

CONFIDENTIAL
Haryana State Agricultural Marketing Board
Annual Confidential Report (I)
(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	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, input regarding quality of the works, process of execution and action taken reports on the same.]		
(iii)	Status of final bills: a) Number of bills pending beyond 6 months of completion. b) Number of bills pending beyond one year of completion.		
(iv)	Position with regard to detailed estimates of works tendered/ Commenced/ completed. (Total Nos., technically sanctioned, pending estimates etc.) (a) Roads (b) Mandis (c) Others		
B	Office Management		
(i)	Did the officer inspect the sub-divisions during the year? Action taken on the same.		
(ii)	Employee satisfaction: (a) Pendency of pension cases (b) Completion of Service Books (c) Personal cases such as promotion, increment etc.		

(iii)	Number of complaints forwarded by Head Office. The number of replies sent/ investigation report submitted. Number of references pending for more than six months.		
(iv)	Details of court cases (intimating total Nos., reply filed, compliance of court orders & contempt petitions etc.) Comments about efforts made by the officer in this regard.		
(v)	Has the officer dealt with any arbitration cases during the period under report? (a) Number of cases which were pending during the previous year & disposed during the current year. (b) Number of cases added during the year and details of award announced where EE was presenting officer.		
(vi)	Work of the officer with regard to Audit/ PAC paras and objections in the division. (a) Initiative and willingness to perform any job of responsibility. (b) Initiative to settle audit paras.		
C	Miscellaneous		
(i)	Training / Seminar attended and details, if any.		
(ii)	Complaints in assembly sessions and measures taken.		
(iii)	Performance in dealing with Subordinates, Public, Contractors and Press.		
(iv)	Whether any warning/ letter of caution/charge sheet issued to the officer with regard to his conduct.		

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 (To be filled by reporting officer)

(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)