



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(सिविल) 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 कंट्रोल), विभागाध्यक्ष कार्यालय।
3. वरिष्ठ स्टाफ आफिसर-।/।।/(अधिष्ठान)/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)

102200091/5

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/या० खण्ड में तैनात अधिशासी अभियन्ता/सहायक 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 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/या० खण्ड में तैनात अधिशासी अभियन्ता/सहायक अभियन्ता (वि०/या०) 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 EXECUTIVE 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 .....

*Y. S. Sharma*

## Part-II (Self-Appraisal)

### 1. Assessment of Performance

#### Assigned Tasks

EXECUTIVE 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 SE.	
2	To prepare the information for various meetings called by higher officers & to put up to SE.	
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questions related to various rules to SE..	
4	To put up reply of PAC Para/Draft Para to SE.	
5	Checking of proposal for renewal on roads for next financial year upto 7 <sup>th</sup> December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to SE.	
6	To check and put up reimbursement claims/PCR of work funded by NABARD to SE..	
7	To dispose off the issues related to Hon'ble CM Helpline.	

(OR)

EXECUTIVE 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 SE.	
2	To prepare put up proposal for direct recruitment to SE.	
3	To prepare and put up cases related to court cases and other legal matters to SE.	
4	To prepare and put up cases of retirement benefits/Pension cases of Employees to SE.	
5	To check & put up charge sheets of different employees involved in different enquiries to SE.	
6	To put up to SE various cases received in HOD office after examining .	
7	To examine and put up cases agenda points to SE for Grievance redressal of Employees belonging to various organizations to SE.	
8	To make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter	

*Y. M. H.*



(OR)

EXECUTIVE 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 SE with comments to take appropriate action if any.	
2	To put up the list of the works to SE 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 SE to take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	
4	To assist SE in inspection the roads as per instructions of HOD	
5	To assist SE in monthly inspection of Distt. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	

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

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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#### 4. Action on Administrative Matters and Policy Implementation

EXECUTIVE ENGINEER (Planning)		
Description		Action Taken
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	
3	Incorporation of Digital traffic intensity on various important roads.	

(OR)

#### EXECUTIVE ENGINEER (Establishment)

Description		Action Taken
1	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to SE.	
2	Coordination with SE for Grievance Redressal Meetings with Govt. approved Unions.	
3	Put up dated reports of various Enquiries, to SE set up by Govt. level and report to be submitted to Govt. every months.	

(OR)

#### EXECUTIVE ENGINEER (Quality Control)

Description		Action Taken
1	To prepare and put up draft policy to SE for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	
2	To assist SE in Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories.(60% No. with the approval of C.E. Quality Control)	

**Note :- 1. Strike out the portion which is not applicable to EE (Planning)/EE (Establishment)/EE (Quality Control).**

**2. If the officer does not submit the Report to his controlling officer from time to time, or the report submitted is unsatisfactory, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at SE Level.**



### 5. 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 SE level.

### 6. Submission of Reports

S.NO.	Description	Action Taken
1	Submission of Enquiry reports by Executive Engineer Establishment/Quality Control reports by Executive Engineer, Quality Control/Sectoral reports by Executive Engineer Planning to Superintending Engineer.	

Note- If the officer does not submit the reports to Superintending Engineer as per direction of Superintending Engineer, upto 20 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at SE level.

### 7. 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 \_\_\_\_\_

unforeseen tasks as filled out in Section II. If not please furnish factual details.	
1	10
2	10
3	10
4	10
5	10

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

Officer	Comments	Signature	Date
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factual details.	
1	On August 20, 1970, the 22
2	of the above group of large companies
3	located in the territory of the 22
4	In the same month, the company in 1970, the 22
5	of the 22 companies
6	In the same month, the company in 1970, the 22
7	of the 22 companies
8	In the same month, the company in 1970, the 22
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20	In the same month, the company in 1970, the 22
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22	In the same month, the company in 1970, the 22
23	of the 22 companies
24	In the same month, the company in 1970, the 22
25	of the 22 companies
26	In the same month, the company in 1970, the 22
27	of the 22 companies
28	In the same month, the company in 1970, the 22
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30	In the same month, the company in 1970, the 22
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36	In the same month, the company in 1970, the 22
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82	In the same month, the company in 1970, the 22
83	of the 22 companies
84	In the same month, the company in 1970, the 22
85	of the 22 companies
86	In the same month, the company in 1970, the 22
87	of the 22 companies
88	In the same month, the company in 1970, the 22
89	of the 22 companies
90	In the same month, the company in 1970, the 22
91	of the 22 companies
92	In the same month, the company in 1970, the 22
93	of the 22 companies
94	In the same month, the company in 1970, the 22
95	of the 22 companies
96	In the same month, the company in 1970, the 22
97	of the 22 companies
98	In the same month, the company in 1970, the 22
99	of the 22 companies
100	In the same month, the company in 1970, the 22



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

**EXECUTIVE 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 SE.	10				
2	To prepare the information for various meetings called by higher officers & to put up to SE.	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 SE	10				
4	To put up reply of PAC Para/Draft Para to SE.	10				
5	Checking of proposal for renewal on roads for next financial year upto 7 <sup>th</sup> December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to SE	20				
6	To prepare and put up reimbursement claims/PCR of work funded by NABARD to SE	10				
7	To dispose off the issues related to Hon'ble CM Helpline.	10				
	<b>Total</b>	<b>80</b>				

(OR)

**EXECUTIVE 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 SE.	10				
2	To prepare and put up proposal for direct recruitment to SE.	10				
3	To prepare and put up cases related to court cases and other legal matters to SE.	10				
4	To examine cases of retirement benefits/Pension cases of Employees and put up to SE.	10				
5	To check charge sheets of different employees involved in different enquiries and put up to SE.	10				
6	To examine various cases received in HOD Office and put up SE with comments.	10				
7	To examine and put up cases for Grievance redressal of Employees belonging to various organizations to SE.	10				
8	To assist SE to make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	10				
	<b>Total</b>	<b>80</b>				

(OR)



(OR)

**EXECUTIVE 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 SE with comments to take appropriate action if any.	16				
2	To put up the list of the works to SE 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.	16				
3	To assist SE to take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	16				
4	To assist SE for inspection of the roads as per instructions of HOD	16				
5	To assist SE in monthly inspection of Distt. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	16				
	<b>Total</b>	<b>80</b>				

**Note :- Strike out the portion which is not applicable to EE(Planning)/EE (Establishment)/EE (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				
<b>Total</b>		<b>20</b>				



**EXECUTIVE ENGINEER (Planning)**

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	7
1	Computerization of the Division, Circle Units and Regional Chief Engineer office as decided by Govt./HOD.	3				
2	Implementation of Software based MIS Systems, electronic tendering and other systems.	3				
3	Incorporation of Digital traffic intensity on various important roads.	4				
<b>Total</b>		<b>10</b>				

**(OR)****EXECUTIVE ENGINEER (Establishment)**

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	7
1	Submission of proposal for regular Transfers of Junior Engineers, Ministerial Staff etc. to SE.	3				
2	Coordination with SE for Grievance Redressal Meetings with Govt. approved Unions.	3				
3	Submission of updated reports of various Enquiries, set up by Govt. level and report to be submitted to SE every months.	4				
<b>Total</b>		<b>10</b>				

**(OR)****EXECUTIVE ENGINEER (Quality Control)**

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	7
1	To prepare a draft policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	5				
2	Assistance in Sample Testing in Distt. Laboratories in his/her presence and Annual inspection of Distt. Laboratories.(60% No. with the approval of C.E. Quality Control)	5				
<b>Total</b>		<b>10</b>				

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

y d h m m e

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 reports/ Quality Control reports/ Sectoral Reports to Superintending Engineer.	20				

**Note:-** If the officer does not submit the Enquiry Reports/ Quality Control reports/Sectoral Reports to Superintending Engineer as per direction of Superintending Engineer, upto 20marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at Superintending Engineer level.

4 (E).

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 and certificate of training to Superintending Engineer.	10				

**Note:-** If the officer does not submit the Training Report and certificate to SE 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 SE 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				
	<b>Deduction :-</b>					
3	Submission of Enquiry report/Quality Control report/Sectoral report to Superintending Engineer.	upto (-) 20				
4	Action on Administrative matters & Policy implementation	upto (-) 10				
5	Submission of training report and certificate to Superintending Engineer	upto (-) 10				
	<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\_\_\_\_\_

*Yadhu*

#### 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.

1. **Introduction**  
 2. **Background**  
 3. **Methodology**  
 4. **Results and Discussion**  
 5. **Conclusion**  
 6. **References**  
 7. **Appendix**  
 8. **Index**  
 9. **Table of Contents**  
 10. **Abstract**  
 11. **Summary**  
 12. **Key Words**  
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### 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\_\_\_\_\_

Удмурт



## 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 Detail 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)

*yashwira*