

# WATER RESOURCES (IRRIGATION) DEPARTMENT PERFORMANCE APPRAISAL FORM

For Assistant Engineers/Assistant Executive Engineers/Executive Engineer/Superintending Engineer/Chief Engineer)  
Performance Appraisal Report for the period from

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## SECTION I – BASIC INFORMATION

1. Department: :
2. Name :
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)

<b>1</b>	<b>Educational and other qualifications</b>		
	1.1	<b>Taken prior to entry in the department</b>	
		<b>Qualification</b>	<b>Board/University</b>
	1		<b>Year</b>
	2		
	3		
	1.2	<b>Taken after entry in the Department</b>	
		<b>Qualification</b>	<b>Board/University</b>
	1		<b>Year</b>
	2		
	3		

<b>2</b>	<b>Incumbency details/ Service details</b>				
	<b>Department/Office</b>	<b>Name of Post</b>	<b>Nature of Work</b>		<b>Period</b>
					<b>From</b>
					<b>To</b>
<b>3</b>	<b>Training Programs attended</b>				
		<b>Date from</b>	<b>Date to</b>	<b>Institute</b>	
<b>4</b>	<b>Awards and Honours received</b>				
<b>5</b>	<b>Period of absence on leave, etc. during the reporting period</b>	<b>Period</b>		<b>Type of leave/others</b>	<b>Remarks</b>
		<b>From</b>	<b>To</b>		<b>Nil</b>
<b>6</b>	<b>Brief description of duties: (Objective of the position you hold and the tasks required to perform, in about 100 words)</b>				

7	Nature of current works/duty	Management and execution of projects	Office works related to Projects and Administration	
8	Targets/Deliverables and achievements during the reporting period			
Sl. No	Name of Project/Work/Task	Target/Deliverable	Time frame of deliverable or target	Achievement
9	<b>PROGRESS OF PROJECTS DURING REPORTING PERIOD</b>			
Sl. No	Name of Project/Work/Task	Progress as on last date		
		Physical	Financial	
9	During the period under report if the officer reported up on believe that he has made any exceptional contribution, eg. Successful completion of an extra ordinary challenging task or major projects (resulting is significant benefits to the Department and / or			

	<b>reduction in time and cost of project. If so, give a verbal description (with in 100 words)</b>		
10	<b>Factors if any, which hindered the performance of Officer reported up on during the reporting period</b>		
11	<b>Indicate Specify areas in which the officers reported up on feel that there is need to upgrade his skills through training programs</b>	<b>For the Current post/ duties</b>	
		<b>For Further career objectives</b>	
12	<b>Punishment awarded or disciplinary action taken on the officer reported upon during the reporting period, if any. If yes, give details</b>		
13	<p style="text-align: center;"><b><u>Declaration</u></b></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 24/12/2021 to 31/01/2021 are 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><b>Date</b> <span style="float: right;"><b>Signature and name of the officer reported upon :</b></span></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. No1 to 6 in section	Yes ( ) No ( )		
	If not, furnish factual details/your comments			
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 prevent this Officer from working to full capacity?	Yes ( ) No ( )		
	If yes, please explain the nature of this problem			
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	Yes ( ) No ( )		
	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	Yes ( ) No ( )		
	Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries? If 'Yes' give details			
Assessment of personnel Attributes (on a scale of 1-10).				
10	No	Item	Score-by Reporting Officer	Review Reviewing Officer (difference in opinion if any)
	ii.	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 decimal 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)		

	Assessment of Work (on a scale of 1-10).			
	No	Item	Score-by Reporting Officer	Review Review Officer (difference in opinion if any)
	ii.	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		
11	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 decimal 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 items 10 and 11 rounded to the nearest integer (if the decimal 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)
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13	<p>Concluding remarks of the Reporting Authority on the on the officer reported upon on the overall qualities of the officer including areas of strengths and weakness and recommendations if any.</p> <p>-----</p> <p>-----</p> <p style="text-align: right;">Signature of Reporting Officer</p> <p style="text-align: center;">Name:</p> <p style="text-align: center;">Designation:</p> <p>Date</p>
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**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	<p>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</p> <p><b>In case of difference of opinion details and reasons for the same may be given</b></p>	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.	
	<p>Date</p> <p style="text-align: center;">Signature of the Reviewing Officer/ Authority</p> <p style="text-align: center;">Name:</p> <p style="text-align: center;">Designation:</p>	

**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 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:

Date:

Name and Signature of Reporting Officer

**Comments of the Reviewing Authority (on the above representation)**

Date:

Name and Signature of Reviewing Officer