



कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष,
लोक निर्माण विभाग, उत्तराखण्ड

मेल द्वारा



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पत्रांक 11 / प्र0अ0-नवीन फारमेट(2019-20)/2020
सेवा में,

देहरादून, दिनांक 03 फरवरी, 2020

1. समस्त मुख्य अभियन्ता,
(सिविल/रा0मा0/ए0डी0बी0/यू0डी0आर0पी0/पी0एम0जी0एस0वाई0),
लोक निर्माण विभाग,
उत्तराखण्ड।
2. समस्त अधीक्षण अभियन्ता,
(सिविल/रा0मा0/ए0डी0बी0/यू0डी0आर0पी0/पी0एम0जी0एस0वाई0),
लोक निर्माण विभाग,
उत्तराखण्ड।
3. समस्त अधिशासी अभियन्ता,
(सिविल/रा0मा0/ए0डी0बी0/यू0डी0आर0पी0/पी0एम0जी0एस0वाई0),
लोक निर्माण विभाग,
उत्तराखण्ड।

विषय:-

लोक निर्माण विभाग के अन्तर्गत विभागाध्यक्ष कार्यालय में तैनात अधिशासी अभियन्ता(सिविल), सहायक अभियन्ता(सिविल) एवं खण्डीय कार्यालय में तैनात अधिशासी अभियन्ता(सिविली) एवं सहायक अभियन्ता (सिविल) तथा वि0/यां0 खण्ड में तैनात अधिशासी अभियन्ता(वि0/यां0) की वार्षिक गोपनीय आख्या लिखे जाने हेतु निर्गत प्रपत्र को संशोधित किये जाने के सम्बन्ध में।

संदर्भ :-

शासन का पत्र संख्या 258/111(1)/20-09(106)/सा0/2013 दिनांक 31.01.2020।

उपर्युक्त विषयक में शासन के उक्त संदर्भित पत्र द्वारा लोक निर्माण विभाग के अन्तर्गत विभागाध्यक्ष कार्यालय में तैनात अधिशासी अभियन्ता(सिविल), सहायक अभियन्ता(सिविल) एवं खण्डीय कार्यालय में तैनात अधिशासी अभियन्ता(सिविल) एवं सहायक अभियन्ता (सिविल) तथा वि0/यां0 खण्ड में तैनात अधिशासी अभियन्ता(वि0/यां0) 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 पर उपलब्ध है। कृपया वेबसाइट पर उपलब्ध प्रपत्र सम्बन्धित अधिकारियों को अपने स्तर से भी उपलब्ध कराया जाना सुनिश्चित करें।

संलग्न-यथोपरि।

(हरिओम शर्मा)
प्रमुख अभियन्ता

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

1. मुख्य अभियन्ता स्तर-। (मुख्यालय/नियोजन), विभागाध्यक्ष कार्यालय।
2. मुख्य अभियन्ता (क्वालिटी कन्ट्रोल), विभागाध्यक्ष कार्यालय।
3. वरिष्ठ स्टाफ आफिसर-1/11/(अधिष्ठांन)/नियोजन, विभागाध्यक्ष कार्यालय।
4. समस्त अधिशासी अभियन्ता, विभागाध्यक्ष कार्यालय।
5. आई0टी0 हैड, विभागाध्यक्ष कार्यालय को वेबसाइट पर अपलोड किये जाने हेतु।

संलग्न: यथोपरि

प्रमुख अभियन्ता
लोक निर्माण विभाग

31/01/2020
(CP)

1022000915

संख्या: 258 / III(1) / 20-09(106) / सा0 / 2013

प्रेषक,

ओम प्रकाश,
अपर मुख्य सचिव,
उत्तराखण्ड शासन।

सेवामें,

प्रमुख अभियन्ता,
लोक निर्माण विभाग,
उत्तराखण्ड, देहरादून।

लोक निर्माण अनुभाग-1

देहरादून, दिनांक: 31 जनवरी, 2020

विषय:- लोक निर्माण विभाग के अन्तर्गत विभागाध्यक्ष कार्यालय में तैनात अधिशासी अभियन्ता (सिविल), सहायक अभियन्ता (सिविल) तथा खण्डीय कार्यालय में तैनात अधिशासी अभियन्ता (सिविल) एवं सहायक अभियन्ता (सिविल) तथा वि०/यां० खण्ड में तैनात अधिशासी अभियन्ता/सहायक अभियन्ता (वि०/यां०) की वार्षिक गोपनीय आख्या लिखे जाने हेतु निर्गत प्रपत्र को संशोधित किये जाने के सम्बन्ध में।

महोदय,

कृपया उपरोक्त विषयक शासन के पत्र संख्या 240/III(1)/20-09(106)सा0/13, दिनांक 24 जनवरी, 2020 का कृपया सन्दर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा प्रमुख अभियन्ता, मुख्य अभियन्ता (मुख्यालय), मुख्य अभियन्ता (जोनल), विभागाध्यक्ष कार्यालय में तैनात अधीक्षण अभियन्ता (सिविल) एवं वृत्तीय कार्यालयों में तैनात 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- उक्त शासन के पत्र दिनांक 24.01.2020 के संदर्भ में मुझे यह कहने का निदेश हुआ है कि विभागाध्यक्ष कार्यालय में तैनात अधिशासी अभियन्ता (सिविल) एवं सहायक अभियन्ता (सिविल) तथा खण्डीय कार्यालयों में तैनात अधिशासी अभियन्ता (सिविल), सहायक अभियन्ता, (सिविल) तथा वि०/यां० खण्ड में तैनात अधिशासी अभियन्ता/सहायक अभियन्ता (वि०/यां०) के Performance Based के आधार पर दिये गये फारमेट को नये प्रपत्र के आधार पर वार्षिक गोपनीय प्रविष्टि का आंकलन 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।

संलग्न यथोक्त।

भवदीय,

Om Prakash

(ओम प्रकाश)

अपर, मुख्य सचिव।

संख्या: — / III(1) / 20-09(106) / सा0 / 2013, तददिनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. समस्त मुख्य अभियन्ता स्तर-1 एवं मुख्य अभियन्ता स्तर-2, लो०नि०वि, उत्तराखण्ड।
2. समस्त अधीक्षण अभियन्ता (सिविल), लोक निर्माण विभाग, उत्तराखण्ड।
3. समस्त अधिशासी अभियन्ता।

आज्ञा से,

(प्रदीप सिंह रावत)

अपर सचिव।

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

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

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

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

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

	Period	Type
On Leave		
Period of Absence		

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

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

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

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

9. Date of Filing Property Return for the Calendar Year

Yadhu

Part-II (Self-Appraisal)

1. Assessment of Performance

Assigned Tasks

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

(OR)

ASSISTANT ENGINEER (Establishment)		
S. No	Parameter	Status of Progress
1	2	3
1	To prepare and put up proposal for promotion, seniority and transfer of Employees to Executive Engineer.	
2	To prepare put up proposal for direct recruitment to Executive Engineer.	
3	To prepare and put up cases related to court cases and other legal matters to Executive Engineer.	
4	To prepare and put up cases of retirement benefits/Pension cases of Employees to Executive Engineer.	

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(OR)

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

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

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

--

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

--

4. Training Program

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

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

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

S. No.	Training Topic
1	
2	
3	
4	

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

Date:

Signature of officer reported upon _____

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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.

No	Description of Assigned Task	Max. Marks	Actual Marks	Remarks
1	To put up progress report of work under various sections of EE.	10		
2	To prepare the job description for various posts in the EE branch officers & to put up to EE.	10		
3	To put up notes of speeches given in Lab. Seminars etc. in the EE branch officers & to put up to EE.	10		
4	To prepare the job description for various posts in the EE branch officers & to put up to EE.	10		
5	To prepare the job description for various posts in the EE branch officers & to put up to EE.	10		

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

No	Description of Assigned Task	Max. Marks	Actual Marks	Remarks
7	To prepare the job description for various posts in the EE branch officers & to put up to EE.	10		
Total		80		
(OR)				
ASSISTANT ENGINEER (Establishment)				
No	Description of Assigned Task	Max. Marks	Actual Marks	Remarks

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

No	Description of Assigned Task	Max. Marks	Actual Marks	Remarks
3	To prepare the job description for various posts in the EE branch officers & to put up to EE.	20		
4	To prepare the job description for various posts in the EE branch officers & to put up to EE.	20		
Total		40		
(OR)				

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

ASSISTANT ENGINEER (Planning)

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

(OR)

ASSISTANT ENGINEER (Establishment)

S. No	Parameter (Detail of Assigned Tasks)	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	To prepare and put up proposal for promotion, seniority and transfer of Employees to Executive Engineer.	20				
2	To prepare and put up proposal for direct recruitment to Executive Engineer..	20				
3	To prepare and put up cases related to court cases and other legal matters to Executive Engineer..	20				
4	To examine cases of retirement benefits/Pension cases of Employees and put up to Executive Engineer..	20				
	Total	80				

(OR)

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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 applicable to Assistant Engineer(Planning)/ Assistant Engineer (Establishment)/ Assistant Engineer (Quality Control).

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

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

Yashwanth

4 (C)

S. No.	Parameter	Max. Marks Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate of training to Executive Engineer.	15				

Note:- If the officer does not submit the Training Report and certificate to Executive Engineer 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 Executive Engineer level.

4 (D)

S. No.	Parameter	Max. marks Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of Enquiry report/ Quality Control report/ Sectoral Report to Executive Engineer.	25				

Note:- If the officer does not submit the Enquiry Report/ Quality Control report/Sectoral Report to Executive Engineer as per direction of Executive Engineer, upto 25 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer 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 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

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

6. Integrity Certificate:

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

Date:

Signature of the Reporting Authority _____

Designation _____

Handwritten signature

Part-IV (Assessment by the Accepting Authority)

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

Yes	No
-----	----

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

Reference Table for Grading

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

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

Grade	Marks

Date:

Signature of the Accepting Authority _____

Yashwanth

Annexure A: Training Topics

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