

ഭരണഭാഷ - മാതൃഭാഷ

ചീഫ് എഞ്ചിനീയറുടെ കാര്യാലയം
തദ്ദേശ സ്വയംഭരണ വകുപ്പ്
റവന്യൂ കോംപ്ലക്സ്, മൂന്നാം നില
പബ്ലിക് ആഫീസ് ബിൽഡിംഗ്
തിരുവനന്തപുരം 33 -

Phone : 0471 - 2324951
0471 - 2325071
Tele FAX : 0471 - 2324951
e-mail : celsgd@gmail.com
website : www.celsgd.kerala.gov.in

നം. ഇ22-8961/ജനറൽ/2018/സിഇ/തസ്വഭവ

തീയതി. 11/06/2019

സർക്കുലർ

വിഷയം : തസ്വഭവ - സാങ്കേതിക വിഭാഗം - ജീവനക്കാര്യം -
എഞ്ചിനീയർമാരുടെ പ്രവർത്തന വിലയിരുത്തൽ - വാർഷിക
കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടിന്റെ പുതിയ ഫോർമാറ്റ്
നടപ്പിലാക്കുന്നത് - സംബന്ധിച്ച്

സൂചന : സ.ഉ(സാധാ) നം. 971/2018/പൊ.ഭ.വ തീയതി 13.06.2018

എഞ്ചിനീയർമാരുടെ പ്രവർത്തന വിലയിരുത്തൽ, വാർഷിക
കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് എന്നിവ സമർപ്പിക്കുന്നതിന് പൊതുമരാമത്ത് വകുപ്പിൽ
സൂചന ഉത്തരവ് പ്രകാരം പുതിയ ഫോർമാറ്റ് നിലവിൽ വന്നു. ബഹു. തദ്ദേശ
സ്വയംഭരണ വകുപ്പ് അഡീഷണൽ ചീഫ് സെക്രട്ടറിയുമായി നടത്തിയ ചർച്ചയുടെ
അടിസ്ഥാനത്തിൽ ഈ വകുപ്പിലും ടി ഫോർമാറ്റ് നടപ്പിലാക്കുവാൻ നിർദ്ദേശിച്ചിരിക്കുന്നു.
ആയതിനാൽ 2018 മുതലുള്ള എല്ലാ പ്രവർത്തന വിലയിരുത്തലുകൾ /
കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകളും ഇതോടൊപ്പം ചേർത്തിട്ടുള്ള പുതിയ പ്രൊഫോർമ
പ്രകാരം സമർപ്പിക്കേണ്ടതാണ്. ഇതിനോടകം 2018 വർഷത്തെ കോൺഫിഡൻഷ്യൽ
റിപ്പോർട്ട് സമർപ്പിച്ച് അംഗീകാരം നേടിയവർ ആയത് പുതിയ പ്രൊഫോർമ പ്രകാരം
സമർപ്പിക്കേണ്ടതില്ല


ചീഫ് എഞ്ചിനീയർ

അനുബന്ധം : Performance Appraisal format

ബന്ധപ്പെട്ട ജീവനക്കാർക്ക് (വെബ് സൈറ്റ് മുഖേന

പകർപ്പ്

- 1) എല്ലാ നിയന്ത്രണാധികാരികൾക്കും
- 2) കരുതൽ ഫയൽ

LSGD / PUBLIC WORKS DEPARTMENT

PERFORMANCE APPRAISAL FORM

VIDE G.O(Rt) No.971/2018/ PWD dtd 13-6-2018

(For Assistant Engineers / Assistant Executive Engineers / Executive Engineers / Superintending Engineers / Chief Engineers)

Performance Appraisal Report for the period from _____ to _____

SECTION I- BASIC INFORMATION

- 1 Department :
- 2 Name of the officer reported upon :
- 3 PEN :
- 4 Date of Birth :
- 5 Present Post :
- 6 Date of entry in Government Service :
- 7 Date of appointment to the present post :
- 8 Date of entry in the Present Office :
- 9 Pay and scale of pay :
- 10 Date from which functioning in the present grade continuously :
- 11 Name and address of present office :
- 12 Name and address(official) of Reporting Authority for the reporting period of CR :
- 13 Name and address(official) of Reviewing Authority for the reporting period of CR :

SECTION II-SELF APPRAISAL (to be filled by the Officer reported upon)

1	Educational and other qualifications				
1.1	Taken prior to entry in the Department				
	Qualification	Board/University	Year		
1.2	Taken after entry in the Department				
	Qualification	Board/University	Year		
2	Incumbency details/Service details				
	Department/Office	Name of Post	Work nature	Period	
				from	To

3	Training Programs attended				
		Date from	Date to	Institute	
4	Awards and Honours received				
5	Period of absence on leave, etc. During the reporting period	Period		Type of leave/others	Remarks
		from	To		
6	Brief description of duties : (Objective of the position you hold and the tasks required to perform, in about 100 words)				
7	Nature of Current work/duty	Management and execution of Projects		Office Works related to Projects and administration	
8	Targets/Deliverables and achievements during the reporting period				
	Name of project/work/Task	Target/Deliverable		Time frame of deliverable of target	
9	During the period under report if the officer reported upon believe that he have made any exceptional contribution, eg:- successful completion of an extra ordinary challenging task or major project (resulting is significant benefits to the Department and / or reduction in time and cost of project / If so give a verbal description (within 100 words)				
10	Factors if any, which hindered the performance of officer reported upon during the reporting period				
11	Indicate specify areas in which the officer reported upon feel that there is need to upgrade his skills through training programs	For the current post / duties			
		For future career objectives			
12	Punishments awarded or disciplinary actions taken on the officer reported upon during the reporting period, if any. If yes, give details				
13	<p align="center">Declaration</p> <p>I hereby declare that the details submitted by me in Section I and Section II of this Performance Appraisal Form for the reporting period from toare true and correct as per my knowledge and belief. I hereby undertake that I shall submit necessary proof and evidence in connection with the authenticity of details submitted by me in the above sections, if asked to do so.</p> <p>Date: _____ Signature and name of the officer reported upon: _____</p>				

SECTION III - ASSESSMENT BY THE REPORTING OFFICER (to be filled by the Reporting Officer)

1	State whether you agree with the responses given by the officer reported upon for Sl.No 1 to 6 in section no II. If not, furnish factual details/your comments		Yes ()	No ()
2	State whether you agree with the responses given by the officer reported upon for Sl.No 7 in section II. If not, furnish factual details/your comments		Yes ()	No ()
3	comment on the claim (if made) of exceptional contribution by the officer reported upon		Yes ()	No ()
4	Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details		Yes ()	No ()
5	Do you agree with the skill up-gradation needs as identified by the officer if any		Yes ()	No ()
6	Do you agree with Punishments awarded or disciplinary actions as noted by the officer if any		Yes ()	No ()
7	Do you know of any physical disability of health problem which prevents this Officer from working to full capacity? If yes, please explain the nature of the problem		Yes ()	No ()
8	Has anything come to your knowledge which reflects adversely on the officer's loyalty. If Yes, please give details		Yes ()	No ()
9	a)	Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely		
	i.	On the Officer's ability to honestly execute his duties	Yes ()	No ()
	ii.	Showing favouritism in discharging his duties	Yes ()	No ()
	b)	Is there been any preliminary finding regarding the corrupt practices of the Officer		
	i.	Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries? If 'Yes' give details	Yes ()	No ()
10	Assessment of personnel Attributes (on a scale of 1-10).			
	No	Items	Score - by Reporting Officer	Review by Reviewing officer (difference in opinion)
	i	Intelligence		
	ii	Initiative and Resourcefulness		
	iii	Discipline and punctuality		
	iv	Responsibility and Dependability		
	v	Co-operation and Personal relations		
	vi	Interest in the Assignment		
	vii	Job Knowledge- Technical and general knowledge about the job he/she is doing		
	viii	Noting, Drafting and Correspondence - Ability to prepare notes, drafts and handle correspondence with special reference to - Accuracy, Thoroughness. Power of analysis and Power of expression		
	ix	Leadership and Drive		

x	Power of Analysis and Judgment - Capacity to analyse problems and ability to arrive at sound conclusions and ability to appraise subordinate officers		
xi	Ability to communicate and Receptiveness to ideas and adaptability to change		
xii	Attitudes / achievements in the implementation of programmes Schemes of SCs/STs and prevention of atrocities on them		
Average Grading on Personal Attributes (Total score/12) rounded to the nearest integer(if the dec mal part is 0.5 and below-then rounded to nearest lowest integer if the decimal part is above 0.5 -then rounded to next integer)			
11 Assessment of Work (on a scale of 1-10)			
No	Items	Score - by Reporting Officer	Review by Reviewing officer(difference in opinion)
i	Supervision and Control -Ability to supervise and control. Skill in maintaining the morale of his/her staff. Capacity to train, help advise and handle subordinates		
ii	Use of delegated powers		
iii	Accomplishment of deliverables / Tasks in time		
iv	Quality of work / deliverables		
v	Knowledge of manuals/ laws/ rules/ procedures/ proficiency in use of Department's e- Governance or IT related systems and awareness of engineering standards in the relevant area of work		
vi	Accomplishment of exceptional work unforeseen / tasks performed		
Average Grading on Work Assessment (Total score/6) rounded to the nearest integer(if the dec mal part is 0.5 and below-then rounded to nearest lowest integer if the decimal part is above 0.5 -then rounded to next integer)			
12 Overall grade (on a score of 1-10)- This Is the average score of item 10 and 11 rounded to the nearest integer(if the dec mal part is 0.5 and below-then rounded to nearest lowest integer if the decimal part is above 0.5 -then rounded to next integer)		Reporting Officer	Reviewing officer
13 Concluding remarks of the Reporting Authority on the officer reported upon on the overall qualities of the officer including areas of strengths and weakness and recommendations if any.			
<div style="display: flex; justify-content: space-between;"> <div>Signature of Reporting Officer</div> <div>:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Date :</div> <div>Name</div> <div>:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Designation</div> <div>:</div> </div>			

SECTION IV-REVIEW BY THE REVIEWING OFFICER (to be filled by the Reviewing Authority)

1	Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III?	Yes () No ()
2	Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or Significant failures officer reported upon?	Yes () No ()
3	Do you agree with the numerical assessments of attributes? In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries In case of difference of opinion details and reasons for the same may be given	Yes () No ()
4	Overall grade of the officer reported upon (as per item no-12 of Section-III) according to the item no-3 above	Yes () No ()
<div style="display: flex; justify-content: space-between;"> <div>Date :</div> <div>Signature of Reviewing Officer /Authority :</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>Name :</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>Designation :</div> </div>		

SECTION V- ACCEPTANCE (tick appropriate and strikeout whichever is not applicable)

I have read the report agrees with the assessment made by the reporting and reviewing Officers

I have read the report agrees with the assessment made by the reporting and reviewing Officers

I have read the report and not agree with the assessment made by the reporting and reviewing Officers. I would like to have a review on this PAR specific to the following attributes of Section-III based on reasons as give below

Date : Name and Signature of Officer reported upon :

Comments of the Reporting Authority (on the above representation)

Overall grade :

Name and Signature of Reporting Authority :

Date :

Comments of the Reviewing Authority (on the above representation)

Overall grade :

Name and Signature of Reporting Authority :

Date :

6/18/2019

Kerala PWD- APA

General guidelines for filling up the PAR for AEs/AEEs/EEs/SEs/CEs of Kerala PWD

1. Introduction

1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs of further development of an officer. The officer reported upon, the Reporting Authority and the Reviewing Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.
2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority and the Reviewing Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

1. This Section should be filled up by the Officer reported upon. Period of report could either be the entire reporting year, namely, from 1st of January to 31st December or a part of the year (exceeding 45 days). In all the cases specific start and end dated should be indicated as period of report, for example, 10th May 2018 – 31st July 2018.
2. Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.
3. In the table relating to reporting and reviewing authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

3. Section-II

1. The officer reported upon is required to fill-up all the details as required.
2. The officer reported upon is required give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.
3. All officers are advised to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work requirements and targets. This exercise is to be carried out at the beginning of the year and finalized by 31st January, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of June/July as a mid-year exercise and finalized by 31st July. Based on this review the work plan may undergo some changes from that originally prepared. The Targets/Deliverables and achievements during the reporting period is to be arrived at based on the work plan and against this, the achievement is to be arrived at. In order to achieve the targets, if any specific interventions were done by the officer reported upon or higher authorities, this may be highlighted.
4. After the work plan is prepared, it is possible that the officer reported upon is transferred out. The period spent by the officer during the year and his contribution shall be considered for evaluation his performance against the work plan. In the case of mid-term transfers, the reason for such transfers

6/18/2019

Kerala PWD- APA

and duration available for performing the tasks shall be properly weighed while making performance appraisal of the officer reported upon.

5. It is not necessary the targets and deliverables should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for office or administration level posts it would consist of policy objectives to be achieved etc.
 6. Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicates one item which he/she thought was a significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful conclusion of an activity that has been a part for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.
 7. The officer reported upon is required to indicate Factors if any, which hindered the performance of officer reported upon during the reporting period
 8. The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.
4. Section-III
1. Section III requires the reporting authority to comment of Section II as filled out by the officer reported upon, and specifically state whether he/ she agrees with the responses relation to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.
 2. This Section then requires the reporting authority to comment on the specific questions regarding the integrity of the officer reported upon.
 3. Section III requires the reporting authority to comment on the loyalty and integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relation to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon.
 4. Section III requires the reporting authority to record numerical grade in respect personal attributes the officer reported upon. A numerical grade is also required for each attribute. In doing so, the reporting authority should take into account all factors regarding the officer reported upon into consideration.
 5. Section III requires the reporting authority to record numerical grade in respect of the assessment of work of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.
 6. Numerical Grades:- At several places, numerical grades are to be awarded by reporting and review authorities. These should be on scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.
5. Section-IV
1. This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/ she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work assessment tables.
6. Section-V
1. Disclosure:- The annual PAR, including the overall grade and recommendations, should be communicated to the officer reported upon after it has been finalized by the reviewing authority.