

**Self Appraisal Performa
(for ACR in respect of Chief Engineer/EIC)**

Self Appraisal Performa for the year _____

1.	Name & Designation	
2.	Period	
3.	Nature of duties assigned	
4.	What percentage of annual surfacing programme achieved upto date	
5.	Clearance of detailed estimate, tenders, DNIT of roads	
6.	Clearance of detailed estimates of Buildings	
7.	Promptness in disposal of correspondence	
8.	Has he exercised proper control over the Departmental works as per codal rules & instructions issued from time to time by EIC	
9.	Has he taken steps & exposed any unscrupulous element working under him	
10.	Has he taken steps to prevent encroachment on PWD land and filed civil suit against those who could not be removed by him in normal course? Give details (including temporary encroachment like Khokhas/ Platform/Angithies etc.)	
11.	Steps taken for monitor prevention of unauthorized construction in violation of the schedule roads.	
12.	Steps taken for monitoring of list of estimates for works where expenditure has exceeded the sanctioned estimate but revised estimate not prepared.	

13.	Step taken for monitoring of paras of inspection report of AG Haryana (give year wise details with efforts to get them cleared)	
14.	Step taken for monitoring of returns	
15.	Step taken for monitoring of stock returns	
16.	P.W.A form 26 position	
17.	Position of schedule of Misc. advances Buildings	
18.	Inspection reports of SE and has the compliance been reported, and if not, why ? Action taken in no of cases	
19.	Position of inspection of Sub Division by the Executive Engineer as required under para 5.4(1)(d) of PWD B&R Manual of Orders and action taken	
20.	Have the previous inspection report of sub Divisions Filed, if not position of each Inspections report be given and steps taken to monitor.	
21.	Position of land plan of road where land has been acquired in recent year, upto date, steps taken to monitor	
22.	Financial achievements	
23.	Physical achievements	
24.	Other assignments/achievements	
25.		