

CIRCULAR

As per Government Letter No. A1/166/2022/WRD Dated 16/06/2022, Government have directed that when submitting the proposal for declaration of probation in respect of Executive engineers and Superintending Engineers it should be accompanied with the performance appraisal incorporating the following details.

- i. Plan progress, works like desiltation of rivers/dams etc. done/ supervised by the officer.
- ii. Define the role, responsibility, duties and function of the officers during the period under probation. Their achievements should be mentioned in numerical terms.
- iii. Significant achievements made by the officer, failures if any. Hinderances in their performance, if any.
- iv. Areas of their strength, weakness and vulnerabilities (if any). Also details about backlogs in their work.
- v. Are they using E-Office in their office?
- vi. How many staff were working under them. Has he assigned targets, responsibilities and duties to their subordinate?
- vii. What are their contribution to the department, to the stakeholders and society?
- viii. What is the status of pendency of works, spill overs?
- ix. Which is the oldest project still pending under them?
- x. What is the file pendency in his office?
- xi. How many reports to superior offices are pending?
- xii. How many LA questions pending?
- xiii. How many audit reports are pending?
- xiv. How many court cases pending?

Hence all Superintending Engineers/Executive Engineers whose probation period are yet to be declared are requested to submit a performance appraisal incorporating the above details urgently. The same should be submitted as an additional attachment.

To

I.T. Cell (To publish in the official website)


For Chief Engineer