



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 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 :-

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

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

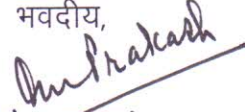
है कि किसी पैरामीटर में Appraise अधिकारी का पैरामीटर Qualitative नहीं है तो वह तदनुसार Marks का निर्धारण कर सकता है।

(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, तददिनांक।

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।

PUBLIC WORKS DEPARTMENT, UTTARAKHAND
PERFORMANCE APPRAISAL REPORT FOR SUPERINTENDING ENGINEER
 (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

[Signature]

Part-II (Self-Appraisal)

1. Assessment of Performance Assigned Tasks

SUPERINTENDING ENGINEER (Planning)		
S. No	Parameter	Status of Progress
1	2	3
1	To put up progress report of works under various schemes to CE-1/HOD.	
2	To prepare the information for various meetings called by higher officers & to put up to CE-1/HOD.	
3	To put up reply of questions asked in Lok Sabha/Rajya Sabha/State Assembly/Assembly Yachika/Ashvasan /Questions related to various rules to CE-1/HOD.	
4	To put up reply of PAC Para/Draft Para to CE-1/HOD.	
5	To prepare draft for revision of Schedule of Rates (SOR) and to put up to CE-1/HOD.	
6	Checking of proposal for renewal on roads for next financial year upto 15 th December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to CE-1/HOD.	
7	To check and put up reimbursement claims/PCR of work funded by NABARD to CE-1/HOD.	
8	To dispose off the issues related to Hon'ble CM Helpline.	

(OR)

SUPERINTENDING ENGINEER (Establishment)		
S. No	Parameter	Status of Progress
1	2	3
1	To put up proposal for promotion, seniority and transfer of Employees to CE-1/HOD.	
2	To put up proposal for direct recruitment to CE-1/HOD.	
3	To put up cases related to court cases and other legal matters to CE-1/HOD.	
4	To put up cases of retirement benefits/Pension cases of Employees to CE-1/HOD.	
5	To check & put up charge sheets of different employees involved in different enquiries to CE-1/HOD.	
6	To examine various cases received in HOD Office and put up CE-1/HOD with comments.	
7	To examine and put up agenda points to CE-1/HOD for Grievance redressal of Employees belonging to various organizations.	
8	To make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	

Ans

(OR)

SUPERINTENDING 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 CE Level-II with recommendations to take appropriate action if any.	
2	To put up the list of the works to CE Level-II 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 take proactive action to establish the different Quality Control Laboratories at Zonal Head Quarters and also get them, activated for sample testing.	
4	To inspect the roads as per instructions of HOD & submit inspection reports to HOD.	
5	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 SE (Planning)/SE (Establishment)/SE (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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Ans

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

SUPERINTENDING 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)

SUPERINTENDING ENGINEER (Establishment)

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

(OR)

SUPERINTENDING ENGINEER (Quality Control)

Description		Action Taken
1	Make a draft policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	
2	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 SE (Planning)/SE (Establishment)/SE (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 HOD 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 HOD 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 HOD level.

6. **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 HOD 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) & 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)

SUPERINTENDING 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 CE-1/HOD.	10				
2	To prepare the information for various meetings called by higher officers & to put up to CE-1/HOD.	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 CE-1/HOD.	10				
4	To put up reply of PAC Para/Draft Para to CE-1/HOD.	10				
5	To prepare draft for revision of Schedule of Rates (SOR) and to put up to CE-1/HOD.	10				
6	Checking of proposal for renewal on roads for next financial year upto 15 th December of current year and checking of proposal for SRMD/SDRF of current financial year and to put up to CE-1/HOD.	10				
7	To check and put up reimbursement claims/PCR of work funded by NABARD to CE-1/HOD.	10				
8	To dispose off the issues related to Hon'ble CM Helpline.	10				
	Total	80				

(OR)

SUPERINTENDING 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 put up proposal for promotion, seniority and transfer of Employees to CE-1/HOD.	10				
2	To put up proposal for direct recruitment to CE-1/HOD.	10				
3	To put up cases related to court cases and other legal matters to CE-1/HOD.	10				
4	To put up cases of retirement benefits/Pension cases of Employees to CE-1/HOD.	10				
5	To check & put up charge sheets of different employees involved in different enquiries to CE-1/HOD.	10				
6	To examine various cases received in HOD Office and put up CE-1/HOD with comments.	10				
7	To examine and put up agenda points to CE-1/HOD for Grievance redressal of Employees belonging to various organizations.	10				
8	To make necessary arrangement to host various workshops related to latest/innovative techniques at Head Quarter.	10				
	Total	80				

(OR)

SUPERINTENDING 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 CE Level-II with recommendations to take appropriate action if any.	16				
2	To put up the list of the works to CE Level-II 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 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 inspect the roads as per instructions of HOD & submit inspection reports to HOD.	16				
5	Monthly inspection of Distt. Laboratories. (60% but other than those Laboratories which have not been checked by Chief Engineer in the financial year.)	16				
	Total	80				

Note :- Strike out the portion which is not applicable to SE (Planning)/SE (Establishment)/SE (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				
Total		20				

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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	Details of submission of Enquiry reports to HOD. within prescribed time with appropriate quality.	20				

Note:- If the officer does not submit the Enquiry Report to HOD. within prescribed time, upto 20 marks will be deducted as given in Part II (Self Appraisal), except under exceptional circumstances. This deduction will be decided at HOD level.

4 (D). Action on Administrative Matters and Policy Implementation

SUPERINTENDING 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				
Total		10				

(OR)

SUPERINTENDING 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 CE-1/HOD.	3				
2	Coordination with CE-1/HOD 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 Govt. every months.	4				
Total		10				

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(OR)
SUPERINTENDING 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	Make a draft policy for testing of specimen so that reliability and confidentiality is maintained and also revise the testing charges if needed	5				
2	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				
Total		10				

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

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 HOD	10				

Note:- If the officer does not submit the Training Report and certificate to HOD 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 HOD 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 HOD.	upto (-) 20				
4	Action on Administrative matters & Policy implementation	upto (-) 10				
5	Submission of training report and certificate to HOD	upto (-) 10				
Total						

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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_____

Ans

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 _____

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Annexure A: Training Topics

S. No.	Training Topics
Technical Topics	
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 Coral Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment and Latest Construction Technologies
24	Any Other.....
Leadership Topics	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
Managerial Topics	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
Behavioral Topics	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
Legal Topics	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
Information Technology Topics	
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)

Ans