



पत्रांक- 113 / 37कैम्प/वा0गो0आ0-2/2022

दिनांक- 22 जुलाई, 2022

सेवा में,

अधिशाली अभियन्ता (आई0टी0),  
विभागाध्यक्ष कार्यालय,  
लोक निर्माण विभाग,  
देहरादून।

विषय- लोक निर्माण विभाग के अन्तर्गत डिजाईन सेल/अन्वेषण सेल, विभागाध्यक्ष कार्यालय में तैनात सहायक अभियन्ता/अधिशाली अभियन्ता की वार्षिक गोपनीय आख्या लिखे जाने हेतु प्रारूप निर्गत किये जाने के सम्बन्ध में।

संदर्भ- शासन का पत्रांक 1326/III(1)/2022-09(106)/2013 दिनांक 01.07.2022

उपरोक्त विषयक संदर्भित पत्र का संदर्भ ग्रहण करें, जिसके माध्यम से विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग के अन्तर्गत डिजाईन सेल/अन्वेषण सेल में तैनात सहायक अभियन्ता/अधिशाली अभियन्ताओं की भविष्य में वार्षिक गोपनीय आख्या Performance based पर लिखे जाने हेतु नवीन प्रपत्र निर्गत करते हुये परिचालित किये जाने के निर्देश प्राप्त हुये हैं।

उक्त के कम में विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग के अन्तर्गत डिजाईन सेल/अन्वेषण सेल में तैनात सहायक अभियन्ता/अधिशाली अभियन्ताओं की शासन द्वारा निर्धारित वार्षिक गोपनीय आख्या प्रपत्र की प्रति इस निर्देश के साथ प्रेषित की जा रही है कि उक्त वार्षिक गोपनीय आख्या प्रपत्रों को विभागीय HRMS ACR PORTAL पर अपलोड करते हुए तदनुसार सम्बन्धित अधिशाली अभियन्ता/सहायक अभियन्ता को भी अवगत कराया जाना सुनिश्चित करें।

संलग्न-उपरोक्तानुसार।

(अशोक कुमार)  
मुख्य अभियन्ता (अधिष्ठान)  
21/7/22

प्रतिलिपि- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. मुख्य अभियन्ता(नियोजन), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून को सूचनार्थ प्रेषित।
2. वरिष्ठ स्टॉफ ऑफिसर(अधिष्ठान/नियोजन), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून।
3. अधिशाली अभियन्ता(अधिष्ठान), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून।
4. अधिशाली अभियन्ता (डिजाईन सेल/अन्वेषण सेल), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून इस निर्देश के साथ प्रेषित कि वर्ष 2022-23 (01.04.22-31.03.2023) की वार्षिक गोपनीय आख्या शासन द्वारा निर्धारित नवीन प्रपत्र पर ही ऑनलाईन भरना सुनिश्चित करें।
5. समस्त सहायक अभियन्ता (डिजाईन सेल/अन्वेषण सेल), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून को इस निर्देश के साथ प्रेषित कि वर्ष 2022-23 (01.04.22-31.03.2023) की वार्षिक गोपनीय आख्या शासन द्वारा निर्धारित नवीन प्रपत्र पर ही ऑनलाईन भरना सुनिश्चित करें।
6. वरिष्ठ वैयक्तिक सहायक (प्रमुख अभियन्ता), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून।
7. वरिष्ठ वैयक्तिक सहायक (मुख्य अभियन्ता-अधिष्ठान/नियोजन), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून।

मुख्य अभियन्ता (अधिष्ठान),

SPA  
4/7/22

1858

As  
05/07/22

क्र. 3

संख्या: 326 / III(1) / 2022-09(106) / 2013

प्रेषक,  
एस0एस0 वल्दिया,  
अपर सचिव,  
उत्तराखण्ड शासन।

SSD(E)-I  
M 5/7/22

CE(CE)  
MCS  
04.7.22  
प्रमुख अभियन्ता  
लोक निर्माण वि०

(अशोक कुमार)  
मुख्य अभियन्ता (अधिष्ठाता)

EE (E)-I  
M 4/7/22

सेवा में,  
प्रमुख अभियन्ता,  
लोक निर्माण विभाग,  
उत्तराखण्ड, देहरादून।

SPA(CE)  
Smt. Manjiv Punder  
6/6/22  
594

लोक निर्माण अनुभाग-01

देहरादून दिनांक: 01 जून, 2022

विषय:-लोक निर्माण विभाग के अन्तर्गत डिजाईन सेल/अन्वेषण सेल, विभागाध्यक्ष कार्यालय में तैनात सहायक अभियन्ता/अधिशासी अभियन्ता की वार्षिक गोपनीय आख्या लिखे जाने हेतु प्रारूप निर्गत किये जाने के सम्बन्ध में।

महोदय,

कृपया (2)

उपर्युक्त विषयक आपके कार्यालय के पत्रांक-46/कैम्प-SPA(CE-Est)/ACR(प्रपत्र)/2022, दिनांक 05.04.2022 एवं पत्रांक-75/कैम्प-SPA(CE-Est)/ACR(प्रपत्र)/2022(प्रपत्र)/2022, दिनांक 21.05.2022 के संदर्भ में विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग के अन्तर्गत डिजाईन सेल/अन्वेषण सेल में तैनात सहायक अभियन्ता/अधिशासी अभियन्ताओं की वार्षिक गोपनीय आख्या Performance based पर लिखे जाने हेतु शासन द्वारा अनुमोदित प्रारूप की पृथक-पृथक प्रति को संलग्न कर प्रेषित करते हुये मुझे यह कहने का निदेश हुआ है कि भविष्य में निर्धारित प्रारूप के अनुसार ही उक्त अधिकारियों की वार्षिक गोपनीय आख्या अंकित की जाए तथा उक्त प्रारूप को सम्बन्धित कार्यालय में परिचालित कराना सुनिश्चित करें।

संलग्न- यथोक्त

भवदीय  
(एस0एस0 वल्दिया)  
अपर सचिव।

संख्या: 326 / III(1) / 2022-09(106) / 2013, तददिनांक।

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

- 1-निजी सचिव, प्रमुख सचिव, लोक निर्माण विभाग, उत्तराखण्ड शासन।
- 2-समस्त मुख्य अभियन्ता, स्तर-1/2, अधीक्षण अभियन्ता एवं अधिशासी अभियन्ता, लो0नि0वि0, उत्तराखण्ड।
- 3-सम्बन्धित सहायक अभियन्ता/अधिशासी अभियन्ता, लो0नि0वि0 उत्तराखण्ड।
- 4-गार्ड फाईल।

आज्ञा से,  
(अनिल जोशी)  
उप सचिव।

**PUBLIC WORKS DEPARTMENT, UTTARAKHAND**  
**PERFORMANCE APPRAISAL REPORT FOR ASSISTANT ENGINEER (Research Cell)**  
**(Posted at Headquarters)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

PART-I (Basic Information)

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

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

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

On Leave	Period	Type
Period of Absence		

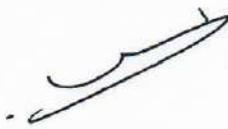
7. Appreciation/Honors during the period of appraisal from the department

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

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

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

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



## 1. Assessment of Performance

Assigned Tasks

S.No.	Parameter	Status of Progress/Output
1	Organize and manage the central laboratory and conduct the following as laboratory in charge: a) Conduct required tests on samples received from the field offices and submit the test reports to Executive Engineer. b) Conduct tests and trials on innovative construction materials /technology and submit report to Executive Engineer.	
2	To conduct required tests on: - a) Specific projects and to study cause of failure of pavements and other works as instructed by CE(P)/ CE(QC)/ Engineer-in-Chief, PWD. b) Samples related to complaints of poor-quality works after assigning confidential codes to the samples.	
3	To conduct road safety audit reports on roads/DPRs referred to the Research Cell.	
4	Conduct evaluation and submit evaluation report of proposals for empanelment of: a) NABL accredited testing laboratories b) Manufacturers of bituminous products	

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, up to 15 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 the officer reported upon \_\_\_\_\_

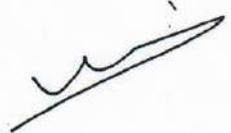


**Part-III (Appraisal by the Reporting Authority)**

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

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

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



4 (A). Assessment of Work (Maximum marks for this Section will be 80)

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	Organize and manage the central laboratory and conduct the following as laboratory in-charge: a) Conduct required tests on samples received from the field offices and submit the test reports to Executive Engineer. b) Conduct tests and trials on innovative construction materials /technology and submit report to Executive Engineer.	40				
2	To conduct required tests on:- a) Specific projects and to study cause of failure of pavements and other works as instructed by CE(P)/ CE(QC)/ Engineer-in-Chief, PWD. b) Samples related to complaints of poor-quality works after assigning confidential codes to the samples.	20				
3	To conduct road safety audit reports on roads/DPRs referred to the Research Cell.	10				
4	Conduct evaluation and submit evaluation report of proposals for empanelment of: a) NABL accredited testing laboratories b) Manufacturers of bituminous products	10				
Total		80				

If some task out of those mentioned above is not assigned to the reported upon officer, then proportionate marks should be awarded against the total of 80.

Eg: - if the task no. 3 is not assigned to the officer reported upon and the marks obtained by the reported upon officer are 54/70, then it will be fixed as  $54/70 \times 80 = 61.70$



4B. 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.	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
1	Submission of training report and certificate of training to Executive Engineer	15				

Note: - If the officer does not submit the reports to the Executive Engineer within prescribed time, up to 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.	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
1	Submission of Reports of Material testing /Tests and trials conducted on innovative construction materials or technology/study of failure of pavements or other works/Road safety audit report to the Executive Engineer.	25				

Note: - If the officer does not submit the reports of material testing/road safety audit to the Executive Engineer as per the direction of the Executive Engineer, up to 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.



5. Summary of Marks Awarded

Reference Table for Grading

Assessment	Outstanding	Very Good	Good	Satisfactory	Bad/Unsatisfactory
Grading	>80.0	>60.0 up to 80.0	>40.0 up to 60.0	>20.0 up to 40.0	<20.0

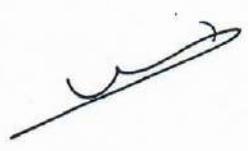
S.No.	Parameter	Max Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Assessment of Work	80				
2	Assessment of personal attributes	20				
	Deduction: -					
3	Submission of reports of material testing to Executive Engineer	Upto (-) 25				
4	Submission of training report and certificate to Executive Engineer	Upto (-) 15				
	Total					

6. Integrity Certificate:

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

Date:

Signature of the Reporting Authority  
Designation



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

1. Do you agree with the remark 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**

Assessment	Outstanding	Very Good	Good	Satisfactory	Bad/Unsatisfactory
Grading	>80.0	>60.0 up to 80.0	>40.0 up to 60.0	>20.0 up to 40.0	<20.0

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

Grade	Marks

Date:

Signature of the Accepting Authority  
Designation



## 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 Codal Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment 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)