



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)

1022000915

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 ASSISTANT 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 Division .....
  - 1.3 Circle.....
  - 1.4 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 Check of Machines and Equipment		
2	Servicing and Maintenance of Machinery and Equipments		
3	Survey reports of Machine / Equipment Submitted for Sanction		
4	Upto date Abstract of Running Log books .		
5	Submission of Profit & Loss Report of Machines.		
6	Building units electrification done		
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)

*Yashwanth*



#### 4. Preparation of Estimate / Justifications for Technical Sanction

Works Sanctioned	Estimate Submitted for T.S. to higher office.		Estimate Sanctioned by Higher Authority	
	Target	Achievement	Target	Achievement
Electrical				
Mechanical				

**Note :-** If the officer does not get the technical sanction of all the electrical and mechanical work from the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal), will be decided at Executive Engineer level.

#### 5. Status of Timely Submission of Forms

S. No.	Parameter	Submitted/ Not Submitted	Timely Submission (Y/N) (Date)
1	Status of Latest Due T&P form 15		
2	Status of Census Report (E/M & Civil Divisions)		
3	Monthly Performance Report of Machines		
4	Monthly Progress Report of Electrical Works.		
5	Status of DTR		
6	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)		

**Note :-** If the officer does not submit the forms of all Divisions under his Jurisdiction to Executive Engineer with in time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

#### 6. Work Execution

Description	Total Done	Done in his/her presence
Servicing of Machines / Vehicles in his presence		
Earthing work in the building in his presence		
Conduiting work in the building in his presence		

**Note :-** If the officer does not get the servicing, earthing and conduiting in his presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Executive 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 Executive Engineer level.

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

S.No.	No. of Machines / Equipment	Total Hire Charges Earned	Hire Charged raised upto	Hire charges received	Expenditure	Profit / Loss
1	2	3	4	5	6	7
1						

Note- If the officer does not submit the report with in financial year to Executive Engineer, upto 10 marks will be deducted as given on Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive 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 \_\_\_\_\_

*Signature*



### 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	Time (min)	Frequency	Priority	Notes
1. Review and update project schedule	10	1	High	
2. Meeting with client to discuss project progress	10	1	High	
3. Review and update project budget	10	1	High	
4. Review and update project risk register	10	1	High	
5. Review and update project communication plan	10	1	High	

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 the potential confidentiality of the data.

If there is no correct measurement of the proportion of the population that should be included in the study, the study is not valid.

e.g. if there is no correct measurement of the proportion of the population that should be included in the study, the study is not valid.

4 (3) Assessment of Potential Bias (e.g. in the study design) for this study will be 100.

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

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

Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
4	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
5	1	2	3	4	5	6																																																																																														

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**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 Check of Machines and Equipment	10				
2	Servicing and Maintenance of Machinery and Equipments	10				
3	Survey reports of Machine / Equipment Submitted for Sanction	10				
4	Upto date Abstract of Running Log books .	10				
5	Submission of Profit & Loss Report of Machines.	10				
6	Building units electrification done	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). Preparation of Estimate / Justifications for Technical Sanction**

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	Preparation of Estimate / Justifications for Technical Sanction	10				

**Note :-** If the officer does not get the technical sanction of all the electrical and mechanical work from the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal), will be decided at Executive 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, Vehicle etc. to Executive Engineer within prescribed time.	10				

**Note:-** If the officer does not submit the Profit / Loss Report to Executive 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 Executive Engineer level.

**4(E). Work Execution**

Description	Total Done	Done in his/her presence
Servicing of Machines / Vehicles in his presence		
Earthing work in the building in his presence		
Conduiting work in the building in his presence		

**Note :-** If the officer does not get the servicing, earthing and conduiting in his presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Executive Engineer level.

**4 (F). Training**

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 Executive Engineer level.

**4 (G).**

S. No.	Details of timely submission of Forms / Reports to higher officer	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	Status of Latest Due T&P form 15	2				
2	Status of Census Report (E/M & Civil Divisions)	2				
3	Monthly Performance Report of Machines	1				
4	Monthly Progress Report of Electrical Works.	1				
5	Status of DTR	2				
6	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	2				
	<b>Total</b>	<b>10</b>				

**Note :-** If the officer does not submit the Forms and Reports within prescribed time to Executive Engineer, upto 10 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. 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	Technical Sanction	upto (-) 10				
4	Submission of Forms / Reports	upto (-) 10				
5	Work Execution	upto (-) 5				
6	Submission of Training report & certificate for successful completion of training	upto (-) 5				
7	Profit / Loss of Machine, Vehicles etc.	upto				



		(-) 10				
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**\_\_\_\_\_

*yashraj*

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

[illegible]

Grading	Outstanding	Very Good	Good
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Grading	Outstanding	Very Good	Good	Satisfactory	Dissatisfactory
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\_\_\_\_\_

[illegible]