

CONFIDENTIAL
Annual Confidential Report (I)
Public Health Engineering Department
(In respect of Sub Divisional Engineer)

Name

Designation

Place of Posting

Period of report

Name and designation of Reporting Officer

Part-I: Appraisal Parameters

		To be filled by SDE to be reported upon (add sheets if necessary)	Comments of reporting officer
A.Works			
1	a) Total No. of operational agreements relating to the works to be completed in the period pertaining to the sub-division. b) No. of agreements actually completed in the period c) Efforts made for completing the other agreements d) No. & total amount of work orders issued		
2	a) No. of inspection reports issued during the period b) No. of compliances achieved		
3	a) Budget Allocation pertaining to Sub Division (Plan) b) Expenditure (Plan)		
4	a) No. of bills due for finalization and bills actually finalized in the sub division i) Period more than 1 month but less than 6 months of due date of completion ii) Period more than 6 months of due date of completion		
5	a) Total No. of works in operation in the sub division b) No. of detailed estimates of works prepared c) No. of detailed estimates of works technically sanctioned		
6	Has the officer updated the MIS by 1 st week of every month?		
7	a) Total No. of Mtc. Works in operation in the sub division b) Total No. of Annual Mtc. Estimates sanctioned technically		
B. Office Management			
1	a) Total No. of works in operation in the sub division		

	b) No. of MAS checked c) Whether the physical verification got done in the Sub Division		
2	Employees satisfaction:- a) Total No. of subordinates staff whose ACRs were to be written b) No. of ACRs of subordinates staff written		
3	a) No. of complaints/ grievances received in the period forwarded by division office and Head office		
4	a) Total No. of pending court cases b) No. of cases where reply not filed in due time c) No. of ex-parte orders in the period d) No. of contempt cases field in period		
5	a) No. of arbitration cases pending b) No. of arbitration cases pending at start of the period c) NO. of arbitration cases pending at end of period d) No. of awards announced in the period		
6	Whether audit inspection was held in the period NO. audit and PAC para (mentioned separately)		
7	Achievement in respect of revenue collection on account of water supply and sewerage charges <u>Urban</u> (a) Target (b) Achievement <u>Rural</u> (a) Target (b) Achievement		
C-MISCELLANEOUS			
1	Any technical paper written/published		
2	Training/Seminar attended and details, if any		
3	Performance in dealing with Subordinates, Public, Contractors and Media		
4	Whether any warning/letter of caution/charge sheet issued to the officer, with regard to his conduct		
5	Any special achievement by the officer		
Part-II: GENERAL (TO BE FILLED BY REPORTING OFFICER)			
1	Integrity		
2	Does the officer maintain Head quarter?		
3	Leadership qualities exhibited by the officer		
4	Initiatives taken by the officers		
5	Knowledge about Engineering Works		
6	Efficiency and competence with regard to disposal of files		
7	Relation with client departments		
8	Attitude towards SC/ST		
9	Knowledge about rules and		

	regulations		
10	Any improvement suggestions/ training recommended for officer		
11	General remarks		
OVERALL ASSESSMENT			
12	Grading (consistence with detailed appraisal) (Specifically mention one of the following : below, average, good, very good, outstanding) Note:- in case of 'outstanding grading' reasons for adjudging as such be mentioned		
Signature of officer with name & seal (Reporting Officer)			
PART-III			
	Comments of Reviewing Officer		
Signature of officer with name & seal			
	Comments of Accepting Authority		
Signature of officer with name & seal			

CONFIDENTIAL
Annual Confidential Report (II)
(In respect of Sub Divisional Engineer)
Public Health Engineering Department
(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		
1	Integrity of the officer	
2	Did he provide co-operation to the district administration	
3	Relations with public and opinion of the public about the officer	
4	Did the officer maintain headquarter during the period under report?	

Signature of officer with name & seal