Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-ARC SECTION-I

PERSONAL DATA
(To be filled in by the officer reported upon)

Annual Confidential Report from _____to ____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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		
	is to certify that the information given		_
	o certified that I have not filled any oth		e being other than this form.
Date	d:	Signature of official	
		Name (in block Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1	work or other c	been reprimanded for indifferent auses during the period under ease give brief particulars	
2	Is any other pur the officer?	nishment/stricture passed against	
3	Any improvement recommended	ent suggestion/training for officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	Below Average((30% or less)	
	Average (31%-5	50%)	
	Good (51%-60%	6)	
	Outstanding (81	1%-100%)	
		Signature of Reporting Authority	
Dated	l:	Name (in block Letters)	
		Designation	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Dated:		Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting ewing Authorities?	
2	In case of differ the same may b	ences of opinion, details and reasons for pe given.	
3	Overall grading		
	(Outstanding/vo	ery Good/Good/Average/Below Average)	
	,	Signature of Accepting Authority	
Dated:		Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL ARC

Part A:

Part Brie		ties and responsibi	lities						
Dire					Assessment				
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessme nt Approved by Accepting Official
1	Checking of water cess statement.			30			ai	ai	Official
2	preparation of abstract of water cess statments.			30					
3	Completion of outlet Register,			20					
4	Maintenance of shudkar khasra record and Preparation of abstract of lift&flow irrigation.			20					
5	Prepare Revenue statement			20					
6	checking of Tawan cases and to maintain record of tawan cases			20					
7	To check the all maps of water course of all outlets and maintain the record of it.			20					
8	To check the proposal of amendments made by the Canal Patwaris of Wardbandi cases.			20					
9.	total no. of applications received /no of applications sent			25					
10	Revenue Matters	a) Revenue cases resolved till		30					

		the end of					
		year (%as					
		compared to					
		total)					
		b) Percentage		30			
		of collection					
		of water cess					
		c) During the					
		year as					
		compared to					
		total due					
		amount					
		d) Collection of		20			
		Tawan dues					
		(%as					
		compared to					
		total)					
11	Court cases	a) Timely reply		20			
	Court cases	submitted or		20			
		not					
		b) Penalty		20			
		imposed in		20			
		any Cases or					
		not?					
12	Prepare and	1100.		25			
	checks			23			
	statements of						
	demands and						
	statements of						
	addition,						
	remission, land						
	revenue						
	(chakota) and						
	lambardar fee						
13	All works			20			
-5	executed						
	during the year						
	within						
	stipulated time						
	line or not.						
14	Public outreach			15			
	programs						
	under taken						
15	Revenue			15			
	Register						
	maintained						
	properly						
	p p 7		Total	400			
				.55		I	

Date:

Signature of the Officer Name (in block Letters) Designation

<u>Par</u>	t-B GEN	<u>ERAL ASSESSMENT</u>	FOF OFF	<u>ICERS</u>				
Sr	Task	Description of	Brief	Maximum	Self-	Assessment	Assessme	Final
		task	detail of	Assessment	Assessm	by	nt by	Assessmen
n			Works/T		ent	Reporting	Reviewin	t
0			asks			Official	g Official	Approved
			Complet					by
			ed					Accepting
			within					Official
			time line					
1	General	Parameters						
		a. General upkeep						
		of the Office						
		1. Cleanliness		5				
		2. Maintenanc		5				
		e records						
		b. Ability to work		5				
		in Punjabi						
		c. Attending to		5				
		grievances of						
		General Public						
		and staff						
		d. Knowledge of		5				
		Computer						
2	Personal	Parameters						
		a) State of health		5				
		b) Punctuality/m		10				
		-sewa app						
		c) Maintaining		10				
		Infrastructure						
		d) Contact with		10				
		general Public						
		e) Integrity		5				
		f) Interpersonal		5				
		Relationships						
	-	g) Managerial		5				
		Skills						
	-	h) Keenness to		5				
		learn		3				
	-			5		1		
		i) Temperament and manners) 3				
	-			5				
		j) Whether		5				
		possess						
		knowledge of						
		information						
		technology						
		and whether						
		he ,						
		uses/applies						
		this technique						
		for official						
		work.						
			Total	90				

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Signature	of the	Office
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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief	detail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/	'Tasks			Reporting	Reviewing	Approved
			Comple	eted			Official	Official	by
			within line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION: RC (Assessment Clerk in Division) SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annual Confidential Report fromtoto

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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		1
This	is to certify that the information given	above is true and correct	and nothing is concealed in. It
is als	o certified that I have not filled any oth	er APAR form for the tim	e being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, plo	ease give brief particulars	
2		nishment/stricture passed against	
	the officer?		
•			
3		ent suggestion/training	
	recommended t	for officer	
4	General/Special	remarks, if any.	
		•	
5	Overall Grading	(Part A+B+C)	
5	Overall Grading Below Average(· · · · · · · · · · · · · · · · · · ·	
5		30% or less)	
5	Below Average(30% or less) 0%)	
5	Below Average(Average (31%-5	30% or less) 0%)	
5	Below Average(Average (31%-5 Good (51%-60%	30% or less) 0%)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
5 Dated	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5) .%-100%)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ry Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SELF APPRAISAL RC (Assessment Clerk in Division)

Part A: Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descript ion of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	To keep the division revenue record. different types of cases decided by different revenue courts.			50					
2	To maintain the record of tawan cases.			50					
3	To check the water cess statements and keep the record of water cess statements.			60					
4	To keep the record of Shudkar/Khasra			60					
5	To supply the different types of Performa as demand by field staff.			35					

SECTION II SELF APPRAISAL

	Type of Du	ıty:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
6	Revenue Matters	a) Revenue cases resolved till the end of year (%as compare d to total)		30				
		b) Percentage of collection of water cess c) During the year as compared to total due amount		30				
		d) Collection of Tawan dues (%as compared to total)		20				
7	Court cases	a) Timely reply submitted or not		20				
		b) Penalty imposed in any Cases or not?		20				
8	of reven	he certified copy ue record as I by Farmers.		30				
9	All works the year v	executed during within stipulated or not.		40				
10	Public out	treach programs en		15				
		Total	I	390			ı	I

	Total	390				
Date						
Date	•			Signat	ure of the Off	ficer
				Name	(in block Lett	ers)
				Design	ation	

Part-B GENERAL ASSESSMENT OF OFFICERS

Nortes/T Separate Nortes/T	Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
asks Complet ed within time line a General Parameters			task		Assessment		1 -	-	Assessmen
Complet ed within time line Complet ed within time line	n					ent			_
de within time line Common Common	0						Official	g Official	Approved
Separate				_					-
General Parameters									Accepting
a) General upkeep of the Office 1. Cleanliness 2.Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m 10 sewa app c) Maintaining 10 Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									Official
a) General upkeep of the Office 1. Cleanliness 2.Maintenance 5 records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 linterpersonal Relationships g) Managerial Skills n) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.				time line					
of the Office 1. Cleanliness 2. Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	1	General F	'arameters						
of the Office 1. Cleanliness 2. Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			a) General upkeep						
2. Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining infrastructure d) Contact with general Public e) Integrity 5 integrity									
2.Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10					5				
b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			2.Maintenance						
in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining 10 Infrastructure d) Contact with 10 general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial Skills h) Keeness to 5 learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			records						
c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining Infrastructure d) Contact with 10 general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•		5				
grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10sew app					E				
General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial 5 Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	2	Personal	•						
b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			a) State of health		5				
-sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•						
c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Selationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keeness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			general Public						
Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			e) Integrity		5				
g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			f) Interpersonal						
Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			Relationships						
Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			g) Managerial		5				
learn i) Temperament									
i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
possess knowledge of information technology and whether he uses/applies this technique for official work.									
knowledge of information technology and whether he uses/applies this technique for official work.			• • • • • • • • • • • • • • • • • • • •		5				
information technology and whether he uses/applies this technique for official work.									
technology and whether he uses/applies this technique for official work.			_						
and whether he uses/applies this technique for official work.									
he uses/applies this technique for official work.									
uses/applies this technique for official work.									
this technique for official work.									
for official work.									
work.									
, , , , , , , , , , , , , , , , , , ,			AA OI IV.	Total	90				

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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief de	etail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/Ta	asks			Reporting	Reviewing	Approved
			Complete	ed			Official	Official	by
			within t line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION: RC (DCR) SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained		
	any kind of PR Visa/Green		
	Card/Immigration status? If Yes, give		
	details		
	is to certify that the information given		
	o certified that I have not filled any oth		her than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1	work or other c	been reprimanded for indifferent causes during the period under ease give brief particulars	
2	Is any other pur the officer?	nishment/stricture passed against	
3	Any improvement recommended	ent suggestion/training for officer	
4	General/Specia	l remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	Below Average	(30% or less)	
	Average (31%-5	50%)	
	Good (51%-60%)		
	Outstanding (81%-100%)		
		Signature of Reporting Authority	
Dated	l:	Name (in block Letters)	
		Designation	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
Signature of		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	ith the Remarks of Reporting wing Authorities?	
2	In case of differences of opinion, details and reasons for the same may be given.		
3	3 Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II RC (DCR)

SELF APPRAISAL

Part A:

Brief description of duties and responsibilities

Briet	description of duties	s and respo	nsibilities		1 -				
	Type of Duty:				Assessment				
Sr. No	Task	Descript ion of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	To keep the record of warabandi cases decided by deputy collector and update it .			50					
2	To check the water cess statements			30					
3	To check various statements as demanded by higher authorities regarding revenue matters			30					
4	To check the Warabandi cases received from field staff.			35					
5.	To keep the record of checking done by Deputy collector of orchid and garden			30					
6.	To keep record of applications received from shareholder			30					

SECTION II SELF APPRAISAL

	Type of Du	ity:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Task s Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
7	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)		25				
8	Court cases	b) Timely reply submitted or not c) Penalty imposed in any Cases or		25				
9	not? To check the warabandi parat (copies)			20				
10	All works executed during the year within stipulated time line or not.			40				
11	Public outreach programs under taken			15				
12	_	the record of cases sent to DCO		50				
		Total	ı	400		1	ı	

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
n o		task	detail of Works/T asks Complet ed	Assessment	Assessm ent	by Reporting Official	nt by Reviewin g Official	Assessmen t Approved by Accepting
			within time line					Official
1	General Pa	rameters						
		a) General upkeep of the Office						
		1) Cleanliness		5				
		2) Maintenanc e 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 Pa	arameters						
		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) Keenness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information		5				
		technology and whether he						
		uses/applies this technique for official						
	ļ	work.	Total	90				

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Part-C EXTRA CURRICULAR ACTIVITIES

		Description of			C-If	A	A	Cin al
Sr.	Task	Description of		ail Maximum	Self-	Assessment	Assessment	Final
no		task	of	Assessment	Assessment	by	by	Assessment
			Works/Task	s		Reporting	Reviewing	Approved
			Completed			Official	Official	by
			within tin	ne				Accepting
			line					Official
4		No of Duties	iiie	10				Official
1		No. of Duties		10				
		performed						
		assigned by						
		District						
		Administration						
2		No. of activities		10				
		organized in						
		Swach Bharat						
		Mission						
		_						
3		Any other		10				
		special task and						
		activity done						
	•	Total		30				

Date:	
	Signature of the Office
	Name (in block Letters
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-CANAL PATWARI SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Ann	ual Confidential Report from	to	
1	Name of Officer (in capital letters)		

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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		
	is to certify that the information given		
	o certified that I have not filled any oth		being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1	work or other o	been reprimanded for indifferent causes during the period under lease give brief particulars		
2	Is any other puthe officer?	nishment/stricture passed against		
3	Any improvement recommended	ent suggestion/training for officer		
4	General/Specia	ıl remarks, if any.		
5	Overall Grading	g (Part A+B+C)		
	Below Average	(30% or less)		
	Average (31%-5			
	Good (51%-60%			
	Outstanding (8	1%-100%)		
		Signature of Reporting Authority		
Date	d:	Name (in block Letters)		
		Designation		

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ry Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting wing Authorities?	
2	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ated:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL CANAL PATWARI

Part A: Brief description of duties and responsibilities

Brie		uties and respons	ibilities	1	Access::-				
Brief description of duties and responsibilities Type of Duty: Sr. Task No Description of tasks Description of Works/Tasks Completed within time line 1 Total no. of Chakbandi cases to be prepare /Total no. of cases prepared. 2 Total no. of Warbandi application received / Total no. of cases sent to Deputy collector 3 total no. of Water course to be restore/ Total no. of water course restored. 4 total no. of applications 20 20 20 20 20		Assessment							
	Task		Works/Tasks Completed	Maximum Assessment	Remarks (if any)	Self- Asses sment	Assess ment by Reporti ng Official	Assessme nt by Reviewing Official	Final Assess ment Appro ved by Accept ing Official
1	Chakbandi cases to be prepare /Total no. of cases			30					
2	Warbandi application received / Total no. of cases sent to Deputy			30					
3	Water course to be restore/ Total no. of water course			20					
4	total no. of			20					
5.	total no. of applications received of Transfer of Area from one outlet to an others, shifting of outlet./no. of cases sent to Sdo			20					
6.	Total no. of cases to be prepare of Uncommand to Command Area/no. of cases sent to Sdo			20					

-	W	T			
7	Khasra & Girdawari Water cess statements.		20		
8	Preparation of Maps of all water courses of all Outlets and uploaded on watercourse module.		40		
9	To deal the cases of change of ownership in Warabandi Khata on the basis of Jamabandi/Sa le deed		20		
10	Total no. of cases to be prepare of Command to Uncommand./ no. of cases to sent to Sdo		20		
11	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)	30		
		b) Percentage of collection of water cess During the year as compared to total due amount	30		
		c) Collection of Tawan dues (%as compared to total)	20		
12	Court cases	a) Timely reply submitted or not	20		
		b) Penalty imposed in any Cases or not?	20		
13	Report any accidents to Canal and Drainage works situated in his halqa		30		

14	All works		40			
	executed					
	during the					
	year within					
	stipulated					
	time line or					
	not.					
15	Public		20			
	outreach					
	programs					
	under taken					
		Total	450			

Signature of the Officer

Name (in block Letters)

Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

	Part-	Part-B GENERAL ASSESSMENT OF OFFICERS						
Sr n o	Task	Description of task	Brief detail of Works/T asks Complet ed	Maximum Assessment	Self- Assessm ent	Assessment by Reporting Official	Assessme nt by Reviewin g Official	Final Assessmen t Approved by Accepting
			within time line					Official
1	General Parameters							
	а) General upkeep of the Office						
		1. Cleanliness		5				
		2. Maintenance 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) Keenness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether		5				
		he uses/applies this technique for official work.		00				
	Tot	ldi		90				

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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief	detail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works	/Tasks			Reporting	Reviewing	Approved
			Comple	eted			Official	Official	by
			within	time					Accepting
			line						Official
1		No. of Duties performed assigned by District			10				
_		Administration							
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR DESIGNATION: Zilladar

SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annı	al 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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		I
This	is to certify that the information given	above is true and correct	and nothing is concealed in. It
is als	o certified that I have not filled any oth	er APAR form for the time	being other than this form.
Date	d:	Signature of official	
		Name (in block Letters)	

Designation

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
		auses during the period under	
	report? If so, pl	ease give brief particulars	
2	Is any other nu	nishment/stricture passed against	
	the officer?	ilisiiiileitty stricture passeu agailist	
	the officer:		
3	Any improveme	ent suggestion/training	
	recommended	for officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
5	Overall Grading		
5	Overall Grading Below Average		
5		(30% or less)	
5	Below Average	(30% or less) 50%)	
5	Below Average Average (31%-5	(30% or less) (50%)	
5	Below Average Average (31%-5 Good (51%-60%	(30% or less) (50%)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (30%) (30% or less) (30% or less) (30% or less)	
5 Dated	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) 50%) 6) 1%-100%)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (30%) (3	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (30%) (30% or less) (30% or less) (30% or less)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	ith the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
		Signature of Accepting Authority	
Dated:		Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL

Part A: Brief description of duties and responsibilities

_	Type of Duty:				Assessment				
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	No. of Applications for Amendment or Fresh Warabandi applications received /No. of cases prepared)			30					
2	No. of maps of outlets showing all water course to be prepared /No. of maps prepared and uploaded on module.			40					
3	Percentage of booking of irrigation increased.			30					
4	No. of cases of Chakbandi which are to be sent to DCO/ No. of case sent.			70					
5	No. of cases of command to uncommand area to be prepared / No. of cases prepared.			30					
6	No. of case of Double Warabandi of Orchid and Gardens to be rectify/ No. of cases prepared.			30					
7	No. of cases to be prepare for Bhaichara Warabandi into Sanction Warabandi under section 68 to be prepare / No. of cases prepared.			75					

	1				1	
8	Weather the		15			
	water cess					
	statement					
	prepared in					
	time					
9	Court cases	Timely reply	15			
		submitted or				
		not				
		Penalty	20			
		imposed in				
		any Cases or				
		not?				
		not:				
10	All works		30			
	executed					
	during the					
	year within					
	stipulated					
	time line or					
44	not.		4=			
11	Public		15			
	outreach					
	programs					
	under taken					
	Total		400			
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Signature of Officer

Name (in block Letters)

Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

Sr Task Description of task detail of Works/T asks Complet ed within time line 1 General Parameters a) General upkeep of the Office 1. Cleanliness 5 2. Maintenanc e records b) Ablity to work in Punjabi c) Attending to grievance of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/msewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity (c) Maintaining Infrastructure d) Contact with general Public e) Integrity (c) In	Par	<u>t-B GENE</u>	RAL ASSESSMEN	<u> T OF OFF</u>	<u>ICERS</u>				
n o works/T asks Complet ed within time line	Sr	Task	Description of task	Brief	Maximum	Self-	Assessmen	Assessme	Final
Norks/T asks Complet ed within time line General Parameters				detail of	Assessment	Assessment	t by	nt by	Assess
asks Complet ed within time line General Parameters	n			Works/T			_	· •	
Complet ed within time line General Parameters				_				_	
de within time line and accepting growth of the Office and the line and accepting growth ac							Official	Official	
Seneral Parameters Seneral upkeep of the Office				•					•
Seneral Parameters Seneral upkeep of the Office									-
a) General upkeep of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									_
a) General upkeep of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2. Personal Parameters a) State of health b) Punctuality/m-sew app c) Maintaining infrastructure d) Contact with general-public e) integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.				time line					Official
of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	1	General P	arameters						
of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
1. Cleanliness 5 2. Maintenanc e records 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5									
2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			of the Office						
e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			1. Cleanliness		5				
b) Ability to work in Punjabi C) Attending to grievances of General Public and staff d) Knowledge of Computer S			2. Maintenanc		5				
in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to Shelman 5 Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 Interpersonal 5 Relationships g) Monagerial 5 Relationships g) Monage			e records						
in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to Shelman 5 Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 Interpersonal 5 Relationships g) Monagerial 5 Relationships g) Monage					5				
c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_						
grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m-sewa app c) c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal SRelationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			-		5				
General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			,						
and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•						
d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m-sewa app c) c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 8 Relationships 8 g) Managerial 5 g) Managerial 5 skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
Computer a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					_				
2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_		5				
a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_						
b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	2	Personal I	Parameters						
b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			a) State of health		5				
sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			b) Punctuality/m-		10				
c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_ ·						
Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_						
general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.			•		10				
f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					-				
Relationships g) Managerial Skills h) Keenness to									
g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
Skills h) Keenness to learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.			-						
h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•		5				
and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			learn						
j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			i) Temperament		5				
possess knowledge of information technology and whether he uses/applies this technique for official work.			and manners						
possess knowledge of information technology and whether he uses/applies this technique for official work.			j) Whether		5				
knowledge of information technology and whether he uses/applies this technique for official work.									
information technology and whether he uses/applies this technique for official work.			I						
technology and whether he uses/applies this technique for official work.			l —						
whether he uses/applies this technique for official work.									
uses/applies this technique for official work.			l						
technique for official work.									
official work.			I						
			_						
Total 90	<u> </u>								
			Total		90				

Date:

Signature	of the	Officer
Signature	oi tile	Officer

Name (in block Letters)

Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of			Self-	Assessment	Assessment	Final
no		task	of Works/Tasks Completed within time line	Assessment	Assessment	by Reporting Official	by Reviewing Official	Assessment Approved by Accepting Official
1		No. of Duties performed assigned by District Administration		10				
2		No. of activities organized in Swach Bharat Mission		10				
3		Any other special task and activity done		10				
		Total		30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB **SELF APPRAISAL FORM**

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:- H.R.C in Division

SECTION-I

PERSONAL DATA (To be filled in by the officer reported upon)

Annual Confidential Report from _____to ____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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		
	is to certify that the information given		_
is also certified that I have not filled any other		er APAR form for the time bein	g other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, plo	ease give brief particulars	
2		nishment/stricture passed against	
	the officer?		
•			
3		ent suggestion/training	
	recommended t	for officer	
4	General/Special	remarks, if any.	
		•	
5	Overall Grading	(Part A+B+C)	
5	Overall Grading Below Average(· · · · · · · · · · · · · · · · · · ·	
5		30% or less)	
5	Below Average(30% or less) 0%)	
5	Below Average(Average (31%-5	30% or less) 0%)	
5	Below Average(Average (31%-5 Good (51%-60%	30% or less) 0%)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
5 Dated	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5) .%-100%)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
De		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL H.R.C

Part A:
Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descriptio n of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	Up keeping of register of Petitions of command cases,			30					
2	Up keeping of register of Petitions of new outlet case,			30					
3	Up keeping of register of Petitions area transfer case,			30					
4	Up keeping of register of Petitions of new water course case.			30					
5	Up keeping of warbandi appeal cases			40					
6	Up keeping of Command to Uncommand			40					
7	Upkeeping the record of PP ACT cases			30					

SECTION II SELF APPRAISAL

	Type of Duty:				Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessme nt	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
8	Up keeping The record of Maps of all outlets showing all water course.			80				
9	Court cases	a) Timely reply submitted or not		20				
		b) Penalty imposed in any Cases or not?		20				
10	Maintain and keep updated the registers of Petitions, Warbandi appeal cases, , Tawan Cases, Partal, etc.			30				
11	Up keeping the record of Implementation of All the decision done by Revenue Courts.			40				
12	Public outreach programs under taken			15				
13		g the record of oration cases		25				
		Total		390				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

1 al	t-B GENER	RAL ASSESSMEN	I OF OFF	<u>ICERS</u>				
Sr	Task	Description of	Brief	Maximum	Self-	Assessment	Assessme	Final
		task	detail of	Assessment	Assessm	by	nt by	Assessmen
n			Works/T		ent	Reporting	Reviewin	t
0			asks			Official	g Official	Approved
ľ			Complet			O metal	g omeiai	by
			ed					-
								Accepting
			within					Official
			time line					
1	General Pa	rameters						
		a) General upkeep						
		of the Office						
		1. Cleanliness		5				
		2. Maintenanc		5				
		e records						
		b) Ability to work		5				
		in Punjabi						
		c) Attending to		5				
		grievances of		_				
		General Public						
		and staff						
				5				
	'	,		5				
		Computer						
2	Personal Pa	arameters						
	а) State of health		5				
	I	o) Punctuality/m-		10				
		sewa app						
		c) Maintaining		10				
		Infrastructure						
		d) Contact with		10				
		general Public						
	<u> </u>	e) Integrity		5				
		i) Interpersonal		5				
		Relationships						
				 -				
	{	g) Managerial		5				
		Skills		_				
	h	=		5				
		learn						
	i) Temperament		5				
		and manners						
	j) Whether		5				
		possess						
		knowledge of						
		information						
		technology and						
		whether he						
		uses/applies this						
		technique for						
		official work.						
	Total			90				
	Total		<u> </u>	30			1	

Date:

Signature of the Officer

Name (in block Letters)

Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	1	detail		Self-	Assessment	Accoccment	Final
	Task	•		detaii				Assessment	
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/	Tasks			Reporting	Reviewing	Approved
			Comple	eted			Official	Official	by
			within						Accepting
			line						Official
			iiie						Official
1		No. of Duties			10				
		performed							
		assigned by							
		District							
		Administration							
_									
2		No. of activities			10				
		organized in							
		Swachh Bharat							
		Mission							
3		_			10				
)		•			10				
		special task and							
		activity done							
		Total		•	30				

Date:	
	Signature of the Office
	Name (in block Letters
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-Deputy Collector SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annı	ual 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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		
	is to certify that the information given		_
is als	o certified that I have not filled any oth		being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1	work or other c	been reprimanded for indifferent auses during the period under ease give brief particulars	
2	Is any other pur the officer?	nishment/stricture passed against	
3	Any improvement recommended	ent suggestion/training for officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	Below Average(30% or less)	
	Average (31%-5	0%)	
	Good (51%-60%	(a)	
	Outstanding (81	L%-100%)	
		Signature of Reporting Authority	
Dated:		Name (in block Letters)	
		Designation	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
		Signature of Reviewing Officer	
Dated:		Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		th the Remarks of Reporting wing Authorities?	
2	In case of different the same may be	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ry Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Dated:		Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL

Part A: Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	No. of Applications for Amendment or Fresh Warabandi applications received /No. of Application decided)			30					
2	No. of maps of outlets showing all water course to be prepared /No. of maps prepared and uploaded on module .			40					
4	Percentage of irrigation increased			30					
5	No. of cases of Chakbandi which are to be sent to DCO / No. of case sent .			70					
6	No. of cases of command to uncommand area to be prepare through field staff / No. of cases prepared through field staff			30					
7	No. of cases to be rectify of Double Warabandi of Orchid and Garden/ No. of cases rectified			30					
8	No. of cases to be decided of Bhaichara Warabandi into Sanction Warabandi under section 68 / No. of cases decided			75					

F-						
	Whether the		15			
9	water cess					
	statement					
	prepared in					
	time	- **1	4.5			
40	Court cases	Timely reply	15			
10		submitted or				
		not	20			
		Penalty	20			
		imposed in				
		any Cases or not?				
11	All works	not:	30			
11	executed		30			
	during the					
	year within					
	stipulated					
	time line or					
	not.					
12	Public		15			
	outreach					
	programs					
	under taken					
	Total		400			
1					1	

Date:

Signature of the Officer

Name (in block Letters)

Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

	1			L ASSESSM			ı	1
Sr	Task	Description of task	Brief	Maximum	Self-	Assessmen	Assessme	Final
			detail of	Assessment	Assessment	t by	nt by	Assess
			Works/T	7.00000	7.0000011101110	Reporting	Reviewing	
n							_	ment
0			asks			Official	Official	Approv
			Complet					ed by
			ed					
								Accepti
			within					ng
			time line					Official
1	General P	arameters						
-	Generali	arameters						
		a) General upkeep						
		of the Office						
				_				
		1.Cleanliness		5				
		2. Maintenance		5				
		records						
		b) Ability to work		5				
		_)				
		in Punjabi						
		c) Attending to		5				
		grievances of						
		_						
		General Public						
		and staff						
		d) Knowledge of		5				
	_	Computer						
2	Personal I	Parameters						
		a) State of		5				
		•		3				
		health						
		b) Punctuality/		10				
		m-sewa app						
				10				
		c) Maintaining		10				
		Infrastructu						
		re						
		_		10				
		d) Contact		10				
		with						
		general						
		Public						
				_				
		e) Integrity		5				
		f) Interperson		5				
		al .						
		Relationshi						
		ps						
		g) Managerial	_	5				
		Skills						
				_				
		h) Keenness to		5				
		learn	<u> </u>		<u> </u>			
		i) Temperame		5				
		nt and		_				
		manners						
		j) Whether		5				
		possess						
		I -						
		knowledge						
		of						
		information						
		technology						
		and						
		whether he						
		uses/applie						
		s this						
		technique						
		for official						
		work.						
		Total		90				
		•		•	•	•	•	•

Date:

Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief	detail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/	/Tasks			Reporting	Reviewing	Approved
			Comple	eted			Official	Official	by
			within line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swachh Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I

WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:- Zilladar SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annı	ual 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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained		
12	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
	o certified that I have not filled any oth		
Date	d:	Signature of official	
		Nome /:- bll-	
		Name (in block Letters)	
		Designation	
1		DC3ISHBUIDH	İ

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, pl	ease give brief particulars	
2		nishment/stricture passed against	
	the officer?		
3	Any improveme	ent suggestion/training	
	recommended		
	recommended	ioi omeei	
4	General/Specia	I remarks, if any.	
_	0	- /Dt A - D - C)	
l 5	i Overali Gradins	Z (Part A+B+C)	
5	Overall Grading		
5	Below Average		
5		(30% or less)	
5	Below Average	(30% or less) 50%)	
5	Below Average Average (31%-5	(30% or less) (50%)	
5	Below Average Average (31%-5 Good (51%-60%	(30% or less) (50%)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) 60%) 6) 1%-100%) Signature of Reporting Authority	
Dated	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) 50%) 6) 1%-100%)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (50%) (6) 1%-100%) Signature of Reporting Authority Name (in block Letters)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) 60%) 6) 1%-100%) Signature of Reporting Authority	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (50%) (6) 1%-100%) Signature of Reporting Authority Name (in block Letters)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
		Signature of Reviewing Officer	
Dated:		Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Dated:		Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL

Part A: Brief description of duties and responsibilities

_	Type of Duty:				Assessment				
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	No. of Applications for Amendment or Fresh Warabandi applications received /No. of cases prepared)			30					
2	No. of maps of outlets showing all water course to be prepared /No. of maps prepared and uploaded on module.			40					
3	Percentage of booking of irrigation increased.			30					
4	No. of cases of Chakbandi which are to be sent to DCO/ No. of case sent.			70					
5	No. of cases of command to uncommand area to be prepared / No. of cases prepared.			30					
6	No. of case of Double Warabandi of Orchid and Gardens to be rectify/ No. of cases prepared.			30					
7	No. of cases to be prepare for Bhaichara Warabandi into Sanction Warabandi under section 68 to be prepare / No. of cases prepared.			75					

	1				1	
8	Weather the		15			
	water cess					
	statement					
	prepared in					
	time					
9	Court cases	Timely reply	15			
		submitted or				
		not				
		Penalty	20			
		imposed in				
		any Cases or				
		not?				
		not:				
10	All works		30			
	executed					
	during the					
	year within					
	stipulated					
	time line or					
44	not.		4=			
11	Public		15			
	outreach					
	programs					
	under taken					
	Total		400			
					ĺ	

_	•	_	
 -	т	ρ	٦

Signature of Officer

Name (in block Letters)

Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

Sr Task Description of task detail of Works/T asks Complet ed within time line 1 General Parameters a) General upkeep of the Office 1. Cleanliness 5 2. Maintenanc e records b) Ablity to work in Punjabi c) Attending to grievance of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/msewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity (c) Maintaining Infrastructure d) Contact with general Public e) Integrity (c) In	Par	Part-B GENERAL ASSESSMENT OF OFFICERS							
n o works/T asks Complet ed within time line	Sr	Task	Description of task	Brief	Maximum	Self-	Assessmen	Assessme	Final
Norks/T asks Complet ed within time line General Parameters				detail of	Assessment	Assessment	t by	nt by	Assess
asks Complet ed within time line General Parameters	n			Works/T			_	· •	
Complet ed within time line General Parameters				_				_	
de within time line and accepting growth of the Office and the line and accepting growth ac							Official	Official	
Seneral Parameters Seneral upkeep of the Office				•					•
Seneral Parameters Seneral upkeep of the Office									-
a) General upkeep of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									_
a) General upkeep of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2. Personal Parameters a) State of health b) Punctuality/m-sew app c) Maintaining infrastructure d) Contact with general-public e) integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.				time line					Official
of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	1	General P	arameters						
of the Office 1. Cleanliness 2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
1. Cleanliness 5 2. Maintenanc e records 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5									
2. Maintenanc e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			of the Office						
e records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			1. Cleanliness		5				
b) Ability to work in Punjabi C) Attending to grievances of General Public and staff d) Knowledge of Computer S			2. Maintenanc		5				
in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to Shelman 5 Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 Interpersonal 5 Relationships g) Monagerial 5 Relationships g) Monage			e records						
in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to Shelman 5 Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 Interpersonal 5 Relationships g) Monagerial 5 Relationships g) Monage					5				
c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_						
grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m-sewa app c) c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal SRelationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			-		5				
General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m-sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			,						
and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•						
d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m-sewa app c) c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 8 Relationships 8 g) Managerial 5 g) Managerial 5 skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
Computer a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					_				
2 Personal Parameters a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_		5				
a) State of health b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_						
b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	2	Personal I	Parameters						
b) Punctuality/m- sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			a) State of health		5				
sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			b) Punctuality/m-		10				
c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_ ·						
Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			_						
general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keenness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keenness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.			•		10				
f) Interpersonal Relationships g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					-				
Relationships g) Managerial Skills h) Keenness to									
g) Managerial Skills h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
Skills h) Keenness to learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.			-						
h) Keenness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•		5				
and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			learn						
j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			i) Temperament		5				
possess knowledge of information technology and whether he uses/applies this technique for official work.			and manners						
possess knowledge of information technology and whether he uses/applies this technique for official work.			j) Whether		5				
knowledge of information technology and whether he uses/applies this technique for official work.									
information technology and whether he uses/applies this technique for official work.			I						
technology and whether he uses/applies this technique for official work.			l —						
whether he uses/applies this technique for official work.									
uses/applies this technique for official work.			l						
technique for official work.									
official work.			I						
			_						
Total 90	<u> </u>								
			Total		90				

Date:

Signature	of the	Officer
Signature	oi tile	Officer

Name (in block Letters)

Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of			Self-	Assessment	Assessment	Final
no		task	of Works/Tasks Completed within time line	Assessment	Assessment	by Reporting Official	by Reviewing Official	Assessment Approved by Accepting Official
1		No. of Duties performed assigned by District Administration		10				
2		No. of activities organized in Swach Bharat Mission		10				
3		Any other special task and activity done		10				
		Total		30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:- H.R.C in Division

SECTION-I PERSONAL DATA

(To be filled in by the officer reported upon)

Annı	ual 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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained		
	any kind of PR Visa/Green		
	Card/Immigration status? If Yes, give		
	details		
	is to certify that the information given		_
	o certified that I have not filled any oth		e being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, pl	ease give brief particulars	
2		nishment/stricture passed against	
	the officer?		
3	Any improveme	ent suggestion/training	
	recommended		
	recommended	ior officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	(Part A+B+C)	
		, (
	_		
	Below Average	30% or less)	
	Below Average	•	
		0%)	
	Average (31%-5	50%) 5)	
	Average (31%-5	50%) 5)	
	Average (31%-5 Good (51%-60% Outstanding (83	50%) 1%-100%) Signature of Reporting Authority	
Dated	Average (31%-5 Good (51%-60% Outstanding (83	0%) 5) 1%-100%)	
	Average (31%-5 Good (51%-60% Outstanding (83	Signature of Reporting Authority Name (in block Letters)	
	Average (31%-5 Good (51%-60% Outstanding (83	50%) 1%-100%) Signature of Reporting Authority	
	Average (31%-5 Good (51%-60% Outstanding (83	Signature of Reporting Authority Name (in block Letters)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/very Good/Good/Average/Below Average)		
		Signature of Reviewing Officer	
Dated:		Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL H.R.C

Part A:
Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descriptio n of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	Up keeping of register of Petitions of command cases,			30					
2	Up keeping of register of Petitions of new outlet case,			30					
3	Up keeping of register of Petitions area transfer case,			30					
4	Up keeping of register of Petitions of new water course case.			30					
5	Up keeping of warbandi appeal cases			40					
6	Up keeping of Command to Uncommand			40					
7	Upkeeping the record of PP ACT cases			30					

SECTION II SELF APPRAISAL

	Type of Du	ity:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessme nt	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
8	Up keeping The record of Maps of all outlets showing all water course.			80				
9	Court cases	a) Timely reply submitted or not		20				
		b) Penalty imposed in any Cases or not?		20				
10	the regis Warbandi	and keep updated ters of Petitions, appeal cases, , es, Partal, etc.		30				
11	Tawan Cases, Partal, etc. Up keeping the record of Implementation of All the decision done by Revenue Courts.			40				
12	Public of under take	. •		15				
13		g the record of oration cases		25				
		Total		390				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

Part-B GENERAL ASSESSMENT OF OFFICERS								
Sr	Task	Description of	Brief	Maximum	Self-	Assessment	Assessme	Final
		task	detail of	Assessment	Assessm	by	nt by	Assessmen
n			Works/T		ent	Reporting	Reviewin	t
0			asks			Official	g Official	Approved
ľ			Complet			O metal	g omeiai	by
			ed					-
								Accepting
			within					Official
			time line					
1	General Pa	rameters						
		a) General upkeep						
		of the Office						
		1. Cleanliness		5				
		2. Maintenanc		5				
		e records						
		b) Ability to work		5				
		in Punjabi						
	 	c) Attending to		5				
		grievances of		_				
		General Public						
		and staff						
				5				
	'	,		5				
		Computer						
2	Personal Pa	arameters						
	а) State of health		5				
	I	o) Punctuality/m-		10				
		sewa app						
		c) Maintaining		10				
		Infrastructure						
		d) Contact with		10				
		general Public						
	<u> </u>	e) Integrity		5				
		i) Interpersonal		5				
		Relationships						
				 -				
	{	g) Managerial		5				
		Skills		_				
	h	=		5				
		learn						
	i) Temperament		5				
		and manners						
	j) Whether		5				
		possess						
		knowledge of						
		information						
		technology and						
		whether he						
		uses/applies this						
		technique for						
		official work.						
	Total			90				
	Total		<u> </u>	30			1	

Date:

Signature of the Officer

Name (in block Letters)

Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief deta	il Maximum	Self-	Assessment	Assessment	Final
no		task	of	Assessment	Assessment	by	by	Assessment
			Works/Task	s		Reporting	Reviewing	Approved
			Completed			Official	Official	by
			within tim line	е				Accepting Official
1		No. of Duties performed assigned by District Administration		10				
2		No. of activities organized in Swachh Bharat Mission		10				
3		Any other special task and activity done		10				
		Total		30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-RC (SDR)

SECTION-I PERSONAL DATA

(To be filled in by the officer reported upon)

	-	-	-	-	-
Annual Confidential Repo	ort 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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with period	Name and Designation	Period Period
	period	1.	
		2.	+
		3.	+
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	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
	so certified that I have not filled any oth		_
Date	-	Signature of official	
		Name (in block Letters)	
		Designation	-

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, pl	ease give brief particulars	
2	Is any other pur	nishment/stricture passed against	
	the officer?		
3	Any improveme	ent suggestion/training	
	recommended	for officer	
4	C 1 / C	Lance de Maria	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	D = 1 = A = =		
	Below Average	(30% or less)	
	Below Average(Average (31%-5		
		50%)	
	Average (31%-5	60%)	
	Average (31%-5	60%)	
	Average (31%-5	60%) %) 1%-100%)	
Dated	Average (31%-50%) Good (51%-60%) Outstanding (83)	60%) %) 1%-100%)	
Dated	Average (31%-50%) Good (51%-60%) Outstanding (83)	50%) 60%) 1%-100%) Signature of Reporting Authority	
Dated	Average (31%-50%) Good (51%-60%) Outstanding (83)	50%) 60%) 1%-100%) Signature of Reporting Authority	
Dated	Average (31%-50%) Good (51%-60%) Outstanding (83)	50%) 60%) 1%-100%) Signature of Reporting Authority Name (in block Letters)	
Dated	Average (31%-50%) Good (51%-60%) Outstanding (83)	50%) 60%) 1%-100%) Signature of Reporting Authority Name (in block Letters)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting ewing Authorities?	
2	In case of differ the same may b	ences of opinion, details and reasons for be given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL SDR (in sub division)

Part A: Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descripti on of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	Upkeeping the record revenue cases			50					
2	Revenue Court cases record			50					
3	To keep and Outlet register			50					
4	To maintain of property register & PP ACT Cases			30					
5.	To maintain the record of maps of all watercourse			50					

SECTION II SELF APPRAISAL

	Type of Du	ıty:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
6	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)		30				
		b) Percentage of collection of water cess During the year as compared to total due amount		30				
		c) Collection of Tawan dues (%as compared to total)		20				
7	Court cases	d) Timely reply submitted or not		20				
		e) Penalty imposed in any Cases or not?		20				
8	To mainta	ain the petition		30				
9	All works executed during the year within stipulated time line or not.			40				
10	Public ou under take	treach programs en		15				
11	Revenue Register& keeping the record of water restoration cases			25				
			Total	390				

Date:

Signature of the Offi	cer
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Name (in block Letters)

Designation

				<u>ICERS</u>				
Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
		task	detail of	Assessment	Assessm	by	nt by	Assessmen
n l			Works/T		ent	Reporting	Reviewin	t
0			asks			Official	g Official	Approved
			Complet			O melai	g Omeiai	by
			ed					Accepting
			within					Official
			time line					Official
4	Cananal D	 arameters	time line					
1	General P	arameters						
		a) General upkeep						
		of the Office						
		1. Cleanliness		5				
		2.Maintenance		5				
		records						
		b) Ability to work		5				
		in Punjabi						<u> </u>
		c) Attending to		5				
		grievances of						
		General Public						
		and staff						
		d) Knowledge of		5				
		Computer						
2	Personal I	Parameters						
-	. 5.5511011							
		a) State of health		5				
	<u> </u>							
		b) Punctuality/m		10				
		-sewa app		10				
		c) Maintaining		10				
	<u> </u>	Infrastructure						
		d) Contact with		10				
	<u> </u>	general Public						
		e) Integrity		5				
		f) Interpersonal		5				
		Relationships						
		g) Managerial		5				
		Skills						
		h) Keenness to		5				
		learn						<u> </u>
		i) Temperament		5				
		and manners						
		j) Whether		5				
		possess						
		knowledge of						
		information						
		technology						
		and whether						
		he						
		uses/applies						
		this technique						
		for official						
		work.						
	Tot	al		90				

ı	7	a	t	ρ	•

Signature	of the	Officer
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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief de	etail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/Ta	asks			Reporting	Reviewing	Approved
			Complete	ed			Official	Official	by
			within t line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-R.C in Division SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annu	ual Confidential Report from	to	
1	Name of Officer (in capital letters)		

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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	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	ahove is true and correct a	and nothing is concealed in It
	o certified that I have not filled any oth		
Date		Signature of official	
		Name (in block Letters)	

Designation

Part-D: OVERALL ASSESSMENT

1	work or other c	been reprimanded for indifferent causes during the period under lease give brief particulars	
2	Is any other pur the officer?	nishment/stricture passed against	
3	Any improvement recommended	ent suggestion/training for officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	Below Average((30% or less)	
	Average (31%-5	50%)	
	Good (51%-60%	6)	
	Outstanding (81	1%-100%)	
		Signature of Reporting Authority	
Dated	l:	Name (in block Letters)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting ewing Authorities?	
2	In case of differ the same may b	ences of opinion, details and reasons for be given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL

Part A:
Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descripti on of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	Upkeeping the record of canal patwari's in division.			30					
2	Revenue Court cases record			50					
3	To keep and update Outlet register			60					
4	To maintain property register			35					
5	To maintain register of orchid and gardens .			30					

SECTION II SELF APPRAISAL

	Type of Du	ıty:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
6	Revenue Matters	a) Revenue cases resolved till the end of year (% as compared to total)		30				
		b) Percentage of collection of water cess During the year as compared to total due amount		30				
		c) Collection of Tawan dues (% as compared to total)		20				
7	Court cases	a) Timely reply submitted or not		20				
		b) Penalty imposed in any Cases or not?		20				
8	of water	in the cash book cess statements revenue receipts		30				
9	All works	executed during within stipulated		40				
10		treach programs		15				
		Total		390				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Par	t-B GENE	RAL ASSESSMEN	FOF OFF	<u>ICERS</u>				
Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
		task	detail of	Assessment	Assessm	by	nt by	Assessmen
n			Works/T		ent	Reporting	Reviewin	t
0			asks			Official	g Official	Approved
"			Complet			Official	gomeiai	by
			ed					_
			within					Accepting Official
			time line					Official
4	General Pa		time line					
1	General P	arameters						
		.\ 0						
		a) General upkeep						
		of the Office		_				
		1. Cleanliness		5				
		2. Maintenance		5				
		records						
		b) Ability to work		5				
		in Punjabi						
		c) Attending to		5				
		grievances of						
		General Public						
		and staff						
		d) Knowledge of		5				
		Computer						
2	Personal F	Parameters						
		a) State of health		5				
		b) Punctuality/m		10				
		-sewa app						
		c) Maintaining		10				
		Infrastructure		10				
	 	d) Contact with		10				
		•		10				
	<u> </u>	general Public		_				
	<u> </u>	e) Integrity		5				
		f) Interpersonal		5				
		Relationships						
		g) Managerial		5				
		Skills						
		h) Keeness to		5				
		learn						
		i) Temperament		5				
		and manners						
		j) Whether		5				
		possess						
		knowledge of						
		information						
		technology						
		and whether						
		he						
		uses/applies						
		this technique						
		for official						
		work.						
	Tot			90				
Ц		-	l		L	L	j	

Signatue	of the	Officer
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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief deta	il Maximum	Self-	Assessment	Assessment	Final
no		task	of	Assessment	Assessment	by	by	Assessment
			Works/Task	s		Reporting	Reviewing	Approved
			Completed			Official	Official	by
			within tim line	е				Accepting Official
1		No. of Duties performed assigned by District Administration		10				
2		No. of activities organized in Swachh Bharat Mission		10				
3		Any other special task and activity done		10				
		Total		30				

Date:	Signatue of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION: RC (Assessment Clerk in Division) SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annual Confidential Report fromtoto

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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		1
This	is to certify that the information given	above is true and correct	and nothing is concealed in. It
is als	o certified that I have not filled any oth	er APAR form for the tim	e being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, plo	ease give brief particulars	
2		nishment/stricture passed against	
	the officer?		
•			
3		ent suggestion/training	
	recommended t	for officer	
4	General/Special	remarks, if any.	
		•	
5	Overall Grading	(Part A+B+C)	
5	Overall Grading Below Average(· · · · · · · · · · · · · · · · · · ·	
5		30% or less)	
5	Below Average(30% or less) 0%)	
5	Below Average(Average (31%-5	30% or less) 0%)	
5	Below Average(Average (31%-5 Good (51%-60%	30% or less) 0%)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
5 Dated	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5) .%-100%)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	
	Below Average(Average (31%-5 Good (51%-60% Outstanding (81	30% or less) 0%) 5)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ry Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SELF APPRAISAL RC (Assessment Clerk in Division)

Part A: Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descript ion of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	To keep the division revenue record. different types of cases decided by different revenue courts.			50					
2	To maintain the record of tawan cases.			50					
3	To check the water cess statements and keep the record of water cess statements.			60					
4	To keep the record of Shudkar/Khasra			60					
5	To supply the different types of Performa as demand by field staff.			35					

SECTION II SELF APPRAISAL

	Type of Du	ıty:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
6	Revenue Matters	a) Revenue cases resolved till the end of year (%as compare d to total)		30				
		b) Percentage of collection of water cess c) During the year as compared to total due amount		30				
		d) Collection of Tawan dues (%as compared to total)		20				
7	Court cases	a) Timely reply submitted or not		20				
		b) Penalty imposed in any Cases or not?		20				
8	To issue the certified copy of revenue record as demanded by Farmers.			30				
9				40				
10	Public out	treach programs en		15				
		Total	I	390			ı	I

	Total	390				
Date						
Date	•			Signat	ure of the Off	ficer
				Name	(in block Lett	ers)
				Design	ation	

Part-B GENERAL ASSESSMENT OF OFFICERS

Nortes/T Separate Nortes/T	Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
asks Complet ed within time line a General Parameters			task		Assessment		1 -	-	Assessmen
Complet ed within time line Complet ed within time line	n					ent			_
de within time line Common Common	0						Official	g Official	Approved
Separate				_					-
General Parameters									Accepting
a) General upkeep of the Office 1. Cleanliness 2.Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m 10 sewa app c) Maintaining 10 Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									Official
a) General upkeep of the Office 1. Cleanliness 2.Maintenance 5 records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 linterpersonal Relationships g) Managerial Skills n) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.				time line					
of the Office 1. Cleanliness 2. Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	1	General F	'arameters						
of the Office 1. Cleanliness 2. Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			a) General upkeep						
2. Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 sewa app c) Maintaining infrastructure d) Contact with general Public e) Integrity 5 integrit									
2.Maintenance records b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10					5				
b) Ability to work in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			2.Maintenance						
in Punjabi c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining 10 Infrastructure d) Contact with 10 general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial Skills h) Keeness to 5 learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			records						
c) Attending to grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10 -sewa app c) Maintaining Infrastructure d) Contact with 10 general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•		5				
grievances of General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health 5 b) Punctuality/m 10sew app					E				
General Public and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining 10 Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial 5 Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
and staff d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
d) Knowledge of Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
Computer 2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
2 Personal Parameters a) State of health b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.	2	Personal	•						
b) Punctuality/m -sewa app c) Maintaining Infrastructure d) Contact with general Public e) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			a) State of health		5				
-sewa app c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			•						
c) Maintaining Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
Infrastructure d) Contact with general Public e) Integrity 5 f) Interpersonal Selationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
d) Contact with general Public e) Integrity 5 f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
general Public e) Integrity 5 f) Interpersonal 5 Relationships g) Managerial 5 Skills h) Keeness to 5 learn i) Temperament 5 and manners j) Whether 5 possess knowledge of information technology and whether he uses/applies this technique for official work.					10				
f) Interpersonal Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			general Public						
Relationships g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			e) Integrity		5				
g) Managerial Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			f) Interpersonal						
Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			Relationships						
Skills h) Keeness to learn i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.			g) Managerial		5				
learn i) Temperament									
i) Temperament and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
and manners j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.									
j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.					5				
possess knowledge of information technology and whether he uses/applies this technique for official work.									
knowledge of information technology and whether he uses/applies this technique for official work.			• • • • • • • • • • • • • • • • • • • •		5				
information technology and whether he uses/applies this technique for official work.									
technology and whether he uses/applies this technique for official work.			_						
and whether he uses/applies this technique for official work.									
he uses/applies this technique for official work.									
uses/applies this technique for official work.									
this technique for official work.									
for official work.									
work.									
, , , , , , , , , , , , , , , , , , ,			AA OI IV.	Total	90				

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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief de	etail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/Ta	asks			Reporting	Reviewing	Approved
			Complete	ed			Official	Official	by
			within t line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION: RC (DCR)
SECTION-I

PERSONAL DATA

(To be filled in by the officer reported upon)

Annı	ual 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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	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
	o certified that I have not filled any oth		
Date		Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1	work or other c	been reprimanded for indifferent auses during the period under ease give brief particulars	
2	Is any other pur the officer?	nishment/stricture passed against	
3	Any improvement recommended	ent suggestion/training for officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	Below Average(30% or less)	
	Average (31%-5	0%)	
	Good (51%-60%	(a)	
	Outstanding (81	L%-100%)	
		Signature of Reporting Authority	
Dated:		Name (in block Letters)	
		Designation	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	ith the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II RC (DCR)

SELF APPRAISAL

Part A:

Brief description of duties and responsibilities

Briet	description of duties	s and respo	nsibilities		1 -				
	Type of Duty:				Assessment				
Sr. No	Task	Descript ion of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	To keep the record of warabandi cases decided by deputy collector and update it .			50					
2	To check the water cess statements			30					
3	To check various statements as demanded by higher authorities regarding revenue matters			30					
4	To check the Warabandi cases received from field staff.			35					
5.	To keep the record of checking done by Deputy collector of orchid and garden			30					
6.	To keep record of applications received from shareholder			30					

SECTION II SELF APPRAISAL

	Type of Duty:				Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Task s Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
7	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)		25				
8	Court cases	b) Timely reply submitted or not c) Penalty imposed in any Cases or		25				
9	not? To check the warabandi parat (copies)			20				
10	All works executed during the year within stipulated time line or not.			40				
11	Public outreach programs under taken			15				
12	To keep the record of Chakbandi cases sent to DCO			50				
	Total			400			1	

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
n o		task	detail of Works/T asks Complet ed	Assessment	Assessm ent	by Reporting Official	nt by Reviewin g Official	Assessmen t Approved by Accepting
			within time line					Official
1	General Pa	rameters						
		a) General upkeep of the Office						
		1) Cleanliness		5				
		2) Maintenanc e 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 P	arameters						
		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) Keenness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of		5				
		information technology and whether he						
		uses/applies this technique for official						
		work.	Total	90				

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Part-C EXTRA CURRICULAR ACTIVITIES

		Description of			C-If	A	A	Cin al
Sr.	Task	Description of		ail Maximum	Self-	Assessment	Assessment	Final
no		task	of	Assessment	Assessment	by	by	Assessment
			Works/Task	s		Reporting	Reviewing	Approved
			Completed			Official	Official	by
			within tin	ne				Accepting
			line					Official
4		No of Duties	iiie	10				Official
1		No. of Duties		10				
		performed						
		assigned by						
		District						
		Administration						
2		No. of activities		10				
		organized in						
		Swach Bharat						
		Mission						
_		_						
3		Any other		10				
		special task and						
		activity done						
	•	Total		30				

Date:	
	Signature of the Office
	Name (in block Letters
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-ARC

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	Name and Designation	Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	Period
	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 als	o certified that I have not filled any oth	er APAR form for the time	being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1	work or other c	been reprimanded for indifferent auses during the period under ease give brief particulars	
2	Is any other pur the officer?	nishment/stricture passed against	
3	Any improvement recommended	ent suggestion/training for officer	
4	General/Specia	I remarks, if any.	
5	Overall Grading	g (Part A+B+C)	
	Below Average((30% or less)	
	Average (31%-5	50%)	
	Good (51%-60%	6)	
	Outstanding (81	1%-100%)	
Signature of Reporting Authority		Signature of Reporting Authority	
Dated	l:	Name (in block Letters)	
		Designation	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Dated:		Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting ewing Authorities?	
2	In case of differ the same may b	ences of opinion, details and reasons for pe given.	
3	Overall grading		
	(Outstanding/vo	ery Good/Good/Average/Below Average)	
	,	Signature of Accepting Authority	
Dated:		Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL ARC

Part A:

Part Brie		ties and responsibi	lities							
Dire	rief description of duties and responsibilities Type of Duty:					Assessment				
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessme nt Approved by Accepting Official	
1	Checking of water cess statement.			30			ai	ai	Official	
2	preparation of abstract of water cess statments.			30						
3	Completion of outlet Register,			20						
4	Maintenance of shudkar khasra record and Preparation of abstract of lift&flow irrigation.			20						
5	Prepare Revenue statement			20						
6	checking of Tawan cases and to maintain record of tawan cases			20						
7	To check the all maps of water course of all outlets and maintain the record of it.			20						
8	To check the proposal of amendments made by the Canal Patwaris of Wardbandi cases.			20						
9.	total no. of applications received /no of applications sent			25						
10	Revenue Matters	a) Revenue cases resolved till		30						

		the end of					
		year (%as					
		compared to					
		total)					
		b) Percentage		30			
		of collection					
		of water cess					
		c) During the					
		year as					
		compared to					
		total due					
		amount					
		d) Collection of		20			
		Tawan dues					
		(%as					
		compared to					
		total)					
11	Court cases	a) Timely reply		20			
	Court cases	submitted or		20			
		not					
		b) Penalty		20			
		imposed in		20			
		any Cases or					
		not?					
12	Prepare and	1100.		25			
	checks			23			
	statements of						
	demands and						
	statements of						
	addition,						
	remission, land						
	revenue						
	(chakota) and						
	lambardar fee						
13	All works			20			
	executed						
	during the year						
	within						
	stipulated time						
	line or not.						
14	Public outreach			15			
	programs						
	under taken						
15	Revenue			15			
	Register						
	maintained						
	properly						
	p p 7		Total	400			
				.55		I	

Date:

Signature of the Officer Name (in block Letters) Designation

<u>Par</u>	Part-B GENERAL ASSESSMENT OF OFFICERS									
Sr	Task	Description of	Brief	Maximum	Self-	Assessment	Assessme	Final		
		task	detail of	Assessment	Assessm	by	nt by	Assessmen		
n			Works/T		ent	Reporting	Reviewin	t		
0			asks			Official	g Official	Approved		
			Complet					by		
			ed					Accepting		
			within					Official		
			time line							
1	General	Parameters								
		a. General upkeep								
		of the Office								
		1. Cleanliness		5						
		2. Maintenanc		5						
		e records								
		b. Ability to work		5						
		in Punjabi								
		c. Attending to		5						
		grievances of								
		General Public								
		and staff								
		d. Knowledge of		5						
		Computer								
2	Personal	Parameters								
		a) State of health		5						
		b) Punctuality/m		10						
		-sewa app								
		c) Maintaining		10						
		Infrastructure								
		d) Contact with		10						
		general Public								
		e) Integrity		5						
		f) Interpersonal		5						
		Relationships								
	-	g) Managerial		5						
		Skills								
	-	h) Keenness to		5						
		learn		3						
	-			5		1				
		i) Temperament and manners) 3						
	-			5						
		j) Whether		5						
		possess								
		knowledge of								
		information								
		technology								
		and whether								
		he ,								
		uses/applies								
		this technique								
		for official								
		work.								
			Total	90						

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Signature	of the	Office
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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief	detail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/	'Tasks			Reporting	Reviewing	Approved
			Comple	eted			Official	Official	by
			within line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR DESIGNATION:-CANAL PATWARI

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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		
	is to certify that the information given		_
is als	o certified that I have not filled any oth		e being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	
			1

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
	work or other c	auses during the period under	
	report? If so, pl	ease give brief particulars	
2	Is any other pur	nishment/stricture passed against	
	the officer?		
3		ent suggestion/training	
	recommended	for officer	
4	General/Specia	l remarks, if any.	
	, ,	,	
5	Overall Grading	g (Part A+B+C)	
5	Below Average		
5	Below Average((30% or less)	
5	Below Average(Average (31%-5	(30% or less) 50%)	
5	Below Average((30% or less) (50%)	
5	Below Average Average (31%-5 Good (51%-60%	(30% or less) (50%)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (30%) (30% or less) (30% or less) (30% or less)	
5 Dated	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) 50%) 6) 1%-100%)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (30%) (30% or less) (30% or less) (30% or less)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (30%) (30% or less) (30% or less) (30% or less)	
	Below Average Average (31%-5 Good (51%-60% Outstanding (83	(30% or less) (30% or less) (60%) (6) 1%-100%) Signature of Reporting Authority Name (in block Letters)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	g Authority satisfied that the Reporting ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ry Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1		ith the Remarks of Reporting ewing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL CANAL PATWARI

Part A: Brief description of duties and responsibilities

Brie	f description of du	uties and respons	ibilities	1	Access::-				
	Type of Duty:		Assessment						
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Assess ment by Reporti ng Official	Assessme nt by Reviewing Official	Final Assess ment Appro ved by Accept ing Official
1	Total no. of Chakbandi cases to be prepare /Total no. of cases prepared.			30					
2	Total no. of Warbandi application received / Total no. of cases sent to Deputy collector			30					
3	total no. of Water course to be restore/ Total no. of water course restored.			20					
4	total no. of applications received of Realignments of water courses./No. of cases sent to Sdo			20					
5.	total no. of applications received of Transfer of Area from one outlet to an others, shifting of outlet./no. of cases sent to Sdo			20					
6.	Total no. of cases to be prepare of Uncommand to Command Area/no. of cases sent to Sdo			20					

-	W	T			
7	Khasra & Girdawari Water cess statements.		20		
8	Preparation of Maps of all water courses of all Outlets and uploaded on watercourse module.		40		
9	To deal the cases of change of ownership in Warabandi Khata on the basis of Jamabandi/Sa le deed		20		
10	Total no. of cases to be prepare of Command to Uncommand./ no. of cases to sent to Sdo		20		
11	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)	30		
		b) Percentage of collection of water cess During the year as compared to total due amount	30		
		c) Collection of Tawan dues (%as compared to total)	20		
12	Court cases	a) Timely reply submitted or not	20		
		b) Penalty imposed in any Cases or not?	20		
13	Report any accidents to Canal and Drainage works situated in his halqa		30		

14	All works		40			
	executed					
	during the					
	year within					
	stipulated					
	time line or					
	not.					
15	Public		20			
	outreach					
	programs					
	under taken					
		Total	450			

Signature of the Officer

Name (in block Letters)

Designation

Part-B GENERAL ASSESSMENT OF OFFICERS

	Part-	B GENERAL ASS	<u>ESSMENT</u>	OF OFFICE	<u>ERS</u>			
Sr n o	Task	Description of task	Brief detail of Works/T asks Complet ed	Maximum Assessment	Self- Assessm ent	Assessment by Reporting Official	Assessme nt by Reviewin g Official	Final Assessmen t Approved by Accepting
			within time line					Official
1	General Par	ameters						
	а) General upkeep of the Office						
		1. Cleanliness		5				
		2. Maintenance 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 Pa	rameters						
		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) Keenness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether		5				
		he uses/applies this technique for official work.		00				
	Tot	lai		90				

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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief	detail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/	'Tasks			Reporting	Reviewing	Approved
			Comple	eted			Official	Official	by
			within line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation

Annexure-I WATER RESOURCES DEPARTMENT, PUNJAB SELF APPRAISAL FORM

FORMAT FOR ANNUAL COFIDENTIAL REPORT FOR

DESIGNATION:-RC (SDR) 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	Name and Designation	n Period
	period	1.	
		2.	
		3.	
10	Name of the Reviewing Officers with period	Name and Designation	n Period
	portion	1.	
		2.	
		3.	
11	Name of the Accepting Officers with	Name and Designation	n Period
	period	1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		
	is to certify that the information given		•
	o certified that I have not filled any oth		e being other than this form.
Date	d:	Signature of official	
		Name (in block	
		Letters)	
		Designation	

Part-D: OVERALL ASSESSMENT

1		been reprimanded for indifferent	
		auses during the period under ease give brief particulars	
	reports it so, pie	ease give brief particulars	
2		ishment/stricture passed against	
	the officer?		
3	Any improveme	nt suggestion/training	
	recommended f	or officer	
4	General/Special	remarks, if any.	
	ļ		
5	Overall Grading	(Part A+B+C)	
5	Overall Grading Below Average(3)		
5	_	30% or less)	
5	Below Average(3	30% or less) 0%)	
5	Below Average(3	30% or less) 0%)) %-100%)	
5	Below Average(3 Average (31%-50 Good (51%-60%	30% or less) 0%)	
5 Dated	Below Average(3 Average (31%-50 Good (51%-60% Outstanding (81	30% or less) 0%)) %-100%)	
	Below Average(3 Average (31%-50 Good (51%-60% Outstanding (81	30% or less) 0%)) %-100%) Signature of Reporting Authority	
	Below Average(3 Average (31%-50 Good (51%-60% Outstanding (81	30% or less) 0%)) %-100%) Signature of Reporting Authority	
	Below Average(3 Average (31%-50 Good (51%-60% Outstanding (81	30% or less) 0%)) %-100%) Signature of Reporting Authority Name (in block Letters)	

SECTION-IV

REMARKS OF THE REVIEWING AUTHORITY

1	Authority has m	ade his report with due care and attention account all the relevant material?	
2	Do you agree wi Authority in Sec	th the assessment made by the Reporting tion-III?	
	In case of different the same may b	ences of opinion, details and reasons for e given.	
3	Any improveme officer	nt suggestion/training recommended for	
4	General/Special	remarks, if any.	
	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Reviewing Officer	
Da	ted:	Name (In block Letters)	
		Designation	

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1	, ,	th the Remarks of Reporting wing Authorities?	
2	In case of differenthe same may b	ences of opinion, details and reasons for e given.	
3	Overall grading		
	(Outstanding/ve	ery Good/Good/Average/Below Average)	
		Signature of Accepting Authority	
Da	ited:	Name (In block Letters)	
		Designation	

SECTION II SELF APPRAISAL SDR (in sub division)

Part A: Brief description of duties and responsibilities

	Type of Duty:				Assessment				
Sr. No	Task	Descripti on of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Remarks (if any)	Self- Asses sment	Asses sment by Repor ting Offici al	Asse ssme nt by Revie wing Offici al	Final Assessment Approved by Accepting Official
1	Upkeeping the record revenue cases			50					
2	Revenue Court cases record			50					
3	To keep and Outlet register			50					
4	To maintain of property register & PP ACT Cases			30					
5.	To maintain the record of maps of all watercourse			50					

SECTION II SELF APPRAISAL

	Type of Du	ıty:			Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self- Assessment	Assessment by Reporting Official	Assessme nt by Reviewing Official	Final Assessment Approved by Accepting Official
6	Revenue Matters	a) Revenue cases resolved till the end of year (%as compared to total)		30				
		b) Percentage of collection of water cess During the year as compared to total due amount		30				
		c) Collection of Tawan dues (%as compared to total)		20				
7	Court cases	d) Timely reply submitted or not		20				
		e) Penalty imposed in any Cases or not?		20				
8	To mainta	ain the petition		30				
9	All works executed during the year within stipulated time line or not.			40				
10	Public ou under take	treach programs en		15				
11		Register& ne record of oration cases		25				
			Total	390				

Date:

Signature of the Offi	cer
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Name (in block Letters)

Designation

<u>Par</u>	t-B GENE	ERAL ASSESSMEN	T OF OFF	<u>ICERS</u>				
Sr	Task	Description of		Maximum	Self-	Assessment	Assessme	Final
		task	detail of	Assessment	Assessm	by	nt by	Assessmen
n			Works/T		ent	Reporting	Reviewin	t
О			asks			Official	g Official	Approved
			Complet					by
			ed					Accepting
			within					Official
			time line					O meiai
1	General P	rameters	time inic					
_	General F	arameters						
		a) General upkeep						
		of the Office						
		1. Cleanliness		-				
				5				
		2.Maintenance		5				
		records						
		b) Ability to work		5				
		in Punjabi						
		c) Attending to		5				
		grievances of						
		General Public						
		and staff						
		d) Knowledge of		5				
		Computer						
2	Personal	Parameters						
_								
		a) State of health		5				
		b) Punctuality/m		10				
		-sewa app						
		c) Maintaining		10				
		Infrastructure						
				10				
		d) Contact with		10				
		general Public		_				
		e) Integrity		5				
		f) Interpersonal		5				
		Relationships						
		g) Managerial		5				
		Skills		<u> </u>				
		h) Keenness to		5				
		learn						
		i) Temperament		5				
		and manners						
		j) Whether		5				
		possess						
		knowledge of						
		information						
		technology						
		and whether						
		he						
		uses/applies						
		this technique						
		for official						
		work.						
	Tot			90				
			<u> </u>	I.	1	1	1	1

Signature	of the	Officer
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Part-C EXTRA CURRICULAR ACTIVITIES

Sr.	Task	Description of	Brief c	detail	Maximum	Self-	Assessment	Assessment	Final
no		task	of		Assessment	Assessment	by	by	Assessment
			Works/Tasks				Reporting	Reviewing	Approved
			Completed				Official	Official	by
			within line	time					Accepting Official
1		No. of Duties performed assigned by District Administration			10				
2		No. of activities organized in Swach Bharat Mission			10				
3		Any other special task and activity done			10				
		Total			30				

Date:	
	Signature of the Officer
	Name (in block Letters)
	Designation