



कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष,
लोक निर्माण विभाग, उत्तराखण्ड

मेल द्वारा



Website-<http://pwd.uk.gov.in>

E-Mail - eicpwduk@nic.in

पत्रांक : 14 / प्र0अ0-नवीन फारमेट(ए0सी0आर0)/2024-25

दिनांक - 25 जनवरी 2025

सेवा में,

1. समस्त मुख्य अभियन्ता,
(क्षेत्रीय/रा0मा0)
लोक निर्माण विभाग,
देहरादून/पौड़ी/अल्मोड़ा/हल्द्वानी।
2. समस्त अधीक्षण अभियन्ता,
(सिविल/रा0मा0)
लोक निर्माण विभाग,
उत्तराखण्ड.....।

विषय:- लोक निर्माण विभाग में तैनात अधीक्षण अभियन्ता एवं मुख्य अभियन्ता पदधारकों की वार्षिक गोपनीय आख्या लिखे जाने हेतु संशोधित प्रपत्र परिचालित किये जाने के सम्बन्ध में।

संदर्भ:- शासन का पत्र संख्या 132/III(1)/25-01(41)अधि0/24(81414) दिनांक 21.01.25

उपर्युक्त विषयक शासन के संदर्भित पत्र के द्वारा लोक निर्माण विभाग में तैनात मुख्य अभियन्ता एवं अधीक्षण अभियन्ता पदधारकों की वार्षिक गोपनीय प्रविष्टियां अंकित किये जाने हेतु सक्षम प्राधिकारी द्वारा अनुमोदित नवीन प्रारूप जारी किये गये हैं। शासन द्वारा निर्देशित किया गया है कि भविष्य में लोक निर्माण विभाग में तैनात मुख्य अभियन्ता एवं अधीक्षण अभियन्ता पदधारक स्वयं की वार्षिक गोपनीय प्रविष्टियां संशोधित नवीन प्रारूप पर ही भरकर प्रस्तुत करेंगे।

नवीन संशोधित प्रपत्र एवं शासन का उक्त संदर्भित पत्र लोक निर्माण विभाग की वेबसाइट-pwd.uk.gov.in पर उपलब्ध हैं। उक्त के अनुपालन में निर्देशित किया जाता है कि भविष्य में उपरोक्तानुसार अनुमोदित नवीन प्रारूप पर स्वयं की वार्षिक गोपनीय प्रविष्टियां अंकित किया जाना सुनिश्चित करें।

संलग्न-उपरोक्तानुसार नवीन संशोधित प्रपत्र।

(इ0राजेश चन्द्र शर्मा)।

प्रमुख अभियन्ता एवं विभागाध्यक्ष (प्रभारी)
लोक निर्माण विभाग, देहरादून।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं अग्रिम आवश्यक कार्यवाही हेतु प्रेषित।

1. मुख्य अभियन्ता स्तर-1(अधिष्ठान/नियोजन), विभागाध्यक्ष कार्यालय, लो0नि0वि0।
2. वरिष्ठ स्टाफ ऑफिसर-प्रथम/द्वितीय/तृतीय (अधिष्ठान/नियोजन/गुणवत्ता नियंत्रण), विभागाध्यक्ष कार्यालय, लो0नि0वि0।
3. समस्त अधिशासी अभियन्ता, लोक निर्माण विभाग, उत्तराखण्ड.....।
4. अधिशासी अभियन्ता (अधिष्ठान)-प्रथम, विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून को इस निर्देश के साथ प्रेषित कि उक्त नवीन संशोधित प्रपत्र को विभागीय HRMS ACR Portal पर update किये जाने की कार्यवाही करना सुनिश्चित करें।
5. अधिशासी अभियन्ता (आई0टी0), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून को विभागीय HRMS ACR Portal पर update किये जाने हेतु।

संलग्न-उपरोक्तानुसार नवीन संशोधित प्रपत्र।

प्रमुख अभियन्ता एवं विभागाध्यक्ष (प्रभारी)
लोक निर्माण विभाग, देहरादून।

(318)

21/01/2025

महत्वपूर्ण

संख्या : 132 / 111(1) / 25-01(41)अधि0 / 24(81414)

प्रेषक,

श्याम सिंह,
संयुक्त सचिव,
उत्तराखण्ड शासन

सेवा में,

प्रमुख अभियन्ता,
लोक निर्माण विभाग,
देहरादून।

लोक निर्माण अनुभाग-1

देहरादून, दिनांक 21 जनवरी, 2025

विषय:-लोक निर्माण विभाग में तैनात अधीक्षण अभियन्ता एवं मुख्य अभियन्ता पदधारकों की वार्षिक गोपनीय आख्या लिखे जाने हेतु संशोधित प्रपत्र परिचालित किये जाने के सम्बन्ध में।

महोदय,

लोक निर्माण विभाग में तैनात मुख्य अभियन्ता एवं अधीक्षण अभियन्ता पदधारकों की वार्षिक गोपनीय प्रविष्टियां अंकित किये जाने हेतु सक्षम प्राधिकारी द्वारा अनुमोदित नवीन प्रारूप की प्रति संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि भविष्य में लोक निर्माण विभाग में तैनात मुख्य अभियन्ता एवं अधीक्षण अभियन्ता पदधारकों की वार्षिक गोपनीय प्रविष्टियां संशोधित नवीन प्रारूप पर ही अंकित किये जाने हेतु उक्त प्रारूप को अधीनस्थ सभी कार्यालयों में परिचालित करने का कष्ट करें।

संलग्नके-यथोपरि।

भवदीय


(श्याम सिंह)

संयुक्त सचिव।

P.O. CHOD

1/1
21/1
प्रमुख अभियन्ता
लोक निर्माण वि०

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

Name of the Officer Reported Upon	
Designation	
Period of Approval	

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) of period of absence:-

	Period	Type
On Leave		
Period of absence		

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

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

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

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

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

Part-II(Self- Appraisal)


1. Assessment of Performance

Civil Works.

S.No	Parameter	Target	Target Achieved
	1	2	3
1	Financial target (capital head)	Cr.	Cr.
2	New construction (Hill Side Cutting/Earthwork) Complete and open to traffic.	Km.	Km.
3	Bituminous work over WBM/WMM surface (PC, P1&P2, BM &SDBC).	Km.	Km.
4	Reconstruction and Improvement of Existing Roads (geometric improvement, Pavement strengthening).	Km.	Km.
5	Major Bridge/Cross Drainage structure (Open to traffic).	No.	No.
6	Villages Connected.	No.	No.
7	Contract Finalization.	No.	No.
8	Routine Road Maintenance and Renewal.	Km.	Km.
9	Annual Inspection of Bridges more than 150m Span.	No.	No.
10	Innovative work done.	No.	No.

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

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



4. Details of Submission of inquiry reportsto the Engineer in Chief

S.No.	Name of work for which inquiry was set	Date of Commencement of Enquiry	Time Limit for Inquiry	Date of submission of inquiry report to the Engineer in Chief	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 EinC/HOD within the 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 the HOD level.

5. Quality Assurance of works under construction with a sanctioned cost of more than Rs. 1.50 Crore with Inspection Notes, on works allotted by Quality Control Cell.

S.No.	Name of Division	No. of Works with Sanctioned Cost more than Rs. 1.50 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 the Quality Control Cell in a regular way every month, up to 5 marks will be deducted as given in part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at the Chief Engineer level.

6. Quality Assurance of under-construction works under the jurisdiction of the officer, with a sanctioned cost of more than Rs. 1.50 Crore.

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)
1	2	3
1		
2		
3		
4		
5		
6		
7		
8		

Note: - If the officer does not submit the Compliance report to the Chief Engineer and Engineer in Chief in a regular way every month, up to 5 marks will be deducted as given in part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at the 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 the Chief Engineer within a financial year, up to 10 marks will be deducted as given in part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided by the Chief Engineer.

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 the Chief Engineer from time to time, or the report submitted is unsatisfactory, up to 5 marks will be deducted as given in part II (Self-Appraisal), This deduction will be decided by the Chief Engineer.

9. Training Program.

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

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

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

Sl.No	Training Topic
1	
2	
3	
4	

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

Date

Signature of the officer reported upon _____



PART III (Appraisal)

1. Please state whether you agree with the response 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 works If yes, please furnish factual details



4(A) Assessment of work (Maximum marks for this section will be 80)

Civil Work

S. No	Parameter	Max. Marks	Marks Awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by the Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Financial target capital head.	10				
2	New construction (Hill Side Cutting/Earthwork) Complete and open to traffic.	8				
3	Bituminous work over WBM/WMM surface (PC, P1&P2, BM &SDBC).	8				
4	Reconstruction and Improvement of Existing Roads (geometric improvement, Pavement strengthening).	8				
5	Major Bridge/Cross Drainage structure (Open to traffic).	8				
6	Villages Connected	8				
7	Contract Finalization	5				
8	Renewal of Road.	5				
9	Annual Inspection of Bridges more than 150m Span.	5				
10	Innovative work done.	10				
11	Discretionary marks (at the disposal of the reporting officer to account for parameters not considered)	5				
Total		80				

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

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

For S.No. 11: If the reporting officer gives zero marks, then the reasons thereof shall be mentioned in Part III Para 1

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

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

4(C).

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

Note: If the officer does not submit the Enquiry report to HOD within the 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 the 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	10				

Note: If the officer does not submit the Inspection Report to the Chief Engineer in a 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 by the Chief Engineer.

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 system electronic tendering and Other system.	2				
3	Grievance Redressal Meeting with various Unions	1				
	Total	5				

Note: If the officer does not submit the Report to the Chief Engineer from time to time, or the report submitted is unsatisfactory, 5 marks will be deducted as given in part II (Self-Appraisal). This deduction will be decided at the 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	7
1	Submission of Audit Report of Divisions to Chief Engineer.	10				

Note: If the officer does not submit the Inspection Report to the Chief Engineer in a 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 by the Chief Engineer.

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	05				

Note: If the officer does not submit the Training Report and Certificate to the Chief Engineer, up to 5 marks will be deducted as given in part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided by the Chief Engineer.

5. Summary of Marks awarded

Reference Table of Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 up to 80.0	>40.00 up to 60.0	>20.0 up to 40.0	<20.0

S. No	Parameter	Max. Marks	Marks Awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Assessment of work	80				
2	Assessment of Personal Attribute	20				
	Deduction :-					
3	Submission of Enquiry reports/Charge sheets to CE/ Engineer in Chief, PWD.	Up to (-) 05				
4	Quality Assurance of work under construction (Two different category Quality Assurance reports)	Up to (-) 05				
5	Action on Administrative Matters & Policy Implementation	Up to (-) 05				
6	Submission of Audit Report of Divisions to Chief Engineer.	Up to (-) 05				
7	Technical sanction accorded on DPR and submission of DPR to CE	Up to (-) 05				
8	Submission of Compliance reports of inspection notes issued by CE	Up to (-) 10				
9	Submission of Training Reports & Certificate of Successful Completion of Training	Up to (-) 05				
	Total					

6. **Integrated certificate**

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

Date :

Signature of Reporting authority

Designation.....



Part IV (Assessment by the Accepting Authority)

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

Yes	No
-----	----

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

Reference Table of Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 up to 80.0	>40.00 up to 60.0	>20.0 up to 40.0	<20.0

3. Overall Grade & Marks (on a score of 1 to 100)

Grade	Marks

Date :

Signature of Accepting Authority



Annexure A: Training Topics

S.No	Training Topics
Technical Topics	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and Material Testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques.
19	Traffic Studies and Interpretation of Traffic Data.
20	Basic Structural Design and Code Provisions.
21	DPR Preparation.
22	Public Private Partnership
23	Construction Equipments 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 Communications 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, Power point, email Communication)
43	MS Project
44	e-Procurement and e-payment.
45	Utility Software's PWIMS, FMIS, RAMMA, MIS
46	Specialization Software (Please Specify).