

CONFIDENTIAL
Public Works (Buildings and Roads) Department
Annual Confidential Report (I)
(in respect of Executive Engineer)

Name

Father Name

Designation

Date of Birth

Place of Posting

Period of report

Name and designation of Reporting Officer

Part-I : Appraisal Parameters

		To be filled by EE to be reported upon (Add sheets if necessary)	Comments of reporting officer
A	Works		
(i)	Performance of the officer with regard to works completed. How many works have been completed in time? In case of time overrun, the efforts made by the officer to get the same completed in time.		
(ii)	Inspection notes recorded by the officer. [Mention about number, input regarding quality of the works, process of execution and action taken reports on the same.		
(iii)	What has been the budget and total expenditure in the year? Comment: (a) Number of bills pending beyond 6 months of completion. (b) Number of bills pending beyond one year of completion.		

(iv)	Position with regard to detailed estimates of works tendered/commenced/completed (Total Nos., technically sanctioned, pending estimates etc.) (a) Roads (b) Buildings (c) Bridges		
(v)	Has the officer updated MIS by 10 th of every month? Comment?		
B	Office Management		
(i)	Did the officer inspect the subdivisions during the year? Action taken on the same.		
(ii)	Employee satisfaction: a. Pendency of pension cases b. Completion of Service Books c. Personal cases such as promotion, increment etc.		
(iii)	Number of complaints forwarded by Head Office. The number of replies sent/ investigation report submitted. Number of references pending for more than six months.		
(iv)	Details of court cases (intimating total Nos., reply filed, compliance of court orders & contempt petitions etc.) Comments about efforts made by the officer in this regard.		

(v)	<p>Has the officer dealt with any arbitration cases during the period under report?</p> <p>a) Number of cases which were pending during the previous year & disposed during the current year.</p> <p>b) Number of cases added during the year and details of award announced where EE was presenting officer.</p>		
(vi)	<p>Work of the officer with regard to Audit/PAC paras and objections in the division.</p> <p>a) Initiative and willingness to perform any job of responsibility.</p> <p>b) Initiative to settle audit paras.</p>		
C	Miscellaneous		
(i)	Any technical paper written/published.		
(ii)	Training/Seminar attended and details, if any.		
(iii)	Complaints in assembly sessions and measures taken.		
(iv)	Performance in dealing with Subordinates, Public, Contractors and Press.		
(v)	Whether any warning/ letter of caution/charge sheet issued to the officer with regard to his conduct.		

Part-II: General (to be filled by reporting officer)

(i)	Does the officer maintain head quarter?	
(ii)	Leadership qualities exhibited by the officer	
(iii)	Integrity	
(iv)	Knowledge about engineering works	
(v)	Efficiency and competency with regard to disposal of files	
(vi)	Relation with client departments	
(vii)	General behaviour with subordinates, public, contractors, press and SC/ST.	
(viii)	Knowledge about rules and regulations	

Part-III: Overall assessment (To be filled by Reporting Officer)

(i)	Any improvement/ suggestions/ training recommended for officer	
(ii)	General remarks	
(iii)	Grading (consistence with detailed appraisal) (specifically mention one of the following: below average, average, good, very good, outstanding).	
		Signature of officer with name & seal (Reporting Officer)
	Comments of Reporting Officer-II, if any.	
		Signature of officer with name & seal

Part-IV:

(i)	Comments of Reviewing Officer-I (Chief Engineer incharge of the circle)	Signature of officer with name & seal
(ii)	Comments of Reviewing Officer-II, if any (Chief Engineer of the circle, if there is any change during the year or the Chief Engineer who has seen maximum works of the concerned officer as decided by EIC)	Signature of officer with name & seal
(iii)	Comments of Reviewing Officer-III (Engineer- in – Chief)	Signature of officer with name & seal
	Accepting Authority	Signature of officer with name & seal

CONFIDENTIAL
Public Works (Buildings and Roads) Department
Annual Confidential Report (II)
(in respect of Executive Engineer)
(To be written by the Deputy Commissioner)

Name

Designation

Place of Posting

Period of report

Name and designation of Reporting Officer (Deputy Commissioner)

Appraisal Parameters

A	Works	
(i)	Integrity of the officer.	
(ii)	Did he provide co-operation to the district administration?	
(iii)	Relations with public and opinion of the public about the officer.	
(iv)	Did the officer maintain headquarters during the period under report?	Signature of Officer with name & seal
(v)	Comments of Reviewing Officer (EIC only)	Signature of Officer with name & seal
(vi)	Comments of Accepting Authority	Signature of Officer with name & seal