

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

Name

Designation

Place of Posting

Period of report

Name and designation of Chief Engineer (Reporting Authority)

Part-I : Appraisal Parameters

		To be filled by SE to be reported upon (Add sheets if necessary)	Comments of reporting officer
(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, quality of the works inspected and action taken reports on the same.]		
(iii)	Position with regard to detailed estimates of works tendered/ commenced/ completed (Total Nos., technically sanctioned, pending estimates etc.) (a) Roads (b) Buildings (c) Bridges		

(iv)	Has the officer got updated MIS from his subordinates by 10 th of every month? Comments.		
(v)	Has the officer dealt with any arbitration cases during the period under report? i) Number of cases which were pending during last financial year (1 st April to 31 March) Number of cases decided/award ii) Number of cases added during the current year. iii) How many arbitration cases are pending for more than one year? iv) In how many cases, awards were written after one month of completion of proceedings?		
(vi)	In how many cases Inquiry Officer appointed? How many disposed off? How many are pending for more than 6 months?		
(vii)	Number of complaints forwarded by Head Office. The number of replies sent/ investigation report submitted. Number of references pending for more than six months.		
(viii)	Details of court cases (intimating total Nos., reply filed, compliance of court		

	orders & no. of contempt cases etc. Comments about efforts made by the officer in this regard.		
(ix)	Complaints in Assembly sessions. Measures taken.		
(x)	Has the officer projected the requirement of funds in time and regulated it properly?		
(xi)	Employee satisfaction: a. Pendency of pension cases b. Completion of Service Books c. Personal cases such as promotion, increment etc.		
(xii)	Whether any warning/letter of caution/ charge sheet issued to the officer with regard to his conduct?		
(xiii)	Any technical paper written/published?		
(xiv)	Training/ Seminars attended & details, if any.		

Part-II: General (To be filled only 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 and SC/ST.	
(viii)	Knowledge about rules and regulations.	

Part-III: Overall assessment:

(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
	Comments of Reporting Officer-II.	
		Signature of officer with name & seal
	Comments of Reporting Officer-III.	
		Signature of officer with name & seal

	Comments of Reporting Officer-IV.	
		Signature of officer with name & seal
	Comments of Reporting Officer-V.	
		Signature of officer with name & seal

Part-IV:

(i)	Comments of Reviewing Officer-I (Engineer-in-Chief)	
		Signature of officer with name & seal
(ii)	Comments of Reviewing Officer-II (Administrative Secretary)	
		Signature of officer with name & seal
(iii)	Comments of Reviewing Authority III (Minister In charge)	
		Signature of Minister with name & seal
(iv)	Accepting Authority (Chief Minister)	
		Signature with name & seal

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

Name

Designation

Place of Posting

Period of report

Name and designation of Deputy Commissioner

Part-I : 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 Divisional Commissioner	Signature of Officer with name & seal
(vi)	Comments of Reviewing Officer (EIC/administrative secretary/Minister)	
(vii)	Comments of Accepting Authority	Signature of name & seal