

From

The Chief Administrator,
Haryana State Agricultural Marketing Board,
Panchkula.

To

1. The Engineer-in-Chief,
HSAM Board, Panchkula.
2. The Chief Engineer I&II, ✓
HSAM Board, Panchkula.
3. All the SEs/XENs
HSAM Board in the State.

Memo No. GA-I-2018/24838-68


Dated:- 2.5.18

Subject:- Revised Performa of ACR.

Please find enclosed herewith a copy of revised/updated Performa of ACR in respect of SDEs/XENs/SEs/CEs/EIC of (except JEs) for information and necessary action.

You are therefore, requested to furnish the ACRs for the year 2017-18 on revised/updated Performa.

DA: As above



Supdt. (Gen.)
For Chief Administrator

Endst:-GA-I-2018/24869-90

Dated: 2.5.18.

A copy for information is forwarded to the followings:-

1. All the Branch officers/in-charges at H.Q.
2. The PS to Chairperson/Chief Administrator/Secretary Board.


Supdt. (Gen.)
For Chief Administrator


27/5
SE(R)

VE II-468
3-5-18

ap

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29/5/18

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

Name :

Designation :

Place of Posting :

Period of report :

Name and designation of Reporting Officer :

Part-I : Appraisal Parameters

		To be filled by SDE 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 carried out 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)	Number of complaints forwarded by Division Office. The number of replies sent/ investigation report submitted. Number of references pending for more than six months.		

(ii)	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.		
(iii)	Work of the officer with regard to Audit/PAC paras and objections in the sub-division and 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)

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)

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)

Annual Confidential Report
Chief Engineer/ Engineer-In-Chief (To be written in duplicate)
Haryana State Agricultural Marketing Board

Name : _____

Period : _____

Period of Leave : _____

if any (out of above)

Basic pay as on 31.03.08 : _____

Name of Reporting Officer : _____

Name of Reviewing Officer : _____

Annual Confidential Report

Reporting Officer

(Name to be field in)

:

Period

:

Comments

On Integrity

:

General

:

Name :

Designation:

Period :

Annual Confidential Report

Accepting Authority

Signature : _____

Name : _____

Designation: _____

Self Appraisal Performa
(for ACR in respect of Chief Engineer/EIC)

Self Appraisal Performa for the year _____

1.	Name & Destination	
2.	Period	
3.	Nature of duties assigned	
4.	Clearance of detailed estimate, tenders, DNIT of roads.	
5.	Clearance of detailed estimates of Buildings	
6.	Promptness in disposal of correspondence	
7.	Has he exercised proper control over the Departmental works as per codal rules & instructions issued from time to time.	
8.	Has he taken steps & exposed any unscrupulous elements working under him	
9.	Steps taken for monitor prevention of unauthorized construction of link roads.	
10.	Steps taken for monitoring of list of estimates for works where expenditure has exceeded the sanctioned estimate but revised estimate not prepared.	
11.	Steps taken for monitoring of paras of inspection report of AG Haryana (give year wise details with efforts to get them cleared)	
12.	Inspection reports of SE and has the compliance been reported, and if not, why? Action taken in no of cases.	
13.	Financial achievements	
14.	Physical achievements	
15.	Other assignments/ achievements	