

बिहार सरकार
लोक स्वास्थ्य अभियंत्रण विभाग

पत्रांक:-1/सी0 आर0-01-103/2013-.....7-05

प्रेषक,

अंशुली आर्या,
प्रधान सचिव।

सेवा में,

अभियंता प्रमुख-सह-विशेष सचिव,
सभी मुख्य अभियंता (असैनिक/यांत्रिक)
सभी अधीक्षण अभियंता (असैनिक/यांत्रिक)
सभी कार्यपालक अभियंता (असैनिक/यांत्रिक)
सभी सहायक अभियंता (असैनिक/यांत्रिक)
लोक स्वास्थ्य अभियंत्रण विभाग, बिहार, पटना।

पटना, दिनांक:- 8.12.15

विषय: वार्षिक गोपनीय चारित्री अभ्युक्ति अभिलिखित करने हेतु विहित प्रपत्र के संबंध में।

महाशय,

उपर्युक्त विषयक विभागीय पत्रांक-659, दिनांक-05.11.2015 के द्वारा बिहार अभियंत्रण सेवा संवर्ग के विभागीय अभियंताओं का वार्षिक गोपनीय चारित्री अभ्युक्ति अभिलिखित करने हेतु प्रक्रिया का निर्धारण करते हुए निर्धारित समय सीमा के अंदर वार्षिक गोपनीय चारित्री अभिलिखित करने हेतु पत्र निर्गत है। उक्त पत्र के क्रम में विहित प्रपत्र को संलग्न करते हुए कहना है कि निम्नांकित समय सीमा के अंदर अपने अधिनस्थ पदाधिकारियों का वार्षिक गोपनीय चारित्री अभ्युक्ति अभिलिखित किया जाना सुनिश्चित किया जाय:-

- (i) प्रतिवेदी पदाधिकारी कैलेण्डर वर्ष के अप्रैल माह में अपने प्रतिवेदक पदाधिकारी को वार्षिक गोपनीय चारित्री अभ्युक्ति हेतु विहित प्रपत्र में सूचना समर्पित करेंगे।
- (ii) प्रतिवेदक पदाधिकारी मई माह में समीक्षी पदाधिकारी को अपना प्रतिवेदन समर्पित करेंगे।
- (iii) समीक्षी पदाधिकारी जून माह में स्वीकरण पदाधिकारी को प्रतिवेदन समर्पित करेंगे।
- (iv) स्वीकरण पदाधिकारी द्वारा जुलाई माह में निष्पादित किया जाना अपेक्षित है।
- (v) प्रतिवेदी पदाधिकारी एवं प्रतिवेदक पदाधिकारी के लिए प्रतिवेदन एवं समीक्षा के बिन्दु निम्नवत् होंगे-

क्रम	समीक्षा के बिन्दु	टिप्पणी
असैनिक अभियंता पदाधिकारी के लिए		
1.	राष्ट्रीय ग्रामीण पेयजल कार्यक्रम की भौतिक एवं वित्तीय प्रगति	

क्रम	समीक्षा के बिन्दु	टिप्पणी
2.	स्वच्छ भारत मिशन (ग्रामीण) एवं लोहिया स्वच्छता योजना की भौतिक एवं वित्तीय प्रगति	
3.	मुख्यमंत्री चापाकल योजना की भौतिक एवं वित्तीय प्रगति	
4.	न्यायालय वाद	
5.	जनशिकायत	
6.	अंकेक्षण/वित्तीय लेखा निष्पादन	
7.	निरीक्षण/अनुश्रवण	
8.	अन्यान्य	
यांत्रिक अभियंता पदाधिकारी के लिए		
1.	पेयजलापूर्ति योजनाओं का अनुरक्षण एवं मरम्मती की भौतिक एवं वित्तीय प्रगति	
2.	पेयजलापूर्ति योजनाओं के चालू एवं बंद की स्थिति	
3.	न्यायालय वाद	
4.	जनशिकायत	
5.	अंकेक्षण/वित्तीय लेखा निष्पादन	
6.	निरीक्षण/अनुश्रवण	
7.	अन्यान्य	

विश्वासभाजन,

AA 4/12
(अंशुली आयी)
प्रधान सचिव।

ज्ञापांक-1/सी0 आर0-01-103/2013- 705

पटना, दिनांक- 9.12.15

प्रतिलिपि-प्रधान सचिव, पथ निर्माण विभाग के प्रधान आप्त सचिव/अभियंता प्रमुख-सह-अपर-आयुक्त-सह-विशेष सचिव, पथ निर्माण विभाग/अभियंता प्रमुख के सचिव (प्रा0), भवन निर्माण विभाग/प्रधान सचिव के प्रधान आप्त सचिव, भवन निर्माण विभाग/प्रधान सचिव के आप्त सचिव, लोक स्वास्थ्य अभियंत्रण विभाग, बिहार, पटना/लोक स्वास्थ्य अभियंत्रण विभाग के सभी राजपत्रित एवं अरापत्रित पदाधिकारियों को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

AA 4/12
(अंशुली आयी)
प्रधान सचिव।



बिहार सरकार

PERFORMANCE APPRAISAL REPORT

For
Bihar Public Health Engineering Services Officers

Public Health Engineering Department
Government of Bihar

**Performance Appraisal Report
For
Public Health Engineering Officers**

Name of Officer:	
Report for the year:	
Period:	

**The Bihar Public Health Engineering Services,
Performance Appraisal Report (PAR)**

Performance Appraisal Report for the period from _____ to _____

Section I – Basic Information

1. Name of the officer Reported upon: _____

2. Grade List Number / Year: _____

3. Date of Birth (DD/MM/YY): _____

4. Present Grade: _____

5. Present Post: _____

6. Date of Appointment to present post: _____

7. Reporting, Reviewing and Accepting Authorities:

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

8. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (Specify type)			
Others (specify)			

9. Training Programs attended

Date from	Date to	Institute	Subject

10. Awards/ Honours

11. Date of filing the property return for the year ending December

12. Date of last prescribed medical examination (for officers above 40 years of age) (Attach copy of the report)

Date:

Signature on behalf of _____
Public Health Engineering Department:

3. During the period under report do you believe that you have made any exceptional contribution, for example successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/ or reduction in time and cost)? If so, please give a verbal description (not more than 100 words):

4. Please state briefly the shortfalls in respect of your achievement. Please specify constraints or handicaps that you faced

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

6. Declaration

	Yes/No	Date
Have you filed your immovable property return, as due, if yes, please mention the same		
Have you set annual work plan for all officers for the current year, in respect to whom you are reporting authority?		

Place:

Date:

Signature of the Officer Reported Upon

Section III – Appraisal

(To be filled in by the Reporting Officer)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen task, as filled out in Section II. If not please furnish factual details

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon

3. Has the officer reported upon met with any significant shortfall in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

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5. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this section will be 40%)

Sl	Item	Reporting authority	Reviewing Authority	Initials of Reviewing Authority
1	Accomplishment of Planned Work			
2	Quality of Output			
3	Accomplishment of notable achievements / unforeseen tasks during the period			
	Overall Grading on "Work Output"			

6. Assessment of Attributes (on a scale of 1-10, weightage to this section will be 30%).

Sl	Item	Reporting authority	Reviewing Authority	Initials of Reviewing Authority
1	Attitude to work			
2	Sense of responsibility			
3	Overall bearing and personality			
4	Emotional Stability			
5	Communication Skills			
6	Moral Courage and willingness to take a professional stand			
7	Leadership qualities			
8	Capacity to work within deadlines			
	Overall Grading on Personal Attributes			

7. Assessment of Functional Competency (on a scale of 1-10, weightage to this section will be 30%).

Sl	Item	Reporting authority	Reviewing Authority	Initials of Reviewing Authority
1	Knowledge of laws/rules/procedures/IT skills and awareness of the local norms in the relevant area			
2	Strategic planning ability			
3	Decision making ability			
4	Initiative			
5	Co-ordination ability			
6	Ability to motivate and develop			

Sl	Item	Reporting authority	Reviewing Authority	Initials of Reviewing Authority
	subordinates/work in a team			
	Overall grading on "Functional Competency"			

8. Integrity

Please comment on the integrity of the officer:

9. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker section.

10. Recommendation relating to domain assignment (please tick mark any four)

<input type="checkbox"/>	Water Quality Mitigation	<input type="checkbox"/>	Planning and Implementation
<input type="checkbox"/>	Piped Water Supply	<input type="checkbox"/>	Monitoring, Evaluation, Assessment
<input type="checkbox"/>	Sanitation & Hygiene	<input type="checkbox"/>	Policy Development and Planning
<input type="checkbox"/>	Solid & Liquid Waste Management	<input type="checkbox"/>	Human Resource Development
<input type="checkbox"/>	Water Security Planning & implementation	<input type="checkbox"/>	Community Processes of scheme implementation
<input type="checkbox"/>	Structural Engineering & Design	<input type="checkbox"/>	Critical Programme Change Management

11. Overall Grading: (on a scale of 1 to 10)

Date:

Signature of the Reporting Officer

Section IV - Review

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? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures/shortfall of the officer reported upon?

(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 initials your entries)

YES	NO
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2. In case of difference of opinion details and reasons for the same may be given.

3. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker section.

4. Recommendation relating to domain assignment (please tick mark any four)

<input type="checkbox"/>	Water Quality Mitigation	<input type="checkbox"/>	Planning and Implementation
<input type="checkbox"/>	Piped Water Supply	<input type="checkbox"/>	Monitoring, Evaluation, Assessment
<input type="checkbox"/>	Sanitation & Hygiene	<input type="checkbox"/>	Policy Development and Planning
<input type="checkbox"/>	Solid & Liquid Waste Management	<input type="checkbox"/>	Human Resource Development
<input type="checkbox"/>	Water Security Planning & Implementation	<input type="checkbox"/>	Community Processes of scheme implementation
<input type="checkbox"/>	Structural Engineering & Design	<input type="checkbox"/>	Critical Programme Change Management

Overall Grading: (on a scale of 1 to 10)

Place:

Signature of the Reviewing Officer

Section V - Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

YES	NO
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Overall Grading: (on a scale of 1 to 10)

Date:

Signature of the Reporting Officer