



कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष,  
लोक निर्माण विभाग, उत्तराखण्ड

मेल द्वारा



Website-<http://pwd.uk.gov.in>

E-Mail - [eicpwduk@nic.in](mailto:eicpwduk@nic.in)

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 (CIVIL)**

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 .....

*4/2/2017*

## Part-II (Self-Appraisal)

### 1. Assessment of Performance

#### Civil Works

S. No.	Parameter	Target	Target Achieved
	1	2	3
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	km	km
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
4	Major Bridges/ Cross Drainage Structures (open to traffic)	No.	No.
5	Villages Connected	No.	No.
6	Tender Finalization upto Contract Agreement of Assistant Engineer Power.	No.	No.
7	Routine Road Maintenance and Renewal	km	km
8	Annual Inspection of Bridges more than 6m and up to 30 m span	No.	No.

### 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)

--

42/1114



**4. Details of Detailed Project Report (DPR) submitted for Technical Sanction (T.S.) to Executive Engineer.**

S.No.	No of DPR to be submitted to Executive Engineer for Technical Sanction	No of DPR submitted to Executive Engineer for Technical Sanction	No of DPR not submitted to Executive Engineer for Technical Sanction with the specific reasons thereof
1	2	3	4

**Note:** If the officer does not submit the DPR to Executive Engineer as directed by 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. Quality Assurance of different Works in progress during current financial year**

S.No.	No of works in progress	No. of Works checked Physically & Qualitatively by the officer before Payment	Number of works not checked out of mentioned works in column (2) with the reasons thereof
1	2	3	4

**Note :-** If the officer does not check the work before payment in regular way, 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. Reply of audit paras of AG**

S.No.	No. of Audit paras pending in the Jurisdiction of the Officer	Number of Audit paras replied to Executive Engineer	Date of Submission of reply of Audit paras to Executive Engineer	No. of Audit paras not replied to Executive Engineer with the reasons thereof
1	2	3	4	5

**Note :-** If the officer does not submit the reply of Audit paras of the Sub Division under his Jurisdiction to Executive Engineer as per direction of Executive Engineer, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Executive Engineer level.

*Yashwanth*

**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 05 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. Preparing and Uploading of Forest land transfer cases**

S.No.	No. of Forest land transfer proposal pending in the Jurisdiction of the Officer	No. of Forest land transfer proposal prepared	No. of forest proposal uploaded	Reasons of not preparing/uploading forest land transfer proposal
1	2	3	4	5
1				
2				
:				

Note- If the officer does not prepare and upload the forest land transfer proposal 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.

**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 \_\_\_\_\_

*Yashwanth*



### 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.

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

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

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

If there is no longer available work, any of the above from their proper place should be removed from the list of work.

If there is no longer any "exceptional contribution" and the officer is not a "reporting officer" in 2020, it will be removed from the list.

4. 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.

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

Yalun

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

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	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	10				
2	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10				
3	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10				
4	Major Bridges/ Cross Drainage Structures (open to traffic)	10				
5	Villages Connected	10				
6	Contract Finalization	10				
7	Routine Road Maintenance and Renewal	10				
8	Annual Inspection of Bridges more than 6 m and up to 30 m span	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 "villages connected" 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
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>				

y shukh



## 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
1	Quality Assurance of different Works in progress during current financial year.	10				

**Note:-** If the officer does not Check the work before payment in regular way, 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 (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
1	Submission of replies of audit paras to Executive Engineer office.	05				

**Note :-** If the officer does not submit the reply of Audit paras of the Sub Division under his Jurisdiction to Executive Engineer as per direction of Executive Engineer up to 05 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 (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 for successful completion of training	05				

**Note:-** If the officer does not submit the training report and certificate to Executive Engineer, upto 05 marks will be deducted as given on Part-II (Self-Appraisal). except under exceptional substances. This deduction will be decided at Executive 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
1	Preparation and uploading of forest land transfer proposal	10				

**Note:-** If the officer does not prepare and upload the forest land transfer proposal as per direction of 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.

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
1	Submission of DPR for Technical Sanction to Executive Engineer Office.	10				

**Note:** If the officer does not submit the DPR to Executive Engineer office as per direction of 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 accorded on DPR and submission to DPR to EE	upto (-) 10				
4	Quality Assurance of works in progress	upto (-)10				
5	Reply of Audit paras to SE Office.	upto (-)05				
6	Submission of Training report & certificate for successful completion of training	upto (-) 05				
7	Preparation and uploading of forest land transfer proposa	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 \_\_\_\_\_

*Yashwanth*

#### 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.

[illegible]

### 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's 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)

y shun