



कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष,  
लोक निर्माण विभाग, उत्तराखण्ड



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पत्रांक 9 / प्र0अ0-नवीन फारमेट(2019-20)/2020  
सेवा में,

देहरादून, दिनांक 29 जनवरी, 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।

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 (वि0/यां0) 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) / सा0 / 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 (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](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 :- 29.1.20

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. आई0टी0 हैड, विभागाध्यक्ष कार्यालय को वेबसाइट पर अपलोड किये जाने हेतु।

29/01/2020  
प्रमुख अभियन्ता  
लोक निर्माण विभाग  
29.1.20



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



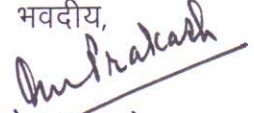
है कि किसी पैरामीटर में Appraise अधिकारी का पैरामीटर Qualitative नहीं है तो वह तदनुसार Marks का निर्धारण कर सकता है।

(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।

(3)

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

S.No.	Parameters	Target	Achievements
1	2	3	4
1	Energy Efficiency Audits of Machines and Equipments		
2	Servicing and Maintenance of Machinery and Equipments		
3	Survey reports of Machine / Equipment Sanctioned		
4	Audit of Running log book of Machines/Vehicles ( 25 % of total Machines/Vehicles)		
5	Audit of profit & loss of Machines/Vehicles ( 25 % 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)

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

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*Ans*

**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 Engineer in Chief 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 Engineer in Chief level.

**5. Administrative Audit of Divisions**

S.No.	Name of Division in the Circle	Number of Audits Conducted	Date of Submission of Audit reports 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.

**6. 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.





**7. 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.

**8. Profit / Loss of Machine, Vehicles etc.**

S.No.	No. of Machines / Equipment	Total Hire Charges Earned	Hire charges received	Expenditure	Profit / Loss
1	2	3	4	5	6
1					

Note :- If the officer does not submit the report with in financial year to Chief Engineer, 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.

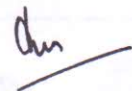
**9. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)**

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.

Task	Estimated Hours	Actual Hours	Comments
1. Initial Site Visit and Assessment	10	10	
2. Equipment Setup and Calibration	15	15	
3. Data Collection and Monitoring	20	20	
4. Data Analysis and Reporting	15	15	
5. Final Report and Recommendations	10	10	
6. Total Project Duration	70	70	

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

2. Please comment on the claim (if made) of exceptional contribution:

Case	Year	Value	Rank	Category	Comments
1	1998	100,000	1	Research	...
2	1999	150,000	2	Research	...
3	2000	200,000	3	Research	...
4	2001	250,000	4	Research	...
5	2002	300,000	5	Research	...
6	2003	350,000	6	Research	...
7	2004	400,000	7	Research	...
8	2005	450,000	8	Research	...
9	2006	500,000	9	Research	...
10	2007	550,000	10	Research	...
11	2008	600,000	11	Research	...
12	2009	650,000	12	Research	...
13	2010	700,000	13	Research	...
14	2011	750,000	14	Research	...
15	2012	800,000	15	Research	...
16	2013	850,000	16	Research	...
17	2014	900,000	17	Research	...
18	2015	950,000	18	Research	...
19	2016	1,000,000	19	Research	...
20	2017	1,050,000	20	Research	...
21	2018	1,100,000	21	Research	...
22	2019	1,150,000	22	Research	...
23	2020	1,200,000	23	Research	...
24	2021	1,250,000	24	Research	...
25	2022	1,300,000	25	Research	...
26	2023	1,350,000	26	Research	...
27	2024	1,400,000	27	Research	...
28	2025	1,450,000	28	Research	...
29	2026	1,500,000	29	Research	...
30	2027	1,550,000	30	Research	...
31	2028	1,600,000	31	Research	...
32	2029	1,650,000	32	Research	...
33	2030	1,700,000	33	Research	...
34	2031	1,750,000	34	Research	...
35	2032	1,800,000	35	Research	...
36	2033	1,850,000	36	Research	...
37	2034	1,900,000	37	Research	...
38	2035	1,950,000	38	Research	...
39	2036	2,000,000	39	Research	...
40	2037	2,050,000	40	Research	...
41	2038	2,100,000	41	Research	...
42	2039	2,150,000	42	Research	...
43	2040	2,200,000	43	Research	...
44	2041	2,250,000	44	Research	...
45	2042	2,300,000	45	Research	...
46	2043	2,350,000	46	Research	...
47	2044	2,400,000	47	Research	...
48	2045	2,450,000	48	Research	...
49	2046	2,500,000	49	Research	...
50	2047	2,550,000	50	Research	...
51	2048	2,600,000	51	Research	...
52	2049	2,650,000	52	Research	...
53	2050	2,700,000	53	Research	...
54	2051	2,750,000	54	Research	...
55	2052	2,800,000	55	Research	...
56	2053	2,850,000	56	Research	...
57	2054	2,900,000	57	Research	...
58	2055	2,950,000	58	Research	...
59	2056	3,000,000	59	Research	...
60	2057	3,050,000	60	Research	...
61	2058	3,100,000	61	Research	...
62	2059	3,150,000	62	Research	...
63	2060	3,200,000	63	Research	...
64	2061	3,250,000	64	Research	...
65	2062	3,300,000	65	Research	...
66	2063	3,350,000	66	Research	...
67	2064	3,400,000	6		

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

[illegible]

Ans



**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 Equipments	10				
2	Servicing and Maintenance of Machinery and Equipments	10				
3	Survey reports of Machine / Equipment Sanctioned	10				
4	Audit of Running log book of Machines/Vehicles ( 25 % of total Machines/Vehicles)	10				
5	Audit of profit & loss of Machines/Vehicles ( 25 % 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				
<b>Total</b>		<b>80</b>				

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				
<b>Total</b>		<b>20</b>				



## 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 HOD within prescribed time with appropriate quality.	10				

**Note:-** If the officer does not submit the Enquiry Report to Chief Engineer 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 Chief Engineer 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	Details of submission of Profit / Loss of Machine, Vehicles etc. to Chief Engine within prescribed time.	10				

**Note:-** If the officer does not submit the Profit/Loss Report to Chief Engineer 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 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	7
1	Submission of Training report & certificate for successful completion of training	5				

**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.

**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 Audit Report of Divisions to Chief Engineer.	10				

**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.

*Chs*

## 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	4	5	6	7
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	Profit / Loss of Machine, Vehicles etc.	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>						

## 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**\_\_\_\_\_

*Chm*



## 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\_\_\_\_\_



## Annexure A: Training Topics

S.No.	Training Topics
<b>Technical Topics</b>	
1	Electrical Design of Multi Storied Buildings
2	Road Construction Equipment Technology
3	Heavy Earthmovers and their maintenance
4	Energy Efficient Buildings
5	Fire Detection/Fire Hydrant for Buildings
6	Security Aspects of Buildings
7	Building Air Conditioning Automation
<b>Managerial Topics</b>	
8	Public Relations Management
9	Change Management
10	Planning and Budget Management
11	Departmental Procedures and Manuals
<b>Behavioral Topics</b>	
12	Building Positive Attitude
13	Organizational Behavior
14	Employee Motivation and Morale Development
15	Inter-personal Relationship Skills
16	Inter-personal Communication Skills
<b>Information Technology Topics</b>	
17	MS Office (Excel, Word, Power Point, email communication)
18	MS Project
19	e-procurement and e-payment
20	Utility Software PWIMS, FMIS, RAMMS, MIS