

# PERFORMANCE REPORT OF URBAN DEVELOPMENT & HOUSING

PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

- 1. Name \_\_\_\_\_ 2. age \_\_\_\_\_
- 3. Date of entry/o/Observation \_\_\_\_\_ 4. Qualification \_\_\_\_\_
- 4. Pay \_\_\_\_\_ 5. Office of the \_\_\_\_\_

\*PART-I Self appraisal (Each Junior Engineer to write on the important items of works handled during the period about 200 words).

Date \_\_\_\_\_

Signature of Officer

## PART-II A-TECHNICAL ASSESSMENT BY REPORTING OFFICER

- a) For Jr. Engineer/Draftsman in field units, give brief remark on :-
  - 1. Theoretical Knowledge :-
  - 2. Estimating :-
  - 3. Specification :-
  - 4. Drawing, Sketching and detailing :-
  - 5. Analysis of rates, checking rules & Procedures :-
- b) (b) For JE/Surveyor/Draftsman in field units, give brief remark on :-
  - 1. Engineering :-
  - 2. Theoretical Knowledge :-
  - 3. Practical application :-
  - 4. Survey work :-

Note\* PART- Self appraisal may invariably taken by the Reporting Officer wherever possible. But the report not be held up on his account.

PART-II Technical Assessment by Reporting Officer AUPO/Surveyor/Draftsman

1. Management & organization work
2. Knowledge of Accounts/rules and departmental procedure :
3. Promptness in submission of measurement, Estimate and return:
4. Control and supervision of works
5. Promptness in carrying out instruction
6. Health
7. Intelligence
8. Initiative, drive, resourcefulness
9. Correspondence and office work
10. Capacity and out of work
11. Mention of any special contribution and notable work
12. Integrity
13. General remark

Dated : .....

Signature of reporting Officer  
Name (in block letter)  
Designation  
Dated

PART-III BY REVIEWING OFFICER

1. General remark in the light of abasement of the reporting officer :
2. Fitness
  - (a) Fit for promotion in turn :
  - (b) Not yet fit for promotion (give reason) ;
  - (c) Fit for promotion out of turn (give justification);
3. Give justification for (b) or (c) in column 2.
4. General remarks and performance of officer (AUPO/Surveyor/Draftsman)

Dated.....

Signature of reviewing Officer  
Name (in block letter)  
Designation  
Dated

PART-IV REMARKS OF THE COUNTERSIGNING OFFICER, IF ANY

Dated

**FORM OF CONFIDENTIAL REPORT ON DRAUGHTSMAN**

Ministry/Department/Office.....

Report for the year/period ending.....

**PERSONAL DATA**

- 1. Name..... 2. Qualification.....
- 3. Present post..... 4. Date of birth.....

**PART-1 SELF APPRAISAL (BY THE OFFICIAL)**

Date.....

Signature of officer.....

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**PART-2 BY THE REPORTING OFFICER**

**PROFICIENCY**

- 1. Quality of tracing.....
- 2. Capacity to real drawing.....
- 3. Quality of structural drawing work.....
- 4. Ability to prepare and check extra substituted item.....
- 5. Ability to check contract documents (NITs).....
- 6. Ability to prepare and check estimate.....
- 7. Thoroughness in routine work of Drawing Branch.....

**GENERAL**

- 8. Speed.....
- 9. Accuracy.....
- 10. Initiative and resourcefulness.....
- 11. Health.....
- 12. Punctuality and regularity.....
- 13. Integrity.....
- 14. General remarks.....

Date..... Signature.....  
Name in block letter.....  
Designation.....

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**PART-3- REMARKS OF THE REVIEWING OFFICER**

General remarks and comments on assessment of the Reporting Officer:-

**FITNESS FOR PROMOTION**

- 1. Fit for promotion out of turn:-
- 2. Fit for promotion :-
- 3. Not yet Fit :-

Remarks as to any special characteristics and/ or any outstanding merits or abilities which would justify his/her advancement and special selection for higher post out of turn.

Date..... Signature.....  
Name in block letter.....  
Designation.....

**PART-4- REMARKS OF COUNTERSIGNING OFFICER (i.e next superior officer)**

Date.....

Signature.....

Name in block letters.....

Designation.....