

**HARYANA PUBLIC HEALTH ENGINEERING DEPARTMENT
ANNUAL CONFIDENTIAL REPORT (Engineer-in-Chief)**

Name of the officer with Rank

Actual Post Held

Pay Scale

From

Name and designation of the

(i) Reporting Officer

(ii) Reporting Officer

(iii) Reviewing Officer **Hon'ble Chief Minister Haryana**

(iv) Accepting Officer **Honb'le Chief Minister Haryana**

(The reporting officer should not record his remarks in the confidential report of an officer under his unless he has seen his work and conduct for at least three months)

(I) DEPARTMENTAL EFFICIENCY:

(a) Has he managed the work well?

(b) Are projects and reports received from him carefully prepared and technically sound?

(c) Does he take adequate interest in training his subordinates?

Does he exercise adequate control over them?

(d) Does he habitually delay matters which can be disposed of promptly?

(e) Are his methods for carrying out work Satisfactory and economical?

(f) Works load norms and actual achievements in financial terms

(II) KNOWLEDGE OF ACCOUNTS:

(a) Does he has adequate knowledge of Accounts matters?

(b) Is he well acquainted with rules and procedures?

(III) PROFESSIONAL KNOWLEDGE

(a) Is his technical knowledge sound?

(b) Has he written some useful paper on some technical subject? Does he keep abreast of Modern Development in Engineering?

(c) Is he computer proficient? Does he take necessary steps for adequate use of Information Technology in improving the functioning of the department?

(IV) GENERAL QUALIFICATION:

(a) Does he show adequate initiative drive?

(b) Does he inspect his works frequently?

(c) Attitude of the officer towards other castes and communities?

(d) Performance in flood relief and rehabilitation for integrity?

(V) INTEGRITY:

- (a) Has the officer maintained his reputation for integrity?
- (b) The extent of corrupt practices unearthed by him during the period under report and in case no such effort has been made should be clearly recorded
- (c) Has he taken steps during the year under report to remedy defect, if any, to which his attention might have been drawn during the previous years?

(VI) PROMOTION:

Do you consider him fit for promotion?

(VII) GENERAL REMARKS:

(Remarks not covered above)

(VIII) OVERALL ASSESSMENT:

(Outstanding, Very Good, Good, Average or Below Average)

Signature of the Reporting Officer

Remarks by the Reviewing Authority

Remarks by the Accepting Authority

		To be filled by CE to be reported upon (add sheets if necessary)	Comments of reporting officer (add sheets if necessary)
A. Works			
1.	<ul style="list-style-type: none"> a) Number of sanctioned capital works (sub head wise) b) Number of works due to be completed (sub head wise) in reported period. c) Number of works completed in reported period sub head wise in the jurisdiction. 		
2	Utilization of Financial outlay (Sub head wise *) <ul style="list-style-type: none"> a) Name of sub head b) Proportionate plan outlay (in cores) to be utilized in reported period by Chief Engineer c) Actual plan utilization (in cores) 		
3	Position with regard to sanction of detailed estimates of works <ul style="list-style-type: none"> a) Total number of work to be sanctioned technically during reported period b) Total number of estimates technically sanctioned. c) Number of estimates pending for technical sanction. 		
4	Position with regard to the sanction of Annual maintenance estimates to be sanctioned at Chief Engineer level. <ul style="list-style-type: none"> a) Total number of maintenance estimates to be sanctioned in the whole year. b) Total number of estimates sanctioned, in reported period 		
5	Position with regard to Field inspections <ul style="list-style-type: none"> a) Number of minimum days required to be spent in the field during reported period (@ 5 days per month). b) Number of days actually spent in the field & for which inspection notes issued. 		
6	Position with regard to inspection of sub-ordinate		

	<p>offices</p> <ul style="list-style-type: none"> a) Number of Circle /Division offices assigned for inspection. b) Number of Circle /Division office inspected for which inspection note issued. 		
7	<p>Details of arbitration cases during the reported period</p> <ul style="list-style-type: none"> a) Number of cases pending at the beginning of reported period. b) Number of cases added during reported period. c) Number of cases decided/award announced in the reported period. d) Number of arbitration cases are pending for more than one year. e) Number of cases where awards were written after one month of completion of proceedings. 		
8	<p>Details of Enquiry/Complaint cases assigned for investigation</p> <ul style="list-style-type: none"> a) Number of cases where the officer was to submit Enquiry report in reported period. b) Number of cases where reports have been submitted. 		

9	<p>Details of court cases relating to Chief Engineer's subject matter</p> <p>a) Total number of court cases continuing /filed in the reported period.</p> <p>b) Number of cases where ex parte proceedings were initiated by the courts.</p> <p>c) Number of cases where compliances of decisions were made in due time given by the courts.</p> <p>d) Number of decided cases where appeals were file in due time.</p>		
10	Any technical paper written/ published ?		
11	<p>a) Number of Trainings/ Seminars in which officer was deputed by Head Office.</p> <p>b) Number of Trainings/ seminars attended by officer.</p> <p>c) Number of training/ Seminars conducted by him for training his sub-ordinate staff.</p>		
12	Whether annual administration report has been prepared for his area of work ?		

Signature of Chief Engineer

(*) The sub head is already defined in budgetary system of Finance Department.

Part-II: General (To be filled only by Reporting Officer)

1	Does the officer maintain head quarter ?	Comments of Reporting Officer
2	Leadership qualities and initiations exhibited by the officer.	
3	Integrity	
4	Knowledge about engineering works	
5	Efficiency and competency with regard to office work.	
6	Relation with client departments	
7	General behavior with superiors, subordinates, public, contractors and SC/ST.	
8	Knowledge about rules and regulations.	

Part-III: Overall assessment:

1.	Any improvement/ suggestions/ training recommended for officer	
2.	General Remarks	
3	Grading (consistence with detailed appraisal) (specifically mention one of the following: Below average, average, good, very good, outstanding).	
		Signature of Reporting Officer with name & seal
	Comments of Reviewing Officer	Signature of Reviewing Officer with name & seal
	Comments of Accepting Officer	Signature of Accepting Officer with name & seal