### 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

		To be filled by SE to be reported upon (add sheets if necessary)	Comments of reporting officer
1	<ul> <li>a) Number of works to be completed in reported period.</li> <li>b) Number of works have been completed in reported period?</li> <li>c) In case of time over run, the effort made by the officer to get the same completed in time.</li> </ul>		
2	<ul> <li>a) Total number of installation in the circle.</li> <li>b) Number of installations inspected &amp; in respect of which inspection notes were issued by the officers.</li> </ul>		
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	
40	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:	
13	Subordinate Employees satisfaction: a) Pendency of pension cases.	
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b) Completion of service Books. c) personal cases such as promotion, increment etc.  Whether any warning / letter of caution/ charge sheet issued to the officer with regard to his conduct?  16 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 offices. c) Number of Training / Seminars attended by offices. 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 applications disposed off. c) Number of applications disposed off. c) Number of water supply and sewerage charges liabove cases.  19 Achievement in respect of revenue collection of account of water supply and sewerage charges lutbag (a) Target (b) Achievement Rural (a) Target (b) Achievement Rural (a) Target (b) Achievement Part-II. Gebreament Part-II. Gebreament Part-II. Gebreament Part-II. Gebreament General behavior with subordinates, public, contractors and SC/ST. 8 Knowledge about Engineering Works 6 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 Part-III : OVERALL ASSESSMENT 1 Any improvement suggestion/training recommended for officer 2 General behavior 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.		11) 0 1 1 1 1 5 1	T
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	Signature of Reporting Officer with name & seal
	Signature of Reviewing Officer with name & seal
	Signature of Accepting Officer with name & seal

#### 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)

APPRAISAL PARAMETERS		
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	
		Signature of officer with name & seal
7	Comments of Reviewing Officer	
	(EIC/ administrative secretary/ Minister)	
		Signature of officer with name & seal
8	Comments of Accepting Authority	
		Signature of officer with name & seal