



कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष,  
लोक निर्माण विभाग, उत्तराखण्ड



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पत्रांक ९ / प्र०अ०-नवीन फारमेट(2019-20)/2020  
सेवा में,

देहरादून, दिनांक 29 जनवरी, 2020

1. समस्त मुख्य अभियन्ता,  
(सिविल / रा०मा० / ए०डी०बी० / यू०डी०आर०पी० / पी०एम०जी०एस०वाई०),  
लोक निर्माण विभाग,  
उत्तराखण्ड।
2. समस्त अधीक्षण अभियन्ता,  
(सिविल / रा०मा० / ए०डी०बी० / यू०डी०आर०पी० / पी०एम०जी०एस०वाई०),  
लोक निर्माण विभाग,  
उत्तराखण्ड।

विषय:- लोक निर्माण विभाग के अन्तर्गत तैनात प्रमुख अभियन्ता/मुख्य अभियन्ता स्तर-1 (मुख्यालय), मुख्य अभियन्ता स्तर-11 (मुख्यालय), अधीक्षण अभियन्ता (वरिष्ठ स्टाफ आफिसर, मुख्यालय), मुख्य अभियन्ता (जोनल), अधीक्षण अभियन्ता (वृत्तीय) एवं अधीक्षण अभियन्ता (वि०/या०) की वार्षिक गोपनीय आख्या लिखे जाने हेतु निर्गत प्रपत्र को संशोधित किये जाने के सम्बन्ध में।

संदर्भ :- शासन का पत्र संख्या 240/111(1)/20-09(106)/सा०/2013 दिनांक 24.01.2020 (प्रति संलग्न)।

उपर्युक्त विषयक में शासन के उक्त संदर्भित पत्र द्वारा लोक निर्माण विभाग के अन्तर्गत तैनात मुख्य अभियन्ता स्तर-1 (मुख्यालय), मुख्य अभियन्ता स्तर-11 (मुख्यालय), अधीक्षण अभियन्ता (वरिष्ठ स्टाफ आफिसर, मुख्यालय), मुख्य अभियन्ता (जोनल), अधीक्षण अभियन्ता (वृत्तीय) एवं अधीक्षण अभियन्ता (वि०/या०) की वार्षिक गोपनीय आख्या लिखे जाने हेतु संशोधित नवीन फारमेट जारी किये गये हैं। शासन द्वारा निर्देशित किया गया है कि आलोच्य वर्ष 2019-20 से शासन द्वारा जारी नवीन संशोधित फारमेट पर ही उल्लिखित अधिकारी अपनी गोपनीय आख्या भरकर प्रस्तुत करेंगे।

नवीन संशोधित प्रपत्र एवं शासन का उक्त संदर्भित पत्र लोक निर्माण विभाग की वेबसाइट-[pwd.uk.gov.in](http://pwd.uk.gov.in) पर उपलब्ध है। कृपया वेबसाइट पर उपलब्ध प्रपत्र सम्बन्धित अधिकारियों को उपलब्ध कराया जाना सुनिश्चित करें।

संलग्न-यथोपरि।

29/01/2020  
( हरिओम शर्मा )  
प्रमुख अभियन्ता

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

1. मुख्य अभियन्ता स्तर-1 (मुख्यालय/नियोजन), विभागाध्यक्ष कार्यालय।
2. मुख्य अभियन्ता (क्वालिटी कंट्रोल), विभागाध्यक्ष कार्यालय।
3. वरिष्ठ स्टाफ आफिसर-1/11/(अधिष्ठान)/(नियोजन), विभागाध्यक्ष कार्यालय।
4. समस्त अधिशासी अभियन्ता, विभागाध्यक्ष कार्यालय।
5. आई०टी० हैड, विभागाध्यक्ष कार्यालय को वेबसाइट पर अपलोड किये जाने हेतु।

29/01/2020  
प्रमुख अभियन्ता  
लोक निर्माण विभाग



प्रेषक,

ओम प्रकाश,  
अपर मुख्य सचिव,  
उत्तराखण्ड शासन।

सेवामें,

प्रमुख अभियन्ता,  
लोक निर्माण विभाग,  
उत्तराखण्ड, देहरादून।

लोक निर्माण अनुभाग-1

देहरादून, दिनांक: 24 जनवरी, 2020

विषय:-लोक निर्माण विभाग के अन्तर्गत तैनात प्रमुख अभियन्ता, मुख्य अभियन्ता स्तर-1 (मुख्यालय), मुख्य अभियन्ता स्तर-II (मुख्यालय), अधीक्षण अभियन्ता (वरिष्ठ स्टाफ आफिसर, मुख्यालय), मुख्य अभियन्ता, (जोनल), अधीक्षण अभियन्ता (वृत्तीय) एवं अधीक्षण अभियन्ता (वि०/या०) की वार्षिक गोपनीय आख्या लिखे जाने हेतु निर्गत प्रपत्र को संशोधित किये जाने के सम्बन्ध में।

महोदय,

कृपया उपरोक्त विषयक शासन के पत्र संख्या 1852/III(1)/13-09(106)/13, दिनांक 01 अक्टूबर, 2014, पत्र संख्या-1853/III(1)/13-09(106)/13, दिनांक 01 अक्टूबर, 2014, पत्र संख्या-2185/III(1)/13-09(106)/13, दिनांक 30 दिसम्बर, 2013 एवं पत्र संख्या-1276/III(1)/15-09(106)/2013 दिनांक 17 अगस्त, 2015 का सन्दर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा अन्य के साथ-साथ प्रमुख अभियन्ता, मुख्य अभियन्ता (मुख्यालय), मुख्य अभियन्ता (जोनल) एवं अधीक्षण अभियन्ता (सिविल) के अधिकारियों की भविष्य में वार्षिक गोपनीय प्रविष्टि Performance based के आधार पर लिखे जाने हेतु संशोधित प्रपत्र तैयार कर निर्गत किया गया है।

2- शासन द्वारा समय-समय पर शिकायती प्रकरणों के सम्बन्ध में प्रमुख अभियन्ता अथवा अन्य वरिष्ठ अभियन्ताओं को जांच अधिकारी नामित करते हुये समयान्तर्गत जांच आख्या उपलब्ध कराये जाने एवं कार्य के प्रति सम्बन्धित अधिकारियों का मूल्यांकन किये जाने के दृष्टिगत सम्यक विचारोपरान्त लोक निर्माण विभाग के अन्तर्गत विभागीय अभियन्ताओं के शासकीय उत्तरदायित्व एवं कार्य के प्रति जबाब देही का तकनीकी मूल्यांकन किये जाने तथा अभियन्ताओं की Performance Based वार्षिक गोपनीय प्रविष्टि हेतु विभिन्न स्तरों पर दर्ज आख्याओं हेतु यथा संशोधित निर्धारित प्रपत्र के अनुसार कार्यवाही किया जाना प्रस्तावित है।

(क) पूर्व व्यवस्था के अनुसार 100 Marks में से 80 % Weightage Appraise अधिकारी के Performance के आधार पर Assessment किया जाता था। Performance हेतु जो पैरामीटर निर्धारित किये जाते थे उनका निर्धारण Appraise अधिकारी द्वारा स्वयं ही लिखा जाता था। Performance हेतु अलग-अलग पैरामीटर का पहले से कोई लक्ष्य तय नहीं होता था, जिससे कि Reporting अधिकारी को वास्तविक जानकारी मिल सके कि Appraise अधिकारी द्वारा लक्ष्य के सापेक्ष कितना कार्य किया गया है। संशोधित PERFORMANCE APPRAISAL REPORT (PAR) में प्रत्येक वर्ग के अधिकारी हेतु पैरामीटर निर्धारित कर दिये गये हैं। उनके द्वारा अलग-अलग पैरामीटर पर Target के विरुद्ध कितनी उपलब्धि प्राप्त हुई है का आंकलन अपनी Performance Report में किया जाना है जिस हेतु Max. 80 Marks का प्राविधान किया गया है तथा प्रत्येक पैरामीटर हेतु Max Marks का निर्धारण भी कर दिया गया है।

(ख) पूर्व में Personal Attributes हेतु 20% Weightage का निर्धारण किया जाता था जो कि 10 बिन्दुओं पर आधारित था लेकिन उसमें प्रत्येक बिन्दु के लिए अलग-अलग Marks निर्धारित थे तथा केवल Grading 0 से 10 में बीच में दिया जाता था। नये PAR में Personal Attributes हेतु Max. 20 Marks का प्राविधान किया गया है लेकिन इसमें यदि Reporting अधिकारी को लगता



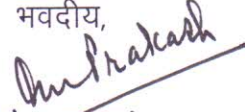
है कि किसी पैरामीटर में Appraise अधिकारी का पैरामीटर Qualitative नहीं है तो वह तदनुसार Marks का निर्धारण कर सकता है।

(ग) संशोधित PAR में Enquiry Report, Quality Assurance Report, Administrative and Policy implementation तथा Training Report इत्यादि को समयबद्ध ढंग से उच्च गुणवत्ता के साथ Appraise अधिकारी द्वारा PAR में दी गयी व्यवस्थानुसार उपलब्ध कराया जाना होगा जिसके आधार पर Reporting अधिकारी तथा Review अधिकारी Negative Marks का निर्धारण करके PAR में अंकित किया जायेगा।

(घ) कार्य के दौरान सम्बन्धित अधिकारी से समयबद्ध ढंग से तथा उच्च गुणवत्ता युक्त कार्य किये जाने की अपेक्षा की जाती है। अतः पदानुसार अलग-अलग तरह से पैरामीटर का निर्धारण किया गया है तथा उन कार्यों को समयबद्ध, गुणवत्तापूर्वक सम्पन्न न करने पर Marks में कटौती का प्राविधान भी किया गया है। ऐसा किये जाने से अधिकारी अपने दायित्वों के प्रति अधिक सतर्क होगा तथा सावधानी पूर्वक समय से कार्य करेंगे।

3- अतः इस सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि शासन द्वारा पूर्व में निर्गत फॉरमेट में संशोधन करते हुये उपरोक्तानुसार प्रमुख अभियन्ता, मुख्य अभियन्ता स्तर-1 (मुख्यालय), मुख्य अभियन्ता स्तर-1। (मुख्यालय), मुख्य अभियन्ता (जोनल), अधीक्षण अभियन्ता (विभागाध्यक्ष कार्यालय में तैनात), अधीक्षण अभियन्ता (वृत्तीय) तथा अधीक्षण अभियन्ता (वि०/या०) द्वारा पूर्व में निर्गत Performance Based के आधार पर दिये गये फारमेट को संशोधित करते हुये नये प्रपत्र के आधार पर वार्षिक गोपनीय प्रविष्टि का आकलन किये जाने का पूर्व में निर्गत प्रपत्र के स्थान पर शासन द्वारा अनुमोदित नया संशोधित प्रपत्र इस आशय से संलग्न कर प्रेषित किया जा रहा है कि आलोच्य वर्ष 2019-20 से उपर्युक्त संशोधित प्रपत्र के आधार पर उपरोक्त उल्लिखित अधिकारियों की वार्षिक गोपनीय आख्या समयान्तर्गत तैयार की जाय और तदनुसार प्रपत्र को सभी कार्यालयों में परिचालित कर दिया जाय। शेष अधिकारियों के सम्बन्ध में पृथक से संशोधित प्रपत्र तैयार किये जाने की कार्यवाही की जा रही है। ऐसे अधिकारियों के सम्बन्ध में पूर्ववर्ती शासनादेश में निर्धारित व्यवस्था तब तक यथावत लागू रहेगी।

संलग्न यथोक्त।


भवदीय,  
  
(आम प्रकाश)  
अपर मुख्य सचिव।

संख्या: —/111(1)/20-09(106)/सा०/2013, तद्दिनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. समस्त मुख्य अभियन्ता स्तर-1 एवं मुख्य अभियन्ता स्तर-2, लोक निर्माण विभाग, उत्तराखण्ड।
2. समस्त अधीक्षण अभियन्ता (सिविल), लोक निर्माण विभाग, उत्तराखण्ड।

आज्ञा से,

  
(प्रदीप सिंह रावत)  
अपर सचिव।

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

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

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

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

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

	Period	Type
On Leave		
Period of Absence		

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

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

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

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

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

*Am*



## Part-II (Self-Appraisal)

### 1. Assessment of Performance

#### Civil Works

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

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

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

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*Om*

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

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

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

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

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

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



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

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

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

7. **Administrative Audit of Divisions**

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

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

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

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

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

### Training Program

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

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

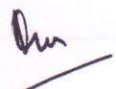
10. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per **Annexure A**. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

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

Date:

Signature of officer reported upon \_\_\_\_\_





### Part-III (Appraisal)

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

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

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

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

**Civil Works**

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

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

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

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

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

*Signature*



4 (C).

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

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

4 (D).

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

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

4 (E).

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

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

4 (F).

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

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



4 (G).

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

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

## 5. Summary of Marks awarded

**Reference Table for Grading**

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

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

*Chm*



## 6.

- \_\_\_\_\_

Date:

Signature of the Reporting Authority\_\_\_\_\_

Designation \_\_\_\_\_

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

Yes	No
-----	----

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

1. The first step in the process of the scientific method is to ask a question. This question should be based on an observation or a problem that needs to be solved. For example, a scientist might observe that a plant grows faster in one type of soil than in another and ask the question, "Does the type of soil affect the growth of a plant?"

2. The second step is to form a hypothesis. A hypothesis is a statement that can be tested. It is often written in the form of an "if-then" statement. For example, the scientist might hypothesize, "If a plant is grown in rich soil, then it will grow faster than a plant grown in poor soil."

3. The third step is to design an experiment. The experiment should be set up so that the hypothesis can be tested. This involves identifying the variables that will be changed (the independent variable) and the variables that will be measured (the dependent variable). In the example, the independent variable is the type of soil, and the dependent variable is the growth of the plant.

4. The fourth step is to conduct the experiment. The scientist will grow plants in different types of soil and measure their growth over time. It is important to keep all other variables constant (controlled variables) to ensure that the results are due to the independent variable.

5. The fifth step is to analyze the data. The scientist will collect data on the growth of the plants and look for patterns. This might involve calculating the average growth rate for each type of soil and comparing them.

6. The sixth step is to draw a conclusion. Based on the analysis of the data, the scientist will decide whether the hypothesis was supported or not. If the hypothesis was supported, the scientist might conclude that rich soil does indeed promote faster plant growth. If the hypothesis was not supported, the scientist might conclude that the type of soil does not affect plant growth.

7. The final step is to communicate the results. The scientist will share their findings with others in the field, either through a presentation or a written report. This allows other scientists to learn from the study and potentially replicate the experiment to confirm the results.

### Reference Table for Grading

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

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

Grade	Marks

Date:

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

Chia



## Annexure A: Training Topics

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

