

**CONFIDENTIAL**  
**Annual Confidential Report (I)**  
**Public Health Engineering Department**  
**(In respect of Superintending Engineer)**

Name

Designation

Place of Posting

Period of report

Name and designation of Reporting Officer

**Part-I: Appraisal Parameters**

		<b>To be filled by SE to be reported upon (add sheets if necessary)</b>	<b>Comments of reporting officer</b>
1	a) Number of works to be completed in reported period. b) Number of works have been completed in reported period? c) In case of time over run, the effort made by the officer to get the same completed in time.		
2	a) Total number of installation in the circle. b) Number of installations inspected & in respect of which inspection notes were issued by the officers.		
3	a) Total number of agreements in progress. b) Number of agreements where time limits were expired. c) Number of agreements out of above agreements at (b) where actions were taken under clause-2 of contracts. d) Number of agreements out of above agreements at (c) where actions were taken under clause-3. e) Efforts made by the officers for completion of such works.		
4	Position with regard sanction of detailed estimates of works tendered / commenced/ completed (Total Nos. technically sanctioned, pending estimates etc). a) Water Supply (b) Sewerage (c) Storm Water Drainage		
5	Position with regard sanction of Annual maintenance estimates to be sanctioned by circle office. a) Total number of maintenance estimates to be sanctioned in the whole year. b) Total number of estimates sanctioned, in reported period. c) Action taken in case of difference		

	of (a) & (b).		
6	a) Number of online monitoring monthly meetings due to be held with EEs and SDEs in reported period. b) Number of monthly meeting held & proceeding issued.		
7	Whether monthly/ quarterly returns of all Divisions under him submitted in time or not?		
8	Details of arbitration cases during the reported period. 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) Numbers of arbitration cases are pending for more than one year? e) Number of cases where were written after one month of completion of proceeding?		
9	Details of Enquiry cases a) Number of cases where the officer was appointed as enquiry officer. b) Number of the cases where reports have been submitted in scheduled time. c) Numbers of cases where the reports were submitted beyond scheduled time or cases are pending.		
10	Details of complaints: a) Number of complaints received from Head Office. b) Number of complaints where replies/investigation reports submitted. c) Numbers of complaints pending for more than three months.		
11	Details of court cases a) Total number of court cases continuing / filed in the reported period. b) Number of cases where ex-parte proceedings were in due time given by the courts. c) Number of cases where compliances of decisions were made in due time given by the courts. d) Number of decided cases where appeals were filed in due time.		
12	Has the officer projected the requirement of funds & requirement of meterial in time and regulated it properly?		
13	Subordinate Employees satisfaction: a) Pendency of pension cases.		

	b) Completion of service Books. c) personal cases such as promotion, increment etc.		
14	Whether any warning / letter of caution/ charge sheet issued to the officer with regard to his conduct?		
15	Any technical paper written/ published?		
16	a) Number of Training / Seminars in which officer was deputed by Head office. b) Number of Training / Seminars attended by officers. c) Number of Training / Seminars conducted by him for training his subordinate staff.		
17	Number of agreements for which the time extension cases disposed off. (Nos. received Nos. cleared, Nos. laying pending)		
18	a) Number of applications pending/ received for clause-2 hearings. b) Number of applications disposed off. c) Number of agreements where works were completed by agencies in above cases.		
19	Achievement in respect of revenue collection of account of water supply and sewerage charges <u>Urban</u> (a) Target (b) Achievement <u>Rural</u> (a) Target (b) Achievement		
<b>Part-II: GENERAL (To be filled only by Reporting Officer)</b>			
1	Does the officer maintain Head quarter?		
2	Leadership qualities exhibited by the officer		
3	Integrity		
4	Knowledge about Engineering Works		
5	Efficiency and competency with regard to disposal of files.		
6	Relation with client departments		
7	General behavior with subordinates, public, contractors and SC/ST.		
8	Knowledge about rule and regulations		
<b>Part-III : OVERALL ASSESSMENT</b>			
1	Any improvement suggestion/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). Note:- In case of 'outstanding grading' reasons for adjudging as such be mentioned.		

		<b>Signature of Reporting Officer with name &amp; seal</b>
		<b>Signature of Reviewing Officer with name &amp; seal</b>
		<b>Signature of Accepting Officer with name &amp; seal</b>

**CONFIDENTIAL**  
**Annual Confidential Report (II)**  
**(In respect of Superintending 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)

<b>APPRAISAL PARAMETERS</b>		
1	Works	
2	Integrity of the officer	
3	Did he provide co-operation to the district administration	
4	Relations with public and opinion of the public about the officer	
5	Did the officer maintain headquarter during the period under report?	
6	Comments of Divisional Commissioner	<b>Signature of officer with name &amp; seal</b>
7	Comments of Reviewing Officer (EIC/ administrative secretary/ Minister)	<b>Signature of officer with name &amp; seal</b>
8	Comments of Accepting Authority	<b>Signature of officer with name &amp; seal</b>