

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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

**SECTION II**  
**SELF APPRAISAL ARC**

**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	Checking of water cess statement.			30					
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 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					
11	Court cases	a) Timely reply submitted or not		20					
		b) Penalty imposed in any Cases or not?		20					
12	Prepare and checks statements of demands and statements of addition, remission, land revenue (chakota) and lambardar fee			25					
13	All works executed during the year within stipulated time line or not.			20					
14	Public outreach programs under taken			15					
15	Revenue Register maintained properly			15					
			<b>Total</b>	<b>400</b>					

Date:

Signature of the Officer  
Name (in block Letters)  
Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a. 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	<b>Personal Parameters</b>							
		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 he uses/applies this technique for official work.		5				
			<b>Total</b>	<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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 from \_\_\_\_\_ to \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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

## SECTION II

## SELF APPRAISAL RC (Assessment Clerk in Division)

## Part A:

## Brief description of duties and responsibilities

Sr. No	Type of Duty:			Maximum Assessment	Assessment				
	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line		Remarks (if any)	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Duty:					Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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		30				
		c) During the year as compared to total due amount						
		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	All works executed during the year within stipulated time line or not.			40				
10	Public outreach programs under taken			15				
<b>Total</b>				<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1. Cleanliness		5				
		2. 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) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
			<b>Total</b>	<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)



**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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)

Annual Confidential Report from \_\_\_\_\_ to \_\_\_\_\_

1	Name of Officer (in capital letters)		
2	iHRMS Code		
3	Date of Birth		
4	Present Post		
5	Grade Pay and appointment thereto		
6	Period of Leave/Training/Absence		
7	Date of filling Annual Property Return		
8	Posting During Period under report	Name of Circle	Period
		1.	
		2.	
		3.	
9	Name of the Reporting Officers with period	Name and Designation	Period
		1.	
		2.	
		3.	
10	Name of the Reviewing Officers with period	Name and Designation	Period
		1.	
		2.	
		3.	
11	Name of the Accepting Officers with period	Name and Designation	Period
		1.	
		2.	
		3.	
12	Whether the Officer has obtained any kind of PR Visa/Green Card/Immigration status? If Yes, give details		

This is to certify that the information given above is true and correct and nothing is concealed in. It is also certified that I have not filled any other APAR form for the time being other than this form.

Dated:	Signature of official	
	Name (in block Letters)	
	Designation	

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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

**SECTION II**  
**RC (DCR)**  
**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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		25				
		c) Penalty imposed in any Cases or not?		20				
9	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				
<b>Total</b>				<b>400</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation



**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1) Cleanliness		5				
		2) 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) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
			<b>Total</b>	<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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

**SECTION II**  
**SELF APPRAISAL CANAL PATWARI**

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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting 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					



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/Sale 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 executed during the year within stipulated time line or not.			40					
15	Public outreach programs under taken			20					
			<b>Total</b>	<b>450</b>					

**Date:**

**Signature of the Officer**

**Name (in block Letters)**

**Designation**

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a) 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	<b>Personal Parameters</b>							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general Public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
		<b>Total</b>		<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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)

Annual Confidential Report from \_\_\_\_\_ to \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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					

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

Date:

Signature of Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1. Cleanliness		5				
		2. 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 he uses/applies this technique for official work.		5				
		<b>Total</b>		<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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 \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II**  
**SELF APPRAISAL H.R.C**

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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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	Up keeping the record of water restoration cases			25				
	<b>Total</b>			<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1. Cleanliness		5				
		2. 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 he uses/applies this technique for official work.		5				
	Total			90				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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:-Deputy Collector**  
**SECTION-I**  
**PERSONAL DATA**

(To be filled in by the officer reported upon)

Annual Confidential Report from \_\_\_\_\_ to \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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					

9	Whether the water cess statement prepared in time			15					
10	Court cases	Timely reply submitted or not		15					
		Penalty imposed in any Cases or not?		20					
11	All works executed during the year within stipulated time line or not.			30					
12	Public outreach programs under taken			15					
	<b>Total</b>			<b>400</b>					

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a) 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	<b>Personal Parameters</b>							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general Public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
		<b>Total</b>		<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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)

Annual Confidential Report from \_\_\_\_\_ to \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II  
SELF APPRAISAL**

**Part A:**  
**Brief description of duties and responsibilities**

Sr. No	Type of Duty:		Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Assessment				
	Task	Description of tasks			Remarks (if any)	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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					

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

Date:

Signature of Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1. Cleanliness		5				
		2. 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 he uses/applies this technique for official work.		5				
		<b>Total</b>		<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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 \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II**  
**SELF APPRAISAL H.R.C**

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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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	Up keeping the record of water restoration cases			25				
	<b>Total</b>			<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1. Cleanliness		5				
		2. 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 he uses/applies this technique for official work.		5				
	Total			90				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II**  
**SELF APPRAISAL SDR (in sub division)**

**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Duty:					Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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 maintain the petition register			30				
9	All works executed during the year within stipulated time line or not.			40				
10	Public outreach programs under taken			15				
11	Revenue Register& keeping the record of water restoration cases			25				
			<b>Total</b>	<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a) 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	<b>Personal Parameters</b>							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general Public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
	<b>Total</b>			<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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)

Annual Confidential Report from \_\_\_\_\_ to \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Duty:					Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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	To maintain the cash book of water cess statements and others revenue receipts			30				
9	All works executed during the year within stipulated time line or not.			40				
10	Public outreach programs under taken			15				
<b>Total</b>				<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a) 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	<b>Personal Parameters</b>							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general Public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
	<b>Total</b>			<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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 from \_\_\_\_\_ to \_\_\_\_\_

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



## SECTION II

## SELF APPRAISAL RC (Assessment Clerk in Division)

## Part A:

## Brief description of duties and responsibilities

Sr. No	Type of Duty:			Maximum Assessment	Assessment				
	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line		Remarks (if any)	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Duty:					Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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		30				
		c) During the year as compared to total due amount						
		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	All works executed during the year within stipulated time line or not.			40				
10	Public outreach programs under taken			15				
<b>Total</b>				<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1. Cleanliness		5				
		2. 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) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
			Total	90				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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)

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II**  
**RC (DCR)**  
**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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		25				
		c) Penalty imposed in any Cases or not?		20				
9	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				
<b>Total</b>				<b>400</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	General Parameters							
		a) General upkeep of the Office						
		1) Cleanliness		5				
		2) 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) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
			<b>Total</b>	<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II**  
**SELF APPRAISAL ARC**

**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	Checking of water cess statement.			30					
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 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					
11	Court cases	a) Timely reply submitted or not		20					
		b) Penalty imposed in any Cases or not?		20					
12	Prepare and checks statements of demands and statements of addition, remission, land revenue (chakota) and lambardar fee			25					
13	All works executed during the year within stipulated time line or not.			20					
14	Public outreach programs under taken			15					
15	Revenue Register maintained properly			15					
			<b>Total</b>	<b>400</b>					

Date:

Signature of the Officer  
Name (in block Letters)  
Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a. 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	<b>Personal Parameters</b>							
		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 he uses/applies this technique for official work.		5				
			<b>Total</b>	<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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

**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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



**SECTION II**  
**SELF APPRAISAL CANAL PATWARI**

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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting 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					

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/Sale 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 executed during the year within stipulated time line or not.			40					
15	Public outreach programs under taken			20					
			<b>Total</b>	<b>450</b>					

**Date:**

**Signature of the Officer**

**Name (in block Letters)**

**Designation**

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr. no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a) 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	<b>Personal Parameters</b>							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general Public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
		<b>Total</b>		<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

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

**Part-D: OVERALL ASSESSMENT**

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

**SECTION-IV**

**REMARKS OF THE REVIEWING AUTHORITY**

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



**SECTION-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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

**SECTION II**  
**SELF APPRAISAL SDR (in sub division)**

**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-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	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 Duty:					Assessment			
Sr. No	Task	Description of tasks	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment 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 maintain the petition register			30				
9	All works executed during the year within stipulated time line or not.			40				
10	Public outreach programs under taken			15				
11	Revenue Register& keeping the record of water restoration cases			25				
			<b>Total</b>	<b>390</b>				

Date:

Signature of the Officer

Name (in block Letters)

Designation

**Part-B GENERAL ASSESSMENT OF OFFICERS**

Sr . no	Task	Description of task	Brief detail of Works/Tasks Completed within time line	Maximum Assessment	Self-Assessment	Assessment by Reporting Official	Assessment by Reviewing Official	Final Assessment Approved by Accepting Official
1	<b>General Parameters</b>							
		a) 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	<b>Personal Parameters</b>							
		a) State of health		5				
		b) Punctuality/m-sewa app		10				
		c) Maintaining Infrastructure		10				
		d) Contact with general Public		10				
		e) Integrity		5				
		f) Interpersonal Relationships		5				
		g) Managerial Skills		5				
		h) Keeness to learn		5				
		i) Temperament and manners		5				
		j) Whether possess knowledge of information technology and whether he uses/applies this technique for official work.		5				
	<b>Total</b>			<b>90</b>				

Date:

Signature of the Officer

Name (in block Letters)

**Part-C EXTRA CURRICULAR ACTIVITIES**

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

Date:

Signature of the Officer

Name (in block Letters)

Designation

