

**CONFIDENTIAL**  
**Public Works (Buildings and Roads) Department**  
**Annual Confidential Report (I)**  
**(In respect of Sub Divisional Engineer)**

Name

Designation

Place of Posting

Period of report

Name and designation of Reporting Officer

**Part-I : Appraisal Parameters**

		<b>To be filled by SDE to be reported upon (Add sheets if necessary)</b>	<b>Comments of reporting officer</b>
A	<b>Works</b>		
(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 carried out 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 <sup>th</sup> of every month? Comment?		

<b>B</b>	<b>Office Management</b>		
(i)	Number of complaints forwarded by Division Office. The number of replies sent/ investigation report submitted. Number of references pending for more than six months.		
(ii)	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.		
(iii)	Work of the officer with regard to Audit/PAC paras and objections in the sub-division and initiative to settle audit paras.		
<b>C</b>	<b>Miscellaneous</b>		
(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).	
		<b>Signature of officer with name &amp; seal (Reporting Officer)</b>
	Comments of Reviewing Officer	<b>Signature of officer with name &amp; seal (Reviewing Officer)</b>

**Part-IV:**

(i)	Comments of Accepting authority	<b>Signature of officer with name &amp; seal</b>
	Comments of Accepting Authority (Engineer-in-Chief)	<b>Signature of officer with name &amp; seal</b>

**CONFIDENTIAL**

**Public Works (Buildings and Roads) Department  
Annual Confidential Report (II)  
(In respect of Sub Divisional Engineer)  
(To be written by the Sub Divisional Magistrate)**

Name

Designation

Place of Posting

Period of report

Name and designation of Reporting Officer (**Sub Divisional Magistrate**)**Appraisal Parameters**

<b>A</b>	<b>Works</b>	
(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?	
		<b>Signature of Officer with name &amp; seal</b>