

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

Name

Designation

Place of Posting

Period of report

Name and designation of Reporting Officer

Part-I: Appraisal Parameters

		To be filled by EE 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. b) No. of agreements actually completed in the period c) Efforts made for completing the other agreements		
2	a) No. of inspection reports issued during the period b) No. of compliances achieved		
3	a) Budget Allocation (Plan) b) Expenditure (Plan)		
4	a) No. of bills due for finalization and bills actually finalized 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 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 b) Total No. of Annual Mtc. Estimates sanctioned technically		

B. Office Management

1	Whether the officer inspected the sub divisions due for inspection during the year and the Action taken on the same		
2	Employees satisfaction:- a) No. of pending pension cases b) No. of incomplete service book c) No. of delayed case relating to establishment e.g. increment, Medical leave, TA bill, advances etc. d) Total No. of subordination staff whose ACRs were to be written e) No. of ACRs of subordinate staff written		
3	a) No. of complaints/ grievances received in the period forwarded by Circle office and Head office b) No. of compliance report sent c) No. of complaints/ references pending for more than 3 months		
4	a) Total No. of pending court cases No. of cases where reply not filed in due time b) 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	a) Whether audit inspection was held in the period No. audit and PAC para (mentioned separately) b) No. of paras pending at start of period c) No. of paras settled in the period.		
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 officer	
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, and outstanding).	
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 Executive 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