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संख्या /III(1)/2022-09(106)/201330-26219

श्याम सिंह,
संयुक्त सचिव,
उत्तराखण्ड शासन।

प्रमुख अभियन्ता,
लोक निर्माण विभाग,
उत्तराखण्ड, देहरादून।

देहरादून: दिनांक 04-दिसम्बर,2023

महोदय,

उपर्युक्त विषयक आपके पत्रांक-1607/01व्यक-सा0/23 दिनांक 07.11.2023 के सन्दर्भ में मुख्य अभियन्ता स्तर-2 (वि0/यां0) की वार्षिक गोपनीय आख्या Performance based पर लिखे जाने हेतु शासन द्वारा अनुमोदित प्रारूप की प्रति को संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि भविष्य में निर्धारित प्रारूप के अनुसार ही उक्त अधिकारियों की वार्षिक गोपनीय आख्या अंकित कराए जाने के सम्बन्ध में आग्रहपूर्वक प्रोत्साहन कार्यवाही करने का कष्ट करें।

Signed by Shyam Singh
Date: 04-12-2023 14:09:20

(श्याम सिंह)
संयुक्त सचिव।

AE CIT) / Shri P. S. Thapliyal
CECEEM) श्री HRMS श्री 2/1/2023

को HPM 5 में शामिल करें इस बेवसाह
 11/11/2023 परमाणु अफेय
 इ0 ओ0पी0 सिंह
 अधिशासी अभियन्ता
 (नियोजन)

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

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 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

Part-II (Self-Appraisal)

1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	Energy Efficiency Audits of Machines and Equipment (5% of the Total Machine and Equipment)		
2	Servicing and Maintenance of Machinery and Equipments (5% of the Total Machine and Equipment)		
3	Survey reports of Machine / Equipment Sanctioned		
4	Audit of Running log book of Machines / Vehicles (5% of total Machines / Vehicles)		
5	Audit of Profit & Loss of Machines / Vehicles (5% of total Machines / Vehicles)		
6	Building units electrification		
7	Building Units Service Connection Done		
8	Hazard Prevention Routine Checking in Building Units		

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)



1. Details of Submission of Enquiry Reports to Government.

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 Government	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 Government within prescribed time, up to 15 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Government level.

5. 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 Engineer in Chief 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 Engineer in Chief level.

6. Quality Assurance of Works under Construction with Sanctioned Cost >5.00 Crore with Inspection Notes

S.No.	Name of Division	No. of Works	No. of Inspection Conducted for the period under consideration (target frequency is 1 Inspection per work per year during construction)
1			
2			
3			
4			
5			

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

7. Quality Assurance of Works under Construction with Sanctioned Cost >5.00 Crore with compliances on Issued Inspection Notes

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

Note :- If the officer does not submit the compliances Report to Engineer in Chief regular way, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Engineer in Chief 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 Government 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 Government level.

9. Training Program.

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days
1	2	3	4
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 Engineer in Chief 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) and 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.



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
1	Energy Efficiency Audits of Machines and Equipment (5% of total machine and Equipment)	10				
2	Servicing and Maintenance of Machinery and Equipments (5% of total machine and Equipment)	10				
3	Survey reports of Machine / Equipment Sanctioned	10				
4	Audit of Running log book of Machines / Vehicles (5% of total Machines / Vehicles)	10				
5	Audit of Profit & Loss of Machines / Vehicles (5% of total Machines / Vehicles)	10				
6	Building units electrification	10				
7	Building Units Service Connection Done	10				
8	Hazard Prevention Routine Checking in Building Units	10				
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 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)

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
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	7
1	Details of submission of Enquiry reports to Government within prescribed time with appropriate quality.	15				

Note:- If the officer does not submit the Enquiry Report to Government 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 Government 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	Quality Assurance of Works under construction with Inspection Notes and Compliance notes.	10				

Note:- If the officer does not submit the Inspection Report to Engineer-In-Chief 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 Engineer-In-Chief 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 Engineer-In-Chief 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 Engineer-In-Chief 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	Details of submission of Enquiry reports to Engineer-In-Chief within prescribed time with appropriate quality.	05				

Note:- If the officer does not submit the Enquiry Report to Engineer-In-Chief 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 Engineer-In-Chief 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	7
1	Submission of Training report & certificate for successful completion of training.	5				

Note- If the officer does not submit the training report and Certificate to Engineer-In-Chief, upto 5 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.

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 reports to Government.	upto (-) 15				
4	Quality Assurance of work under construction	upto (-) 10				
5	Action on Administrative matters & Policy implementation	upto (-) 05				
6	Submission of Enquiry reports to Engineer in Chief PWD.	upto (-) 05				
7	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	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_____

mm

Part-IV (Assessment by the Accepting Authority)

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

Yes	No
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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_____