

**GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES**

To

- (i) All Chief Engineers
 - (ii) All Superintending Engineers
 - (iii) Executive Engineers
- Water Resources Department, Punjab

Memo. No. PSWR/2022/42ਕਸਮਤ/196-198
Dated: 07/10/2022

Subject: Annual Confidential Reports (ACRs) of the officers of the rank of Superintending Engineer, Executive Engineer, Sub Divisional Engineers and Chief Engineers of the canal administration.

- 1.0 Please refer to the above subject matter.
- 2.0 During the review meeting held with the field officers, suggestions were received that the ACRs of the officers working under the canal administration do not reflect the entire work done by them which we are supposed to do in the field. The officers have pointed out that they are doing lots of work which is not at all accounted for in ACRs.
- 3.0 This matter has been examined and after having a series of meetings held with the officers, the Department has been able to finalize the ACR pro forma for the officers of the rank of SEs, XENs, SDOs and JEs. Copy of these pro forma is enclosed herewith.
- 4.0 This pro forma may kindly be circulated to all the concerned officers under your administrative control. The ACR of the financial year 2022-23 shall be assessed on the basis of the parameters indicated in the ACR pro forma.



Principal Secretary Water Resources

Annexure-I
WATER RESOURCES DEPARTMENT, PUNJAB
SELF APPRAISAL FORM
FORMAT FOR ANNUAL COFIDENTIALREPORT FOR
CANAL ADMINSTRATION
DESIGNATION:

SECTION-I
PERSONAL DATA
(To be filled in by the Officer reported upon)

Annual Confidential Report from _____ to _____

1	Name of Officer (in capital letters)		
2	iHRMS Code		
3	Date of Birth		
4	Present post		
5	Grade Pay and appointment thereto		
6	Period of Leave/Training/Absence		
7	Date of filling Annual Property Return		
8	Posting During Period under report	Name of Circle	Period
		1.	
		2.	
		3.	
9	Name of the Reporting Officers with period	Name and Designation	Period
		1.	
		2.	
		3.	
10	Name of the Reviewing Officers with period	Name and Designation	Period
		1.	
		2.	
		3.	
11	Name of the Accepting Officers with period	Name and Designation	Period
		1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/ Immigration status? If Yes, give details		
This is to certify that the information given above is true and correct and nothing is concealed in. It is also certified that I have not filled any other APAR form for the time being other than this form.			
Dated :	Signature of official		
	Name (in block Letters)		
	Designation		

**SECTION II
SELF APPRAISAL**

Part A:

Brief description of duties and responsibilities

Sr. no	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Assessment					
					Remarks (if any)	Self-Assessment	Assessment By Reporting Official	Assessment By Reviewing Official	Final Assessment Approved by Official	
1.	CCA	Increase in CCA (% of existing uncommented area increased)		100						
2	Projects	a) New Projects submitted/ initiated		20						
		b) Projects approved or not		20						
3	Regulation of Headworks and channels feeding of tails.	I. Kharif season		20						
		II. Rabi season		20						
4.	Works under MGNREGA	I. %of cleaning works DF Canals through MGNREGA as compared with total cleaning works		20						
		II. Other works such as strengthening of canals repaired of breaches outlets, repaired, lining, etc carried out under MGNREGA		30						

**SECTION II
SELF APPRAISAL**

Type of Duty :		Descriptions of tasks	Brief details of works/ tasks Completed within timeline	Maximum Assessment	Assessment			Final Assessment Approved by Accepting Official
Sr.no	Task				Self- Assessment	Assessment By Reporting Official	Assessment By Reviewing Official	
5	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)	20	20				
		b) Percentage of collection of water ass						
		c) during the year as compared to total due amount						
		d) Collection of Tawan dues (%as compared to total)						
6	Court Cases	a) Timely reply Submitted or not	10	10				
		b) Penalty imposed in any Case or not?						
7		Routine Maintenance of gates & gearings as per schedule	20					
8		All works executed during the year within Stipulated time line or not.	30					
9		Public outreach programs under taken.	15					

10	Recharge Schemes	I. Operational or not		10				
		II. New Schemes proposed		15				
	Total		390					

Date:

**Signature of the officer
Name (in block Letters)
Designation**

PART-B GENERALASSESSMENT OF OFFICERS

Sr. no	Task	Descriptions of task	Brief details of works/ tasks Completed within timeline	Maximum Assessment	Self Assessment	Assessment By Reporting Official	Assessment By Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters	a) General upkeep of the Office						
		1.Cleanliness		5				
		2.Maintaining records		5				
		b) Ability to work in Punjabi		5				
		c) Attending to grievances of General Public and staff		5				
	d) Knowledge of computer			5				
2	Personal Parameters							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether posseses knowledge of Information technology and whether he uses/applies this technique for official work.		5				
		Total		90				

Date:

Signature of the officer
Name (in block Letters)
Designation

PART-C EXTRA CURRICULAR ACTIVITIES

Sr. no	Task	Descriptions of the task	Brief details of works/ tasks completed within timeline	Maximum Assessment	Self-Assessment	Assessment By Reporting Official	Assessment By Reviewing Official	Final Assessment Approved by Accepting Official
1		No. of Duties performed assigned by District Administration		10				
2		No. of activities organized in Swatch Bharat Mission		10				
3		Any other special task and activity done		10				
		Total		30				

Date:

**Signature of the officer
Name (in block Letters)
Designation**

Part-D: OVERALL ASSESSMENT

1	Has the Official been reprimanded for indifferent work or other causes during the period under report? If so, please give brief particulars	
2	Is any other punishment/stricture passed against the officer?	
3	Any improvement suggestion/training recommended for officer	
4	General/Special remarks, if any.	
5	Overall grading (Part A+B+C)	
	Below Average(30% or Less)	
	Average (31%-50%)	
	Good (51%-60%)	
	Very Good (61%-80%)	
	Outstanding (81%-100%)	
Dated:	Signature of Reporting Authority	
	Name (in block Letters)	
	Designation	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Is the Reviewing Authority satisfied that the Reporting Authority has made his report with due care and attention after taking into account all the relevant material?	
2	Do you agree with the assessment made by the Reporting Authority in Section-III? In case of differences of opinion, details and reasons for the same may be given.	
3	Any improvement suggestion/training recommended for officer	
4	General/Special remarks, if any.	
	Overall grading	
	(Outstanding/Very Good/Good/Average/Below Average)	
Dated:	Signature of Reviewing Officer	
	Name (in block Letters)	
	Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	Do you agree with the remarks of Reporting Authority/Reviewing authorities?	
2	In case of differences of opinion, details and reasons for the same may be given.	
3	Overall grading	
	(Outstanding/Very Good/Good/Average/Below Average)	
Dated:	Signature of Accepting Authority	
	Name (in block Letters)	
	Designation	