	Arbitration and Conciliatian
41	Judicial Procedures
	Information Technology Toxics
42	MS Office (Excel, Word, PowerPoint, email communication)
	MS Project
14 <del>-</del>	e-procurement and e-payment
\$5 T	Utility Saftware PWIMS, FMIS, RAMMS, MIS
6	Specialized Software (please specify)
_	- With the special of



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

LAGIII	e of the Office	r Reported Upon			
Desi	gnation	<del></del>			<u>-</u>
Perio	od of Appraisa	<del></del>		<u> </u>	
		PA	RT-1 (Basic Info	Ormation)	
1.] 1.2	rring the Appr l Place of Post 2 Circle 3 Zone				
. Da	te of Birth			·	
. Ed 3.1	ucational Quai At the time o	lification: f joining in the departmen acquired during service i	nt.		
. Me	mbership of a	ny professional organizati	on		
Rej	porting, Review	wing and Accepting Auth	orities		
	Officer	Name Name		Designation	Períod
Repor Autho	~ 1				1 63 100
Revie		<del></del>	<del></del>		
Author				;	
Accep	~ .			<del>-</del>	<u> </u>
Author	city				
<u>Lea</u>	ve (other than	Casual Leave) or period o	of absence		
		Period		Туре	<u> </u>
n Le	ave		. <u>-</u> -		
eriod	of Absence	<del>-</del> -	· · · · · · · · · · · · · · · · · · ·	<del>-</del> +	
	<del>_</del>	i	<u> </u>		
<u>Aj</u> .No.	ppreciation/Ho	mors during the period of preciation/Honors	appraisal from t	he department	
1	Tabe or wh	preciation/Honors	Brief	Details	
2	<del></del> -	<u></u>			_
	ļ . <u> </u>	<u> </u>			
7					<del>-</del>
<u> </u>				<u>_</u>	
	taile of Do-C-			tten far the previous year	•
De	tails of Perfor	nance Appraisals of subo	rdinates nat writ		
De No.	tails of Perfor	mance Appraisals of subo b-Ordinate with Designat	ion Period	Reasoo	
De No.	tails of Perfor	mance Appraisals of subo b-Ordinate with Designat	ion Period		
	tails of Perfor	mance Appraisals of subo b-Ordinate with Designat	ion Period		
	tails of Perfor	mance Appraisals of subo b-Ordinate with Designat	ion Period		
De No. 1	Name of Su	mance Appraisals of subo b-Ordinate with Designat	ion Period		
De . No. 1 2 3	tails of Perfor	mance Appraisals of subo b-Ordinate with Designat	ion Period		

an\_

## Part-II (Self-Appraisal)

### 1. Assessment of Performance

1	Parameters	Target	Achievements
	2	3	
1	Energy Efficiency Audits of Machines and Equipments	_ <del></del>	4
2	Servicing and Maintenance of Machinery and Equipments	<u> </u>	
3	Survey reports of Machine / Equipment Sanctioned		
4	Audit of Running log book of Machines/Vehicles (25 % of total Machines/Vehicles)	<u> </u>	<del>-  </del>
5	Audit of profit & loss of Machines/Vehicles (25 % of total Machines/Vehicles)	<u> </u>	
6	Building units electrification	<u>_</u>	
7	Building Units Service Connection Done	- <u>-</u>	
8	Hazard Prevention Routine Checking in Building Units	<del></del>	· ·

6	1 25 76 of total Maenines/Vehicles)						]	
	Building units electrification						<del> </del> -	
7	Building Units Service Connection Done					_		
8	Hazard Prevention David	_				_	<del>  _</del>	_
	Hazard Prevention Routine Checking in Building Units	<u> </u>					<del>├-</del>	·· <del>-</del>
·	Exceptionally good works done, if any, apart from 100 Words)	routine d	luties du	ring th	e period	d of ap	prais	ıl (Ma
	100 Words)	. 10 autie 0	unes du	iring the	e period	i of ap	prais	ıl (Ma
							_	<u>-</u> -
					<u>.</u> ,	<u>-</u>		
_		<del></del>				<u>-</u>		
			_		<u> </u>	<u> </u>		<u>.</u>
D <sub>i</sub>	fficulties faced in performing the assigned 'Tasks/Du	ities' (Ma			<del></del>			
Di	<b>ffi</b> culties faced in performing the assigned 'Tasks/Du	ıties' (Ma	nx. 100 V			_	_	
D <sub>i</sub>	fficulties faced in performing the assigned 'Tasks/Du	ıties' (Ma	ıx, 100 t	Words)	· , <u>.</u>			-
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Di	fficulties faced in performing the assigned 'Tasks/Du	ıties' (Ma	x, 100 3	Words)				
Di	fficulties faced in performing the assigned 'Tasks/Du	ıties' (Ma	ox. 100 V	Words)	<u> </u>		_	
Di	fficulties faced in performing the assigned 'Tasks/Du	ities' (Ma	ox. 100 v	Words)			_	
D)	fficulties faced in performing the assigned 'Tasks/Du	ıties' (Ma	x. 100 Y	Words)			_	
Di	fficulties faced in performing the assigned 'Tasks/Du	ıties' (Ma	x. 100 3	Words)			_	
Di	fficulties faced in performing the assigned 'Tasks/Du	ıties' (Ma	x, 100 v	Words)	<u> </u>		-	
Di	fficulties faced in performing the assigned 'Tasks/Du	ities' (Ma	ax. 100 V	Words)			_	
Di	fficulties faced in performing the assigned 'Tasks/Du	ities' (Ma	ox. 100 v	Words)				

Our\_

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

0.00				CHICK I ITD.	
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
2	<del>-</del>				·
3					
4 ote :- If	the officer does not subm				

Note:- If the officer does not submit the Enquiry Report to Engineer in Chief within prescribed time, up to 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.

## Administrative Audit of Divisions

<del></del>	OI WIVISIOUS		
S.No.	Name of Division in the Circle	Number of	D
<del></del>		Audits Conducted	Date of Submission of Andit reports of Divisions to Chief Engineer
1	2	3	4
$-\frac{2}{3}$		<del></del>	
4			
ioto i. Il tha		<u> </u>	

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

	- Inditermentation
Description	
Computerization of the Divisioa, Circle Units.	Aetion Taken
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 Cut and

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.

Ohn\_

### 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	! :			<u> </u>
2	<del></del>		<u></u>	
	<u> </u> i			

Note- If the afficer does not attend the training program as assigned to bim /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.

### Prafit / Lass af 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
]		<del>*</del>			

Note: If the officer does not submit the report with in financial year to Chief Engineer, up to 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deductian 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 madules as per Annexuro A. Maximum 4 modules)

S.No.	The state of the s
	Training Topic
1	
2	
<u> </u>	
<u> </u>	
4	

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

Date: Signature of officer reported upon	
--	--

Sh.

# Part-III (Appraisal)

	o initial out in a	section ii. It not	please furnish	the accomplish factual details.		
		•				
			<u> </u>			<del></del>
lease comment	on the claim(if	f made) of excep	tional contribu	tion by the off	icer reported up	oon.
						· · · · · · · · · · · · · · · · · · ·
	<del></del>					
					. ,	<u></u>
		et with any cioni	ficant failures i	n respect of hi	s work? If yes,	Please furnish
as the officer re	ported upon me	ec with any signi				
as the officer re al details.	ported upon me		<del></del>	<u> </u>	<del>-</del>	<u> </u>
as the officer re al details.	ported upon me		<del>-</del>	<del>_</del> ,,	<u> </u>	
as the officer re ual details.	ported upon me			<del></del> -		-
as the officer re al details.	ported upon me		<del>_</del>	<del>_</del>	,	<u></u>
as the officer re al details.	ported upon me		<del>_</del>	<u> </u>		
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as the officer re al details.	ported upon me			<u>,                                     </u>		
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as the officer re ual details.	ported upon me				-	

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

S. No.	Parameter	Max. Marks	Marks awarded by Reporting	Initial of Reporting Authority	Marks awarded by Reviewing	Initial of Reviewing Authority
		<del></del> -	Authority		Authority	
1	Engray Officianas Audio - Ca C	3	4	5	6	7
<u> </u>	Energy Efficiency Audits of Machines and Equipments	10				
	Scrvicing and Maintenance of Machinery and Equipments	10			<del>' -</del>	<u> </u>
3	Survey reports af Machine / Equipment Sanctioned	10	<del>-</del>			
4	Audit of Running log book of Machines/Vehicles (25 % of tatal Machines/Vehicles)	10	-			<u> </u>
5 ——	Audit of profit & loss of Machines/Vehicles (25 % of total Machines/Vehicles)	10	<u> </u>			_ <u>_</u>
6	Building units electrification	10			· <del>-</del>	<u> </u>
?	Building Units Service Connection Done	10				
8	Hazard Prevention Routine Checking in Building Units	10				
Total		80		<del></del>		

If there is an target mentioned w.r.t. any af the above items then proportionate marks should be awarded against the total of 80

e.g; - if there is no torget for "Survey Repart" and the marks obtained by the reported officer is 54/70 thea it will be fixed as 54/70 x 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
$\frac{1}{i}$	2	3	4	5	6	7
	Application of Technical Knowledge	2		<u> </u>		
2	Knowledge of Rules/Codes/Manual/Procedures	2	<del> </del>	<del></del>	· <del>-</del>	
3	Proactiveness	2	<del> </del> -		<del></del>	
4	Public Relation	<del> </del>				
5	Interpersonal Skills	2	<u> </u>			
6	Cost Consciousness	2	<u> </u>			
7	Decisian making ability	<del>-</del> -	<del>  </del>			
s	Sensa af Respansibility	2				
9	Intelligence and Understanding	2	·	,		
10	Management of Subordinate Staff	2	<del></del> -			
	Service Start	2				$\neg$
		20		<del></del>	<del></del>	<del></del>



#### 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 -	Details of submission of F	3	4	_ 5	6	7
<u> </u>	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 (5elf-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 af Reviewing Authority
<del></del>	Details of submission of D. C. C.	3	4	5	6	7
Notes	Details of submission of Profit / Loss of Machine, Vehicles etc. to Chief Engine within prescribed time.	10	_			

Note:- If the afficer 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 oo Administrative Matters and Pulicy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reparting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
<u>.</u>		3	4		6	7
I	Computerization af the Division, Circle Units.	2	<u>-</u> -			<del>-</del> ′
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	2				
3	Grievance Redressal Meetings with various Unians	1				
	Total	S				

Note: If the afficer does nat submit the Report ta Chief Engineer from time ta time, or the report submitted is unsatisfactary, upta 5 marks will be deducted as given an Part-II (Self-Appraisal). This deduction will be decided at Chief Eagineer level.

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#### 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	Submission of Training report & certificate for	3	4	5	6	7
	successful completion of training  the officer does not attend the training	5				<u> </u>

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

### 4 (G).

N	· I	Max. Deduction	Marks dedoction by Reporting	Initial of Reporting Authority	Marks deduction by Reviewing	Iuitial of Reviewing Authority
1	2	3	Aothority 4	5	Authority 6	
Note	Submission of Audit Report of Divisions to Chief Engineer.	10			<del>-                                   </del>	

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

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# 5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good			
Marks	>80.0		Good	Satisfactory	Unsatisfactory
		>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	Initial of Reviewing Authority
<u> </u>	2	3	4	5	Authority	<del></del>
	Assessment of work	80	<u> </u>		<del></del>	7
2	Assessment of personol attributes	20		<del></del>	<del>                                     </del>	_ <del></del>
	Deduction :-				+	
1	Submission of Enquiry reports to Engineer in Chief PWD.	upto (-) 10			+	
	Profit / Loss of Machine, Vehicles etc.	upto		_ <del>_</del>	<del></del>	
	Action on Administrative matters & Policy implementation			<del></del>	<del></del>	
<u> </u>	Submission of Audit Report of Divisions to Chief Eogineer.	(-) S upto (-) 10				
Į,	Submission of Training report & certificate for successful completion of training	upto (-) 5			-+	
	Totat		<del>-</del>		<del></del>	

-	The general reputation of Sri/Ms.  I certify his/her integrity.  for honesty is good and
ъ.	The general reputation of Sri/Ms

Date:	
	Signature of the Reporting Authority
	Designation

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# Part-IV (Assessment by the Accepting Authority)

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	Reference Table f	or Grading	Very Good	Cond	Californ	
	Reference Table f Grading Marks	or Grading Outstanding >80.0	Very Good >60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfacto
	Grading	Outstanding	Very Good >60.0 upto 80.0		Satisfactory >20.0 upto 40.0	Unsatisfacto
3.	Grading Marks	Outstanding >80.0	. ≥60.0 upto 80.0		Satisfactory >20.0 upto 40.0	Unsatisfact
3.	Grading	Outstanding >80.0	. ≥60.0 upto 80.0		Satisfactory >20.0 upto 40.0	Unsatisfact
3.	Grading Marks	Outstanding >80.0	. ≥60.0 upto 80.0		Satisfactory >20.0 upto 40.0	Unsatisfact
3.	Grading Marks	Outstanding >80.0	>60.0 upto 80.0 of 1-100)	>40.0 upto 60.0	>20.0 upto 40.0	Unsatisfact <20.0
3.	Grading Marks	Outstanding >80.0	>60.0 upto 80.0 of 1-100)		Satisfactory >20.0 upto 40.0	Unsatisfact

Mr.

# Annexure A: Training Topics

S.No.	Training Topics			
	Technical Topics			
1				
$\frac{1}{2}$	Electrical Design of Multi Storied Buildings			
- 4/3	Road Construction Equipment Technology			
	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 Communication Skills			
	Information Technology Topics			
17	MS Office (Excel, Word, Power Point, email communication)			
18				
19	e-procurement and e-payment			
20	Utility Software PWIMS, FMIS, RAMMS, MIS			



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

		r Reported Upo	п			
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		·	PART-1 (1	Basic Info	mation)	· <u> </u>
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No.	Type of A	ppreciation/Hon	ors	Brief I		·
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.3	<del> </del>		<del></del> -	<del></del>	<del></del>	·
	<u></u>			<u>·  </u>		
	tails of Perfor	mance Appraisa	ds of subordinate	s not writ	ten for the previous yes	Ar
Det	I Name of Si	ub-Ordinate with	n Designation	Period	Reasor	<u> </u>
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Det . No		·				
No. 1 2						
No. 1 2			·			

### Part-II (Self-Appraisal)

### Assessment of Performance

S.No.	Parameters	Target	
i	Energy Efficiency Audits of Machines and Equipment	120 844	Achievements
2	Servicing and Maintenance of Machinery and Equipments		<del>-</del>
3	Survey reports of Machine / Equipment Sanctioned	<u> </u>	<del></del>
4	Audits of Running log book of Machines / Vehicles (50% of total Machines / Vehicles	<u> </u>	<del></del>
5	Audits of Profit & Loss of Machines / Vehicles (50% of total Machines / Vehicles		<del>-</del>
6	Building units electrification	<u> </u>	
7	Building Units Service Connection Done	<del>-</del>	<del></del>
8	Hazard Prevention Routine Checking in Building Units		<del>-</del>

3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	ıppraisal (Max	duties during the period of a	Exceptionally good works done, if any, apart fitting (Wards)	2.
3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)				
3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)				
3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)				
3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)				
3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)				
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	<del>_</del> .	<del></del>		
		ax. 100 Words)	Illiculties faced in performing the assigned 'Task	
	į			

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#### . 4. Audit Para

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

Nate :- If the officer does not submit the Audit Para to Superintending Engineer within prescribed time, up to 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. <u>Technical Sanction of Estimates</u>

Works Sauctioned	Estimate Sanctianed (Self)		Submitted for T.S. ta Higher Authorities		
	Target	Aehievement	Torget	Achievement	
Electrical				<del></del>	
Mechanical		<del>                                     </del>	<del>-</del>	<u> </u>	

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 Eogineer level.

### 6. Status of Timely Submission of Forms

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

Note: If the officer does not submit the forms of all Divisions under his Jurisdiction to Superintending Engineer with in 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 Divisian,	
implementatina of Software based MIS Systems, electronic tendering and other systems.	
Grievance Redressal Meetiogs with various Unions	
Status of Miscellaneous Advance (eleared 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.

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A. EXMITTING LANGUAGE	8.	Training Program
-----------------------	----	------------------

S.Na.	Name of Training Program	Nominated Man-Days	Attended Mac-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1 1	2	3	4	5
2		<del></del>	<u> </u>	

Nate- If the afficer does not attend the training pragram as assigned to him /her, uptn 5 marks will be deducted as given an Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

### Prafit / Loss af Machine, Vehicles etc.

S.No.	No. of Machines / Equipment	Total Hire Charges	Hire charges received	Expenditure	Prafit / Loss
1	2	3	4	5	. 6
1	-	<u> </u>	<u> </u>	<del></del>	<u> </u>
Sato If	the officer land				

Note- If the officer does not submit the report with in financial year 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 of Superintending Engineer level.

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

S.No.	Brands (Batter training initialities as per Annexure A. Maximum 4 modules.)
	Training Topic
1 1	· · · · · · · · · · · · · · · · · · ·
2	· · · · · · · · · · · · · · · · · · ·
3	<del>-</del>
4	·

The aforementioned information is carrect. I am campletely responsible for the information furnished an Part-I (Basic Information) and Part-II (Self Appraisal).

Date:	$\cdot$
Date:	Signature af officer reported upon

y Dunk

## 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
]	Energy Efficiency Audits of Machines and Equipment	10				· · ·
2	Servicing and Maintenance of Machinery and Equipments	10		<del></del> -		<del></del>
3	Survey reports of Machine / Equipment Sanctinned	10		<u> </u>		
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			_	<u> </u>
6	Building units electrification	10				···
7	Building Units Service Connection Done	10	<del></del> -			
8	Hazard Prevention Routine Checking in Building Units	10		<del>-  </del>		<del></del>
Total		80	ļ —	<del>-</del>	<del></del> -+	

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)

8. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks swarded 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	<del></del>	<del></del> -		
3	Proactiveness	2	<del> </del>		_	
4	Public Relation	2		<u> </u>		
5	Interpersonal Skills	2	<del>   </del>		· · · · · ·	·
6	Cost Consciousness	2	<del></del>			· · · · · · · · · · · · · · · · · · ·
7	Decisian making shility	2		<del></del>		<del></del>
8	Sense of Responsibility	<del>  2                                   </del>	<del></del>	<del></del>		
9	Intelligence and Understanding	2	<del></del>	<del></del>	<del></del>	<del></del> -
10	Management of Subordinate Staff	2		_	_ +	<del></del> .
Total		20	<del>  </del>	· <del></del>	<del>-</del> +	

S. No.	Param <b>e</b> te <sub>r</sub>	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
I		3	4	5	6	7
1	Details of submission of Audit Para Reply and thereafter omitted by A.G.	5		·-		

Nate:- If the afficer does nat submit the repart 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). Teebnical Sanctinu of Estimates

No.	Porameter	Max. Deduction	Marks deduction by Reporting Authority	Initial af Reparting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1 1		3	4	- 5	6	7
l	Technical Sanction of Estimates	5				<u> </u>

Nate: If the afficer does not issue the technical sanctian of all the works, upto 5 marks will be deducted as given an 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
<u> </u>	2	3	4	5	6	7
1	Details of submission of Profit / Loss of Machine, Vehicle etc. to Superintending Engineer within prescribed time.	10				<u> </u>

Nate: If the afficer does nat submit the Profit / Loss Report to Superintending Engineer within prescribed time, upto 10 marks will be deducted as given in Part II (Self-Appraisa)), except under exceptional circumstances. This deductiae will be decided at Superintending Engineer level.

#### 4 (F).

S. No.	Action an Administrative Matters and Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial af Reviewing Authority
1		3	4	5	6	7
1	Computerization af the Division, Circle Units.	1			<del></del>	. ,
2	Implementation of Software base4 MIS Systems, electranic tendering and other systems.	t				
3	Grievance Redressal Meetings with various Unions	1				
4	Status of Miscellaneous Advance	2	<del></del>	<del></del>	<del></del>	
	Total		<del></del>			

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 Reportins 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 oftend the training program as assigned to him /ker, up to 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
ľ	2	3	4	5	6	7
1	Status of Latest Due T&P form 15	2				
2	Status of Census Report (E/M & Civil Divisiens)	2	·· <u> </u>			
3	Monthly Performance Report of Machines	2				
4	Monthly Progress Report of Electrical Works.	2				
5	Status of DTR	2	· · · · · · · · · · · · · · · · · · ·	<del></del>		
	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.

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#### 5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsetisfactory
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
	<u> </u>	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20	-		1	
	Deduction :-		-	·		
3	Details of submission of Audit Para Reply and thereafter omitted by A.G.	upto (-) 5			1	
4	Technical Sanctian of Estimates	upto (⋅) 5				
5	Profit / Loss of Machine, Vehicles etc.	upto (-) 10 (				<u>.                                    </u>
6	Action on Administrative matters & Policy implementation	upto (-) 5		<del></del> '		
7	Status of Submission of Forms/Reports	upto (-) 10	,			·
8	Submission of Training report & certificate for successful completion of training	upto (-) 5	_		-	. <u>.                                   </u>
	Total				·	·

Inte	egrity Certificate:
a.	The general reputation of Sri/Ms
ъ.	The general reputation of Sri/Ms
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Signature of the Reporting Authority\_

#### Part-IV (Assessment by the Accepting Authority)

1.	Do you sorce with the remarks	of the reporting/reviewing authority'
4.	TOO AND WRITE MINISTER WE	or the reportalist cateway and for its

Yes	No

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

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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 apro 40.0	< 20.0

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

Grade	Marks
	İ

Date:

Signature of the Accepting Authority\_\_\_\_\_

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

Name		- ,				
	nation		<del></del>	<del></del>		<u></u>
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			PART-1 (B	asic Informati	ion)	
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	cational Qua					
3,1	At the time of	f joining in the	e department	••••		
3.2	Qualification	acquired duri	ing service in the de	partment		*****************
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			epting Authorities			****************
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### Part-II (Self-Appraisal)

#### 1. Assessment of Performance Assigned Tasks

S. No	Parameter	Status of Progress
1	2	<u> </u>
1	To prepare and put up progress report of works under various schemes to SE.	3
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.	_ <del>_</del>
5	Checking of proposal for renewal on roads for next financial year upts 7 <sup>th</sup> 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)

5. No	Parameter	Status of Progress
1	2	
1	To prepare and put up proposal for promotion, seniority and transfer of Employees to SE.	3
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.	<u> </u>
4	To prepare and put up cases of retirement benefits/Pension cases of Employees to SE.	<del> </del>
5	To check & put up charge sheets of different employees involved in different enquiries to SE	<u> </u>
6	To put up to SE various cases received in HOD office after examining.	<del>-</del>
7	To examine and put up cases agenda points to SE for Grievance redressal of Employees belonging to various organizations to SE.	
	To make necessary arrangement to hast various workshops related to latest/innovative techniques at Head Quarter	<del>-</del>

_	EXECUTIVE ENGINEER (Quality Con	ntrol)
\$. No	Parameter	Status of Progress
1	2	
1	To examine the reports of Quality Assurance received from various Inspecting officers and put up to SE with comments ta take appropriate action if any.	3
2	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	nf 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 Cantrol).

<u> </u>	
	•
	g the assigned 'Tasks/Duties' (Max. 100 Words

## Action on Administrative Matters and Policy Implementation

	EXECUTIVE ENGINEER (Plant	ning)
1	Description	Action Taken
	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)

_	nescription	Action Taken
1	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to SE.	WEGON TAKED
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)

Déscription		Actioo 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 ont applicable to EE (Planning)/\EE (Establishment)/EE (Quality Control).

2. If the nfficer dnes 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.

y Muy

5. <u>Training Program</u>	
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
Ī	Submission of Enquiry reports by Executive Eogineer Establishment/Quality Control reports by	Action taken
	Executive Engineer, Quality Control/Sectoral reports by Executive Engineer Planning to Superintending Engineer.	
Note- It	the officer dose not	

Note- If the officer does not submit the reports to Superiotending Engineer as per direction of Superintending Engineer, uptn 20 morks 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
2	
3_	
4	
trak e	

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

Date:	
	Signature of officer reported upon

## Part-III (Appraisal)

1. Please state wi	nether you agree with as filled out in Section	the responses rei on II. If not please	ating to the acco	omplishments of	f the work plan an	đ
	_			Getalis.	<del>_</del>	
	<del></del>			<del></del>	<u> </u>	
2. Please comment	t on the elaim(if mad	e) of exceptions!	Annochtusia 1	.1 00		
		от сисериона.	contribution by	the officer repor	ted upon.	
<u> </u>				<u> </u>		
					·	_
. Has the officer re actual details.	ported upon met with	h any significant f	ailures in respec	et of his work? I	f yes, Please furni	sh
_ <del></del>		_ <del>_</del>	<u> </u>			

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

**EXECUTIVE ENGINEER (Planning)** 

S.		<del></del>	<u> </u>	<b>₽</b> /		
No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Autharity	Initial of Reviewi Authori
<u>.</u>	2	3	, 4		6	7
1	To put up progress report of works under variaus schemes to SE.	10				······
2	To prepare the information for various meetings called by higher officers & to put up to SE.	10	<u> </u>		<del>-</del>	<del>-</del>
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				- <del></del>
4	Ta put up reply of PAC Para/Draft Para to SE.	10		<del></del>		
5	Checking of proposal for reaewal on mads for next financial year upto 7th 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		<del>-</del>	— <del>-</del>	<del></del>
7	To dispose off the issues related to Hon'hie CM Helpline.	10	<del>-</del>	<del>  </del>	<del>-</del> +	<del></del> .
	Total	80		<del>-</del> <del>-</del> -	<del></del>	_ <del>_</del> _

(OR)

EXECUTIVE ENGINEER (Establishment)

S.	- BINGI	ARTEK (	<u>estadiishi</u>	nent}		
No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded hy Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
<del></del> -	2	3	4	5	6	7
1	To prepare and put up proposal for promotion, seniority and transfer of Employees to SE.	10			· · · ·	<del>- '</del>
2	To prepare and put up proposal for direct recruitment to SE.	10	<del>-</del>	<del></del>		
3_	To prepare and put up cases related to court cases and other legal matters to SE.	10		<del></del>		<u> </u>
4	To examine cases of retirement benefits/Pension cases of Employees and put up to SE.	10			<del>-</del>	<del></del> _
5	To check charge sheets of different employees involved in different enquiries and put up to SP	10				<del>- · · -</del> -
6	10 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 Employeea belonging to various organizations to SE.	10		··· <del>·</del>	<u> </u>	<del>_</del>
8	To assist SE to make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	10				
	Total	80			<del></del>	<u> </u>

(OR)

EXECUTIVE ENGINEER (Quality Control)

S.	ENGIN	SEK (C	<u>cuainty Co</u>	utrol)		
No 1	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial Reviewi Authori
	To everine the	3	4	- 5	6	<del></del>
	To examine the reports as Quality Assurance received from various Inspecting officers and put up to SE with comments to take appropriate action if any.	16				_ <del>_</del>
2	To put up the list af 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				<del>_</del>
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	instructions of HOD	16	<del></del>			<u>-</u>
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	· <del></del>	<del>-  </del>		_ <b></b> _

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
_l	Application of Technical Knowledge	2	3	4	5	6
2	Knowledge of Rules/Codes/Manual/Procedures	2	<u> </u>			
3	Proactiveaess	2		<del></del>	<del></del> -	
4	Public Relation	2				
5	Interpersonal Skills	1-2-1			+	<del></del>
6	Cost Coasciousness	2		- <u>-</u> -	<del></del> -	
7	Decision making ability	2			<del></del>	[
8	Sense of Responsibility	$\frac{1}{2}$				
9	Intelligence and Understanding	2	<del></del> -	<del>  </del>		
10	Management of Subordinate Staff	2		- <del>-  </del> -		
Tatal		20	<del> </del>		<del>- +</del>	

# 4 (C). Action on Administrative Matters and Policy Implementation EXECUTIVE ENGINEER (Planning)

	<u> </u>		- / IIII	·B/		
S. o.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewin g Authority
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	3 3	4	5	6	7
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	3				<del>_</del>
3	Incorporation of Digital traffic intensity on various important roads.	4			<u> </u>	
	Tntai	10				

# (OR) EXECUTIVE ENGINEER (Establishment)

S. No.	Description	Max. Deduction	Marks deduction by Reporting	Initial of Reporting Authority	Marks deduction by Reviewing	Initial af Reviewin g Authority
1	2	3	Authority		Authority	
<del>,     </del>	Cut-ut-ut-ut-ut-ut-ut-ut-ut-ut-ut-ut-ut-u	[ ]	4	5	6	7
	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to SE.	3				·- <u>-</u>
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		<del>-</del>		
	Total	10	<del></del> +	- <del>-</del>	<u> </u>	

(OR)

EXECUTIVE ENGINEER (Quality Control)

S. No.	Description  Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Autharity	Marks deduction by Reviewing Authority	tnitial of Reviewing Authority
		3	4	5	Authority 6	
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				
	Tntal	10	<del></del>			
	Note :- Strike nut the partion which is not	<del></del> -				

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

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4 Mille

4 (D).

S. No.	Parameter	Max, Marks Deduction	Marks deduction by Reporting	Initial of Reporting Authority	by	Initial of Reviewing Authority
1	Submission of Enquiry reports/ Quality Control reports/ Sectoral Reports to Superintending Engineer.	20	Authority 3	4	Reviewing Authority 5	6
	If the officer does not submit the End	miry Ren				

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	by	Initial of Reporting Authority	Marks deduction by	Initial of Reviewing Authority
1	Submission of training report and certificate of training to Superintending	2	Reporting Authority	4_	Reviewing Authority 5	6
	Engineer.  If the officer does not submit the Training Re		relification of the			

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.

yahny

5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	- <del></del>			
Marks	>80.0	>60.8 upto 80.0	Good	Sotisfactory	Unsetisfactory	
		- 00.0 apto 50.0	>40.0 upto 68.0	>20.0 upto 40.0	< 20.0	

S.		Max.	36-1-			
No.	Parameter	Msrks	Marks awarded by Reporting Authority	Initial af Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1 _		2	3	3	<del>  - ======</del>	
	Assessment of work	80	$\neg$		<del> </del>	
2	Assessment of personal attributes	20			<del> </del>	
	Deductioa :-		- <u>-</u> -		<del>+</del> +	
3	Submission of Enquiry report/Quality Control report/Sectoral report to Superintending Engineer.	upto (-) 20				
4	Action on Administrative matters & Palicy implementation	upto			<del>                                     </del>	·- <u>-</u>
5	Submissian of training report and certificate to Superintending Engineer	(-) 10 upto (-) 10				
	Total				<del></del>	

б.	Int	egrity Certificate:
	a.	The general reputation of Sri/Ms
	Ъ.	The general reputation of Sri/Ms
Date:		
		Signature af the Reporting Authority
		Designation

y Nmie

#### Part-IV (Assessment by the Accepting Authority)

2.		ference of opinion	uctans and reason	s for the same m	ay be given.	
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	1					
						į
	ļ					į
					·	
				_		
	;			_		
j	Reference Table	for Grading	Ven Cood			
; E	Reference Table Grading Marks	for Grading Outstanding >80.0	Very Good >60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfacto
Ë	Grading	Outstanding	Very Good >60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfacto
; E	Grading Marks	Outstanding >80.0	>60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	
E	Grading Marks	Outstanding	>60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	
E	Grading Marks	Outstanding >80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	
E	Grading Marks	Outstanding >80.0	>60.0 upto 80.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	

## Annexure A: Training Topics

S. N	a. Training Topics
	1
]	Geometric Design of Roads Technical Tapics
2	Road Safety
3	Survey Investigation and
4	Survey, Investigation and material testing Pavement Design
5	Cancrete Technology
б	Highway Mointenance
<del>Ž</del>	Bridge Mointenance
8	Bridge Canstruction
9	Project Manager and Total
10	Project Management Techniques  Cantract Administration
11	Construction of Classic
12	Construction of Flexible and Rigid Pavement
13	Design and Construction of Hill Roads
14	Quality Assurance and Quality Control
15	Environment Management Plan
16	Construction Management and Supervision  Disaster Management
17	Disaster Management
18	Design and Construction of Earthquake Resistant Structures
19	Out of Lucest Sulfyevilly Inemintente and Table .
20	Traffic Studies and Interpretation of Traffic Data
21	Basic Structural Design and Coral Prayissons
22	DPR Propagatian
23	Public Private Partnership
:3 :4	Construction Equipment and Latest Construction Technologies
4	Any Other
5	Leadership Tapics
6	Leadership and Mentoring Skills far Nurturing Talent Team Building
7	Public Relations Monagerial Tapies
<u>.                                    </u>	Public Relations Management Change Management
<del>5 -</del>	Planning and Budgeting
<del>-</del>	Financial Magazine
<u>,                                    </u>	Financial Management/ Taxatian and Accounting Principles
·	Separatelial Procedures and Manuals
	Building Position 4 - 2
	Building Positive Anitude Organizational Behavior
	Employee Medianting and American
	Employee Motivatian and Morale Development
_	Inter-personal Relationship Skills
	Inter-personal Cammunication Skills
	Road Side Land Control Act
	Furest Act
	Labor Laws
	Arbitration and Conciliation
	Judicial Procedures
	Information Technology Topics
	143 Ottoe (Excel, Word, PowerPoint, email communication)
	Mo Project
	e-procurement and c-payment
	LUDDOV NATIONAL DIVINGO DE MAIA
	Utility Saftware PWIMS, FMIS, RAMMS, MIS Specialized Saftware (please specify)

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

	Reported Upon			<del></del>
Designation	<u> </u>	_ <del>_</del>		
Period of Appraisal		<u></u> _		
	<u>_</u>			
	PART-1	(Basie Informati	en)	
During the Apprais     Place of Postin     Circle	sal Period-			******************************
			************	
<ol> <li>Educational Qualifities</li> <li>At the time of it</li> </ol>	ication: joining in the Department equired during service in th			
. Membership of any	professional organization.	-	****	
Reparting, Reviewi	ing and Accepting Authorit	ies	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Officer Reporting	Name		Designation	Period
Authority		ļ		<u> </u>
Reviewing Authority		<del></del> -		<del></del>
Accepting	<del></del>			
Authority				
. Leave (other than C	asuni Leave) or period of al	bsen ce		
	Perind		Туре	<del></del>
On Leave				
Period af Absence				
Appreciation/Hnna	ors during the period of app	raisal from the d		
ino. I type at Appa	reciation/Honors	Brief Deta	ils	
		į		
7.2	<del></del>		<del>-</del>	
7.1				
7.2	ince Apprehala of o. L X			
Details of Performs No. Name of Sub-	ance Appraisals of subordin	nates not written		
Details of Performs No. Name of Sub-	ance Appraisals of subordin Ordinate with Designation	nates not written Period	for the previous year Reason	
Details of Performs No. Name of Sub-	ance Appraisals of subordin Ordinate with Designation	pates not written Period		
.2 Details of Performs	ance Appraisals of subordin Ordinate with Designation	pates not written Period		
Details of Performs No. Name of Sub-	ance Appraisals of subordin Ordinate with Designation	nates not written Period		
Details of Performs No. Name of Sub-	ance Appraisals of subordin Ordinate with Designation	Period		

#### Part-II (Self-Appraisal)

1. Assessment of Performance Civil Works

No.	Parameter	Target	Target Achieved
1	New Country of the state of the	2	3
<u>_</u>	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km (	kr
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	1.	
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	<u>km  </u>	
4	Major Bridges/ Cross Drainage Structures (open to traffic)	km km	
5		No.	No
	Villages Connected	No.	No
6	Contract Finalization		<del></del>
7	Routine Road Maintenance and Renewal	No.	No.
8		kern	km
•	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)
_	·
	Difficulties faced in performing the assigned 'Tosks/Duties' (Max. 100 Words)

4 Mine

## 4. Details of Submission of charge sheets to Superintending Engineer

1 2 3 4 5	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 ta Superintending Engineer Office	Cause of delay if any
	1	2	3	4	5
					<del>-</del>

Nate: If the officer does not submit the charge sheet to Superintending Engineer within prescribed time, uptn 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.

## S(a) Details of Technical sanction accorded an Detailed Project Report

S.No. No af Technical sanctian to be accorded an DPR	Na, of Technical sanction accorded on DPR	Number of Technical sanction not accorded and the
1 2	3	specific reasons if any

Nate:- If the ufficer does not account the Technical sanction time to time On DPR upto 05 marks will be deducted as given an 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 sanctian
1	2	3	and the specific reasons thereof
Nate:	If the officer does not submi	t the NPD to S	

Nate: If the afficer does not submit the DPR to Superintending Engineer within prescribed time, upta 0S marks will be deducted as given an part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

Galliny -

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

S.Na.	No of works in progress in current financial year	No. of Works inspected by the officer and issued inspection	Number of works not inspected out of mentioned in
<del>                                     </del>	2	note and copy sent ta higher authorities	column (2) and reasons thereof \$

Nate: If the officer does and submit the Inspection Report to Superintending Engineer in regular way every manth, 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

the division	Number of pares replied to SE	Date of Submission of reply of AG paras to SE	No. of paras not replied to SE& the reasons
	3	4	5
	[		
	ĺ		
•		f	
	No. af paras Pending in the division	No. af paras Pending in the division replied to SE	the division

Nate: 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

Desc riptiaa	
Computerization af the Divisian,.	Action Taken
Implementation of Software based MIS Systems, electronic tendering and ather systems.	
Grievance Redressal Meetings with various Unions in the division	
Note :- If the officer does not submit the Por	

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

42 Mille

8.	Training Program
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5.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	İ		4	5 5
		[		
Note- If the o	flicer does not attend the training	ng Brogger as	T. T. T.	

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

## 9. Preparing and Uploading of Forest land transfer cases

S.Na.	No. of Forest land transfer proposal pending in the division	No. of Forest land transfer proposal	No. af forest proposal uplanded	Reasans of not preparing/uplaading forest land transfer proposal
- 1 1	2	prepared 3	4	5
- -	·			
le- if the o	fficer does not propare and up	1	- <del>-</del>	

Nate- 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 11 (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

10.	Please indicate specific group in walls.
	Please indicate specific areas in which you feel the need to apgrade your skills through training programs (Enter training modules as per Ana
S.Na	training programs (Enter training modules as per Anaexure A. Maximum 4 modules

_ <del></del> _	training programs (Enter training modules as per Anaexure A. Maximum 4 modules.)
S.No.	A Maximum 4 modules
	Training Taple
1	
<u> </u>	
]	
2	
	<del></del>
1 2	
<del>                                     </del>	
1 4 !	

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

Date:	59
upan	Signature of officer reported

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### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan are unforeseen tasks as filled out in Section II. If not please furnish factual details	_ •
unforeseen tasks as filled out in Section II. If not please furnish factual details.	1a 
1	
1	
1	
	_
2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.	
y as emissi reported apon.	_
	ĺ
	- 1
	- 1
. Has the officer reported upon met with any significant failures in respect of his work? If yes, Please urnish factual details.	
ariash factual details.	
•	
	1
	1

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## 4 (A). Assessment of work (Maximum Marks for this Section will be 80) <u>Civil Works</u>

S. Na.	Parameter	Max. Marks	Marks awarded by Reporting Autharity	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing ng Authari
_	New Construction (1711 or	2	3	4		<u>ty</u>
·	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	10				6
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10	<del>-</del>	·		
3	Recanstruction and Improvement of Existing Roads (geametric improvement, pavement strengthening)	10				
4	Major Bridges/ Cross Drainage Structures (open taltraffic)	10		· <del>-</del>		<u> </u>
5 —	<del></del>		<u> </u>	'	į.	
	Villages Connected	10				
6	Contract Finalization	10	<del>-</del> +	<del></del> +		<del></del> _
7	Rautine Road Maintenance and Renewal	10				
8		10	_	i		
	Annual Inspection of Bridges more than 30 m and up to 60 m span	10		<del>  </del>		
Tatal		80	<del>+</del>			——-

If there is no target meationed 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 far "villages connected" and the marks obtained by the reparted afficer is 54/70 then it will be fixed as  $5d/70 \times 80 = 61.7$ .

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

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initix) of Reporting Authority	Marks owarded by Reviewing Authority	Initiat of Reviewi ng Authori
1	<u> </u>	2	3	4-	5	1 <u>y</u> 6
	Application of Technical Knowledge	2				
<u>2</u>	Knowledge of Rules/Codes/Manual/Procedures					
3	Proactiveness	2	<del>                                     </del>	<del>-</del>		
4	Public Relation	1 2		<del>-</del> -	<del>  </del>	
5	Interpersonal Skills	-				
6	Cost Consciousness					
7	Decision making ability	╅╼╌╾╁	<del>  </del>			
8	Sense af Responsibility	2			]	
9 _	intelligence and Understanding	2 2				
10	Management of Subordinate Staff	2			<del></del> -	
	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 Review ing Authori
F	Dataile of colonia in C.	2	3	4	- 5	ty 6
	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 Reviewi ng Authoria
1	Quality Assurance of different Works in	2	3	4	5	<u>y</u>
	Quality Assurance of different Works in progress during current financial year.	05			<del></del> ::	<u></u> .

Note:- If the officer daes not submit the Inspection Report to Superintending Engineer in regular way every mooth, 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. Na.	Action on Administrative Mutters sod Policy Implementation	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
<u>.</u>	2	3	4	5	6	7
1	Computerizatian of the Division,	2		<del>-</del>		-
2	Implementation of Saftware based MIS Systems, electronic tendering and other systems.	2				<del></del>
3	Grievance Redressal Meetings with various Unions in division.	1				·
	Tgtal				1	

Nate:- If the officer does not submit the Report to SuperIntending Engineer fram time to time, or the repart submitted is ansatisfactory, upto 05 marks will be deducted as given an Part-II (Self-Appraisal). This deduction will be decided at Superintending Engineer level.

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4 (F).

S. No.	Parqmeter	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	
div	braission of audit para replies of vision to Superintending Engineer fiee.	05	_			

Note:- If the afficer daes not submit the replies of Audit para ta Superintending Engineer in regular way ar the replieg submitted is unsatisfactory, upto 05 marks will be deducted as given an Part-H (Self-Appraisal), except under exceptional circumstances. This deduction will he 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
<u> </u>	Submission of training report and certificate for successful completion of training	05	3	4	5	6

Note:- If the afficer daes 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 eircumstances.. This deduction will be decided at Superintending Engineer level. 4 (H),

S. No.	Pxrameter	Max, Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewins Authority
<u> </u>	I	2	3	4	5	- 6
1 	Preparetion and uploading of forest land transfer proposal	05				

Nate:- 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 tevel. 4 (I)

g. No.	Poramoter	Max, Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Morks deduction by Reviewing Authority	Initial of Reviewing Authority
I	No. of technical sanctioned accorded on DPR and no. of DPR submitted to SE.	14	3	4	5	6

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.

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5. Summary of Marks awarded

Reference Table for Grading

	Grading	Outstanding	Very Good	Good		
ı	Marks	>80.0	>60.0 upto 80.0		Satisfactory	Unsatisfactory
			1 - 00/0 apto \$0.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing	Initial af Reviewing Authority
1	<u> </u>	<del>  2                                   </del>	<del>- 3 - +</del>	<del></del>	Authority	L
	Assessment of work	80		3	<del> </del> -	
2	Assessment af personal attributes	20		<del></del>	<del></del>	
_	Deduction :-	<del> </del>			<del> </del>	
3	Submission of charge sheets to SE Office.	upto (-) 05			<del>-</del> -	
4	Quality Assurance of works in progress	upto (-) 05	- <u>-</u> -	<del></del>	<del> </del>	
5	Action on Administrative matters & Potiey implementation	upto (-) 05	<del></del>	<del>-</del>	<del>   </del>	<u> </u>
·	Reply of Audit poras to SE Office.	upto	_ <del>_</del>			
	Submission of Training report & eertificate for successful completian of training	(-)05 upto (-)05		<del></del>		<del>-</del> -
- !	Preparation and uploading of forest land transfer proposal	upto (-) 05			<del></del> +	- <del>-</del> -
ا نـــــ	Technical sanction accorded on DPR and submission of DPR to SE	upto (-) 10				
	Total			<del></del>		

		·
б.	Int	egrity Certificate:
	a,	The general reputation of Sri/Ms
	ъ.	The general reputation of Sri/Ms
Date;		
Daic,		~.
		Signature of the Reporting Authority
		Designation

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## Part-IV (Assessment by the Accepting Authority)

			s of the reporting	reviewing author	rity?	
		Yes	No	_ <del>_</del>	<del>-</del>	
_				<u> </u>		
2	- In ease of di	fference of opinio	n details and reaso	ons for the same	men ha gina	
	<del>-</del>	_ <del></del>	_ <del>_</del>		may be given.	
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	Reference Table fo	or Gradino				
	Grading Marks	Outstanding	Very Good	Good	- Fartha	
	17101 (5)	>80.0	Very Good >60.0 upto 80.0	>40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisfactory < 20.0
3.	Over II Control					
<i>3.</i>	Overall Grade&	Marks (On a scor	e of 1-100)			
			Gr	ade	Marks	
			L			
te:						
		Sions	iture of the Acee	-4:		
		g	A AT MIC WICES	DUNG Authorie.	,	
				rB warmailth	<del></del>	<u> </u>

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### Annexure A: Training Topics

S. No	Training Topics
1	Geometric Davis Co. Technical Topics
2	Geometric Design of Roads Road Safety
<del></del> _	
4	Survey, Investigation and material testing
<del>'</del> —	Pavoment Design
<u>?</u>	Concrete Technology
7	Highway Maintenance
	Bridge Maintenence
<u>-</u> -	Bridge Construction
0	Project Management Techniques
1-	Contract Administration
<u>-</u>	Construction of Flexible and Rigid Pavement
<del>2</del>	Design and Construction of Hill Roads
<del>,</del> –	Quality Assurance and Quality Control
<del>*</del> 5	Environment Management Plan
	Construction Management and Supervision
7	Disasier Management
_	Design and Construction of Earthquake Resistant Structures
3	Use of Latest Surveying Institutents and Techniques
	1 Italia Studies and interpretation of France Plane
	basic Structural Design and Coral Provisions
	DPR Preparation
_	Public Private Partnership
	Construction Equipment's and Latest Construction Technology
	Any Dther
	Leadership Topics
	Ceattership and Mentoring Skills for Northerne Tolone
_	Team Building
	Manageriol Tapics
	Public Relations Manegement
	Change Management
	Planning and Budgeting
	Pinonelal Magagement/ Texation and Accounting Division
	Departmental Procedures and Manuals
_	Daharia
_	Benefits Positive Attitude
	Organizational Behavior
	Employee Mativation and Moraic Development
	Inter-personal Relationship Skills
	Inter-personal Communication Skills
	Road Side Land Control Act
	Forest Act
	Labor Laws
	Arbitration and Conciliation
	Judicial Procedures
	Information T. Land
	MS Diffice (Excel, Word, PowerPoint, email communication)
	MS Project
	e-procurement and e-payment
	Utility Software PWIMS, FMIS, RAMMS, MIS



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

Nam	e af the Dffic	er Reported Up	pon	<u>-</u>		_ <u>-</u>	_ <del></del>
Desig	gnation		-			<u> </u>	<del>_</del>
Perio	d of Appraisa	4		<u> </u>		_ <del>_</del>	_ <del>_</del>
		<u>-</u>	PART-	l (Basic Info		<del></del>	_ <del></del> _
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Report		<del>-</del>	Name_	<del></del>	<u>Desi</u>	gaation	Period
Autho:	rity						
Reviev	~					<del>-</del>	<del></del>
Author	<del></del>	<u> </u>					
Accept Author	~			ĺ		_	
	<del></del>		<del></del> .		<del></del>		
Lea	ve (other than	Casual Leave	) ar period of sb	sence			
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erioa	Of Absence						·
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A <u>r</u> . <u>N</u> o.	Type of A	ppreciatinn/Ho	nnes		ne <u>departn</u> Details	nent	<del></del>
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,3	<del> </del>					_ <u>_</u>	
							-
De	tails of Perfor	mance Apprai	sals of subordin	ates not writ	ten for the	negginus	
INO.	Name of S	ub-Ordinate w	ith Designation	Peniod	rou rot tile	Reason	
1							
2				<del>-  </del>	<del>-</del>	<del>-   -</del> -	
3	<u> </u>	<del></del>		<del></del>	· <del>_</del> · _ <u>-</u>		
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#### Part-II (Self-Appraisal)

## 1. Assessment af Perfarmance

S.NB.	Parameters	Target	<del></del>
i	Energy Efficiency Check of Machines and Equipment		Achievement:
2	Servicing and Maintenance of Machinery and Equipments		<del>-  </del> -
3	Survey reports af Machine / Equipment Submitted for Sanction	<u>.                                    </u>	- <del>-</del>
4	Upto date Abstract of Running Log backs	<del>_</del>	<del></del>
5	Submission of Profit & Loss Report of Machines.		<del>-  </del> _
6	Building units election done		·
7	Building Units Service Connection Done		· <b></b> · -
8	Hazard Prevention Routine Checking in Building Units		

 Exceptionally good works done, if any, apart from routine duties during the period of ap	opraisal (
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	,
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	
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Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	
Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)	

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#### 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		<del>†  </del>	<u> </u>		
Mechanical	<u> </u>	<del>   </del>	<del>_</del>	<del> </del> .	
Mechanical				<del> </del>	

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. Sinces of Timely Submission of Forms

S. Na.	Parameter	Submitted/ Not Submitted	Timely Submissian
1	Status of Latest Due T&P form 15	<del></del>	(Y/N) (Date)
2	Status of Census Report (E/M & Civil Divisions)	<del></del>	<del> </del>
3	Monthly Performance Report of Machines	<del>                                     </del>	
4	Monthly Progress Report of Electrical Works.	<del> </del>	
5	Status of DTR	<del>-</del>	
6	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	-	<u> </u>

Nate: If the officer does not submit the farms 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 Dane	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	<del>-</del>	+

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
		3	4	
1				
2				

42 MIL

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

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

S.Na.	Na. of Machines / Equipment	Total Hire Charges Earned	Hire Charged raised upto	Hire charges received	Expenditure	Prant / Loss
1 1		3	4	5	+ 6	7
1		·-			<del> </del>	<del>_</del>
Note- If t	he officer does not sub-	nil the report of	vidh in fin a	<del></del>	<u> </u>	

Note- If the officer does not submit the report with in financial year to Eaccutive Engiaeer, up to 10 marks will be deducted as given on Part II (Self-Appraisal), except noder exceptional circumstances. This deduct on 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 Angexure A. Masimum 4 modules.)
S NA	and the same and t

S.No.	aroung programs (Enter training modules as per Angexure A. Masimum 4 modules.)
3/140	Training Tepic
t	
1 -	
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4	

The aforementioned information is correct. I am completely responsible for the information furnished no Part-I (Basic Information) and Part-II (Self Appraisal).

Dale: Signature of officer reported upon	
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y Shore

## Part-III (Appraisal)

1. Please state whether you agree with the response	onses relating to the accomplishments of the work plan and ot please furnish factual details.
In Section II. If no	ot please furnish factual details.
•	
•	٠.
	·
· ·	·
? Please comment on the state of	
2.1 lease comment on the claim(if made) of exce	eptional contribution by the officer reported upon.
	<u> </u>
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YT 41	
. Has the officer reported upon met with any sign	nificant failures in respect of his work? If yes, Please furnish
actual details.	
·	
<u> </u>	

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

·S. Na.	Parameter	Max. Marks	Marks awarded by Reparting Autharity	Initial af Reporting Authority	Marks awarded by Reviewing Autharity	Initial of Reviewing Authority
1	2_	3	4	5	6	<del> </del>
. <u> </u>	Buergy Efficiancy Check of Machines and Equipment	10	<del></del>	<del></del> -		7
2	Servicing and Maintenance af Machinery and Equipments	10	<del> </del>	1	<u> </u>	<u>-</u> .
3	Survey reports of Machine / Equipment Submitted for Sanction	10	<del>  -</del>		<del>-</del>	
4	Upto date Abstract of Running Log books .	10		-	<u></u>	<u> </u>
5	Submission of Profit & Loss Repart of Machines.	10	f ·	<del></del>		<del></del>
6	Building units electrification dane	10	<u> </u>		· <del>-</del> -	
7	Building Units Service Connection Dage	10	<u> </u>	<del>-</del>		<u> </u>
8	Hazard Prevention Routine Checking in Building Units	10		<u> </u>	<del></del>	<del> :</del>
Tmai		80	<del>-</del> -		- 1	- <del></del>

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

e.g; - if there is no target far "Survey Report" and the marks obtained by the reported afficer 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 af Reviewing Autharity
<u> 1</u> _		3	4	5	6	7
	Application of Technical Kna wledge	2	-			, , , , , , , , , , , , , , , , , , ,
2	Knawledge of Rules/Cades/Manual/Procedures	2	<del> </del>	<u> </u>	<u> </u>	
3	Proactiveness	2	···	<del>-</del> -	<del></del>	<del>_</del> -
4	Public Relation	2	<del> </del> -			
5	Interpersonal Skills	2	<del> -</del>	. <u></u>		
6	Cost Cansciousaess	2	<del>  -</del>		<del>-</del>	<del></del>
7	Decision making ability	2	· <u> </u>	<del></del>		
8	Sense of Responsibility	<del>-</del> 2	<del>  -=</del> <del>-</del>		<u>-</u>	<del></del>
9	Intelligeace and Understanding	2	<del>-</del> -			··· <del>-</del>
10	Management of Subordinate Staff	2		- "		_
Ta <sub>ta</sub> l		20			·	<del></del> -



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

S. No.	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	7
1	Preparation of Estimate / Justifications for Technical Sanction	10				<u> </u>

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.

#### 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, up to 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	Doue in his/her presence				
Servicing of Machines / Vehicles in his presence	<u> </u>					
Earthing work in the building in his presence						
Coaduiting 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 (Seif-Appraisal). This deduction will be decided at Executive Engineer level.

#### 4 (F). Training

S. Nn.	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 snecessful completion of training.	5				-

Note- If the officer daes aat attend the training program as assigned to him /her, upto 5 murks will be deducted as given ao Purt II (Self-Appraisal) except under exceptiaoal circumstances. This deduction will he 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
<del></del> -	Status Ex status 2	3	4		Anniority 6	
<u>'</u>	Status of Latest Due T&P form 15	2		_ <del></del>		
2	Status of Census Report (E/M & Civil Divisions)	2	<del>-</del> -	l <u> </u>	<del>-</del> -	
3	Monthly Performance Report of Machines					
,	<u></u>	]			·	
4	Manthly Progress Report of Electrical Works.	1	- <del></del>			
5	Status of DTR		<u>_</u>			
	·	2	į			•
6	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	2		<del></del>		·-
;	Total	10		<del>  </del>	<del></del>	<u> </u>

Note: If the afficer 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	Guod	S-2-A-1	
- 1	Marks	>80.0	>60.0 upto 80.0		Satisfactory	Unsatisfactory
			04:0 dpt0 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	1	1 · 2	3	3		
	Assessment of work	g0			]	_
2	Assessment of personal attributes	20				
	Deduction:-	<del>                                     </del>			<del>-</del>	
3	Technical Sanctiun	upto (-) 10	<del></del>	<del>_</del>	<del> </del>	
4	Submission of Forms / Reports	upto (-) 10			<del></del>	
5	Work Execution	upto (-) 5			<del> </del>	
6	Submission of Training report & certificate for successful completion uf training	upto (-) 5				
7	Prafit / Loss of Machine, Vehicles etc.	upto			<del> </del> <del> -</del>	<u> </u>

		<u> </u>	(-) 10		
		Total			
6.	Int	egrity Certificate:			
	a.	The general reputation for certify his/her integri	of Sri/Ms ty,	for honesty is goo	d and
	ь.	The general reputation I withhold his/her integ	of Sri/Ms	wing reasons:	l and
			:		
Date:					<del></del> .
			Signature of the	Reporting Authority	
				Designation	

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## Part-IV (Assessment by the Accepting Authority)

	Yes	No		]	
In case of diff	ference of opinion o	letails and reasons (	for the same may	be given.	
_		<u> </u>			<u> </u>
,					
- 1					
	<u> </u>		<del> </del>		
Grading	ole for Grading Outstanding	Very Good	Good	Satinfairon	
Reference Tab Grading Marks	ole for Grading Outstanding	Very Good >60.0 upto \$8.0	Good >40.0 upto 60.0	Satisfactory >20.0 upto 40.0	Unsatisti
Grading Marks	Outstanding	>60.0 upto \$8.0		Satisfactory >20.0 upto 40.0	Unsatis£
Grading Marks	Outstanding >80.0	>60.0 upto \$8.0	>40.0 upto 60.0	>20.0 upta 40.0	Unsatist < 20
Grading Marks	Outstanding >80.0	>60.0 upto \$8.0		Satisfactory >20.0 upto 40.0  Marks	Unsatisfi < 20
Grading Marks	Outstanding >80.0	>60.0 upto \$8.0	>40.0 upto 60.0	>20.0 upta 40.0	Unsatist < 20
Grading Marks	Outstanding >80.0	>60.0 upto \$8.0	>40.0 upto 60.0	>20.0 upta 40.0  Marks	Unsatisf < 20
Grading Marks	Outstanding >80.0	>60.0 upto \$8.0	>40.0 upto 60.0	>20.0 upta 40.0  Marks	Unsatisfi < 20
Grading Marks	Outstanding >80.0	>60.0 upto \$8.0	>40.0 upto 60.0	>20.0 upta 40.0  Marks	Unsatisfi < 20

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

	2pon			
Designation				
eried of Appraisal				
	PART-I	(Dasie Infor	nation)	
During the Appraisal Period- 1.1 Place of Posting				444414
Date of Birth				
Educational Qualification: 3.1 At the time of joining in 3.2 Qualification acquired d				
Membership of any profession	onal organization			
Reporting, Reviewing and A		C.5		
Officer Reporting	Name		Designation	Period
Sutherity !				
Leviewing		·		
Apthority				
Accepting				
Authority		I .		
······				
		Senee		
Leave (other than Casual Le	ave) or period of ab Period	женее	Туре	
Leave (other than Casual Le		эзепес	Туре	
Leave (other than Casual Le		жевее	Туре	
Leave (other than Casual Le On Leave Period of Absence Appreciation/Honors during	Period			
Leave (other than Casual Le  Do Leave  Period of Absence  Appreciation/Honors during  No.   Type of Appreciation	Period	praisal frum t		
Leave (other than Casual Le On Leave  Period of Absence  Appreciation/Honors during No. Type of Appreciation 7.1	Period	praisal frum t	he department	
Leave (other than Casual Le On Leave Period of Absence Appreciation/Honors during No. Type of Appreciation 7 1	Period	praisal frum t	he department	
Leave (other than Casual Le On Leave Period of Absence Appreciation/Honors during No. Type of Appreciation 7.1	Period	praisal frum t	he department	
Leave (other than Casual Le On Leave  Period of Absence  Appreciation/Honors during	Period	praisal frum t	he department	
Leave (other than Casual Le On Leave Period of Absence Appreciation/Honors during No. Type of Appreciation 7.1 7.2 7.2 7.2 Details of Performance Appreciation Appreciation Period No. 10.1	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details  tten for the previou	S year
Leave (other than Casual Le On Leave Period of Absence Appreciation/Honors during No. Type of Appreciation 7 1	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details itten for this previou	S year
Leave (other than Casual Le  Do Leave  Period of Absence  Appreciation/Honors durir  No. Type of Appreciation  7 1  7 2  7 3  Details of Performance Ay  5 No. Plane of Sub-Ordina	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details itten for this previou	
Leave (other than Casual Le  Do Leave  Period of Absence  Appreciation/Honors duris  No. Type of Appreciation  7 1  7 2  7 3  Details of Performance Appreciation  8 1  Rame of Sub-Ordina	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details itten for this previou	
Leave (other than Casual Le  On Leave  Period of Absence  Appreciation/Honors duris  No. Type of Appreciation  7 1  7 2  1 Jetails of Performance Appreciation  8 1  8 2	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details itten for this previou	
Leave (other than Casual Le  Da Leave  Period of Absence  Appreciation/Honors duris  No. Type of Appreciation  7 1  7 2  7 3  Details of Performance Appreciation  8 1  8 2	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details itten for this previou	
Leave (other than Casual Le  On Leave  Period of Absence  Appreciation/Honors duris  No. Type of Appreciation  7 1  7 2  1 Jetails of Performance Appreciation  8 1  8 2	Period  The period of apprehenors  Period of subordi	praisal frum t Brief	he department Details itten for this previou	

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ASSISTANT ENGINEER (Quality Control)					
S. No	Porameter	Status of Progress			
1	2	3			
1	Ta examine the reparts af Quality Assurance received from various Inspecting officers and put up to EE with earnments 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 praactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.				

Note: Strike out the partion 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' (Mox. 100 Words)

#### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the occomplishments of the work plan and unforeseen tasks as filled out in Section 11. 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.

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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 applieable 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	Initis  of Reviewing Authority
	<u> </u>	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2			_	., . <u> </u>
4	Public Relation	2				
5	Interpersonal Skills	. 2			_	
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2	<u></u>			
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
Total		28		1		

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## 👆 5. Summary af Marks awarded

Reference Table for Grading

Mercialice range to	. 0.001116				
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	< 20.0

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				
	Deductian :-					
3	Submission of Enquiry report/ Quality Control report/ Sectoral Repart to Executive Engineer.	(-) 25				
4	Submission of training report and certificate to Executive Engineer.	upto (-) 15		"		
	Total	• • •	· ·			

	Inte	egrity Certificate:
	٥.	The general ceputation of Sri/Ms
	b.	The general reputation of Sri/Ms
	<u></u>	<del></del>
ate:		
		Signature of the Reporting Authority
		Designation

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## Annexure A: Training Topics

Na.	Training Tapics Technical Topics
	Geometric Design of Roads
	Raad Safety
}	Survey, Investigation and material testing
4	Pavement Design
5	Cancrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Canstructian
9	Praject Management Techniques
10	Contract Administration
[]	Canstruction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Cantral
14	Environment Management Plan
15	Construction Management and Supervisian
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use at Latest Surveying Instruments and Tachniques
19	Train's Studies and Interpretation of Traffic Date
20	Basic Structural Design and Coral Provisions
21	DPR Preparation
22	Public Private Partnership
23	Canstructian Equipment and Latest Canstructian Technologies
24	Any Other
	Leadership Topics
25	Leadership and Mentaring Skills for Nurturing Talent
26	Team Building
27	Managerial Topics
28	Public Relations Management
<del>40</del> 29	Change Management
30	Planning and Budgeting
31	Financial Management/ Taxation and Accounting Principles
<u> </u>	procedures and Manuals
32	Building Building Building
33	Output Positive Attitude
34	Organizational Behavior
35	Emplayee Mativatian and Marate Develapment Inter-persanal Relationship Skills
36	Inter-personal Communication Skills
37	Road Side Land Contral Act Legal Toptes
38	Forest Aet
39	Labor Laws
40	Arbitratian and Conciliation
41	Judicial Pracedures
42	
42	MS Office (Exect, Ward, PowerPoint, email communication)  MS Project
44	
45	e-procurement and e-payment
46	Othery Software PWIMS FMIS BAANAG AND
	Speciatized Saftware (picase specify)

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### 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) 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 Membership of any professional organization. Reporting, Reviewing and Accepting Authorities Official Name Designation Reporting Period Authority Reviewing Authority Accepting Authority 6. Leave (other than Casual Leave) or period of absence Period Type On Leave Period of Absence Appreciation/Honours during the period of appraisal from the department Type of Appreciation/Honours S.No. Brief Details 7.1 7.2 7.3 Details of Performance Appraisals of subordinates not written for the previous year Name of Sub-Ordioate with Designation S. No. Period Reason 8.1 8.2 8.3 8.4

Date of Filing Property Return for the Colendar Year



8.5



#### Part-II (Self-Appraisal)

## 1. Assessment of Performance <u>Assigned Works</u>

Junior Engineer/ Additional Assistant Engineer (Civil)

S.	Parameter Parameter	<u>'11)</u>
No. 1		Status of Progress
	To prepare report / information for various meetings called by higher officers & put up to AE/ EE / SE/ CE/ E-in-C	

2. <del></del>	Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max.				
3.	Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)				

#### 4. <u>Training Program</u>

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given
<del></del>	2	3	4	after Successful training
2				
3				·
Jech	ppraisee does not attend the tr			

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



ુે. જુ. 5. Preparation and submission af Report

S.No.	Description	Action Taken
1	2	<u> </u>
l	Preparation and Submisssion of report / information for various meetings in time to AE/EE/SE/CE/E-in-C	3
Note:	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'o level.

<b>6</b> . į	Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Marines de la la la la la la la la la la la la la
C.M.	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 an part -I (Basic information) and part-II (self appraisal)

Date:	Signature of appraise reported upon
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## Part-HI (Appraisal)

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

Jun



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

S. No	Purameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	ing awarded	Initial of Reviewing Authority
	To prepare report / information for various meetings called by higher officers & put up in time to AE/EE / SE/CE/E-in-C	80		<del>-</del>		<u> </u>
_	Total	80			<u> </u>	

## 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
!	Application of Technical Knowledge	2	3	4	5	6
2	<del> </del>	_2	<u>:</u>	!		
	Knowledge of Rules/Codes/Manual/Procedures	2			<del> </del>	
3	Proactiveness	2				<u> </u>
1	Public Relation	2	<del></del>	<del>-</del>		
;	Iaterpersonai Skilis	2	<del>-</del>	<del>-</del>	·	
5	Cost Consciousness	2	<del>-</del>			· <u>-</u>
7	Decision making ability	2	<del>-</del>	<del></del>		
	Sense of Responsibility					
· _	Intelligence and Understanding	2 2		_ <del>_</del>		
0	Management of Subordinate Staff	2				
_	Total	20		<del>  </del>		

#### 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 Reviewin & Authority
1	Submission of report/information for various meetings in time to AE/ EE/ SE/ CE/ E-in-C office.	30	3	4	5 S	6
2	Submission of Training report & certificate.	10		<u> </u>		- <u>-</u>

Note: If the appraisee does out submit the Reports to AE/EE /SE/CE/E-in-C as per directioo, up to 40 marks will be deducted by Reporting Officer as given an part II (Self-Appraisal), except under exceptional circumstances.



#### 5. Summary af Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	<del></del>	<u> </u>
Marks	>80.0	>60.0 upto 80.0	Good	Satisfactory	Unsatisfactory
		1 - 00.0 upto 80.0	>40.0 upto 60.0	>20.0 upta 48.0	< 20.8

S. Na.	Parameter	Max. Marks	Marks awarded by Reparting Authority	Initist of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
		2	3	3	1122,011.	<del></del>
	Assessment af wark	80	T		<u> </u>	
2	Assessment of personal attributes	20		<del></del>	<del>-</del>	
	Deductian :-				<del>-</del> -	
3	Submission of Report/Information	ирtо (-) 30	<del></del>	<del></del>	<del> </del>	
4	Submission af Training report & certificate.	<b>upto</b> (-) 10	<del>-</del> -		-	<u> </u>
	Tgtal	1,2,4				

6.	Int	egrity Certificate:		
	а.	The general reputatian af Sri/Ms		
	b.	The general reputation of Sri/Ms		
Date:				
		Signature of the Reporting Authority		
		Designatian		

July 1

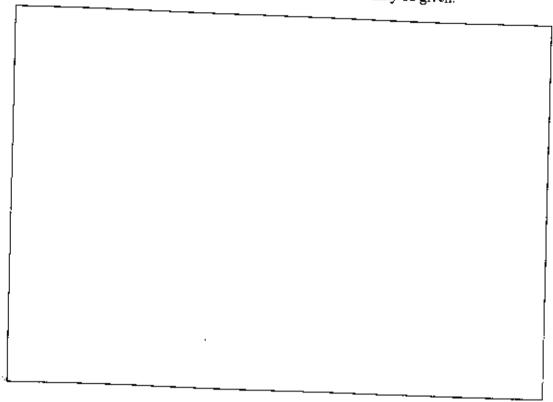


## Part-IV (Assessment by the Accepting Authority)

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
---

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

Grade	Marks
_	

-	-	
	ъ.	 

Signature of the Accepting Authority\_\_\_\_\_





## Annexure A: Training Topics

5. No.	Training Topics
3. 140,	Traintag Topics
<u> </u>	Geometric Design of Roads Technical Topics
$\frac{\cdot}{2}$	Road Safety
3	
4	Survey, Investigation and material testing
<del>7</del> 7	Pavement Design
6 -	Concrete Technology
7 -	Highway Maintenance
8	Bridge Maintenance
<u>•</u> –	Bridge Construction
	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 Centrol
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Ose of Latest Surveying Instruments and Techniques
19	traine Studies and interpretation of Traffic Data
20	Basic Structural Design and Coral Provisions
21	i DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other
25	Leadership Topics
<u>25                                    </u>	Leadership and Mentoring Skills for Nurturing Talent
20	Team Building
27	Manageriai Topics
28	Public Relations Management
29	Change Management
38	Planning and Budgeting
<u> </u>	Financial Management/ Taxation and Accounting Principles
	Departmental Procedures and Manuals
32	Building Positive Attitude  Behavioral Topics
33	Organizational Behavior
4	Feedbase Matients - 114
5	Employee Mutivation and Moraie Development Inter-personal Relationship Skills
6	Inter personal Communication of the
	Inter-personal Cammunication Skills
7	Legal Topics
8	Road Side Land Control Act Forest Act
<u>•</u> —	Labor Laws
8	
1	Arbitration and Conciliation  Judicial Procedures
, –	Information Technology Topics
<del>2</del>	MS Office (Excel, Word, PowerPoint, email communication)
4	MS Project
	e-procurement and e-payment
•	LUCION NOTINAL DIVING OF THE WAY
5 6	Utility Software PWIMS, FMIS, RAMMS, MIS Specialized Software (please specify)



