

CONFIDENTIAL
Haryana State Agricultural Marketing Board
Annual Confidential Report (I)
(In respect of Superintending Engineer)

Name :
 Designation :
 Place of Posting :
 Period of report :
 Name and designation of Chief Engineer :
 (Reporting Authority)

Part-I : Appraisal Parameters

		To be filled by EE to be reported upon	Comments of reporting officer
A	Works		
(i)	Performance of the officer with regard to works completed. How many works have been completed in time? In case of time overrun, the efforts made by the officer to get the same completed in time.		
(ii)	Inspection notes recorded by the officer. [Mention about number, quality of the works, inspected and action taken reports on the same.]		
(iii)	Position with regard to detailed estimates of works tendered/ Commenced/ completed. (Total Nos., technically sanctioned, pending estimates etc.) (a) Roads (b) Mandis (c) Others		
(iv)	Has the officer dealt with any arbitration cases during the period under report? (a) Number of cases which were pending during last financial year (1 st April to 31 st March). Number of cases decided/ awarded. (b) Number of cases added during the current year. (c) How many arbitration cases are pending for more than one year? (d) In how many cases, awards were written after one month of completion of proceedings?		

(v)	In how many cases Inquiry Officer appointed? How many disposed off? How many are pending for more than 6 months?		
(vi)	Number of complaints forwarded by Head Office. The number of replies sent/ investigation report submitted. Number of references pending for more than six months.		
(vii)	Details of court cases (intimating total Nos., reply filed, compliance of court orders & no. of contempt cases etc. comments about efforts made by the officer in this regard.		
(viii)	Complaints in Assembly sessions. Measures taken.		
(ix)	Has the officer projected the requirement of funds in time and regulated it properly?		
(x)	Employee satisfaction: (a) Pendency of pension cases. (b) Completion of Service Books (c) Personal cases such as promotion, increments etc.		
(xi)	Whether any warning/letter of caution/charge sheet issued to the officer with regard to his conduct?		
(xii)	Training/ Seminar attended & details, if any.		

Part-II : General (to be filled by Reporting officer)

(i)	Does the officer maintain head quarter?	
(ii)	Leadership qualities exhibited by the officer	
(iii)	Integrity	
(iv)	Knowledge about engineering works	
(v)	Efficiency and competency with regard to disposal of files	

(vi)	Relation with client department	
(vii)	General behavior with subordinates, public, contractors, press and SC/ST.	
(viii)	Knowledge about rules and regulations	

Part-III : Overall assessment:

(i)	Any improvement/ suggestions/ training recommended for officer	
(ii)	General remarks	
(iii)	Grading (consistence with detailed appraisal) (specifically mention one of the following: Below average, average, good, very good, outstanding).	
		Signature of officer with name & seal (Reporting Officer)
	Comments of Reviewing authority	Signature of officer with name & seal (Reviewing Authority)
	Comments of accepting authority	Signature of officer with name & seal (Accepting Authority)