

NATIONAL HIGHWAY AUTHORITY

PERFORMANCE APPRAISAL FORM

FOR DEPUTY DIRECTOR (MAINT)

(working on Contract basis)

EVALUATION PERIOD _____ TO _____

PART I

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Name (in block letter) _____ Father's Name _____

2. Date of birth _____

3. Date of entry in NHA Service _____

4. Post held during the period (with BPS) _____

5. Academic qualifications _____

6. Knowledge of languages _____

7. Training received during the evaluation period

Name of course attended	Duration with dates	Name of institution and country

8. Period served

(i) In present post _____ (ii) Under the reporting officer _____

PART II

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Job description

2. Brief account of achievements during the period supported by statistical data where possible. Targets given and actual performance against such targets should be highlighted. Reasons for shortfall, if any, may also be stated.

Timely submission of work plans by the contractor to the Engineer as per contract document VS Number of Works Assigned.	
Number of monthly progress reports submitted VS required number of progress reports.	
Number of examination of different works VS Number of Works Assigned.	

PART III

(EVALUATION BY THE REPORTING OFFICER)

The rating in Part III should be recorded by initialing the appropriate box.

Job Description	Assessment	Initial by Reporting officer.
To examine deployment of requisite Supervisory Consultant staff at site in accordance with provision of consultancy agreement for periodic maintenance works within stipulated time after issuance of commencement letter.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
To examine deployment of requisite Contractor's manpower, machinery and plant, where required in accordance with bid documents.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
To examine timely submission of work plan by Contractor of periodic maintenance work to the Employer's representative for routine. Highway safety & Supervisory Consultant.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	

	Unsatisfactory	
To examine timely provision/contractions drawings of periodic maintenance works from the Supervisory Consultant.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine timely provision of construction drawing to the Contractor for routine, highway safety and other maintenance works.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine execution and completion of maintenance works within stipulated time and cost strictly in accordance with design, drawing, specifications and condition of contract.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine that all requisite lab & field test are performed during execution of works and record of the same maintained/updated as per standard.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine quality of works by monitoring, supervision of works through sits visit and record of all such visit in the shape of visit report will be maintained.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine IPCs of Contractors and invoices of Supervisory Consultant as per BoQ, drawing, site measurements and work done at site.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check, examine and custodian of Measurement Books (MB) of works.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine as per actual site requirements that VO(s) recommended by the CRE/The Engineer for periodic maintenance work are timely processed subsequent to “in principle approval of competent authority if any.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine that EOT(s) recommended by CRE/The Engineer for PM works are timely processed for approval by competent authority if any.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	

	Unsatisfactory	
To check and handle all process of NOCs of amenities as per NHA rule & regulation SOPs and time lines.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine data/ detail of all amenities within the NHA ROW under his/her jurisdiction.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine removal of encroachments from within the NHA ROW under his jurisdiction.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine that all assets are procured as per PPRA rules or conditions of contract and their record is maintained both hard & soft form.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine that taking over certificate recommended by “The Engineer” to the employee is timely processed as per NHA SOP.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine that final bill based on drawings, specification, site measurements and CoC are timely processed.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To examine coordination with District Administration and other Government stakeholder.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Ability to handle the situation during disasters on Road Network.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Ability to submit para-wise comments on court cases and ensure attendance wherever required in timely manners.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	

To check and examine accuracy of replies of audit observations / Para (s).	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine preparation of accurate Para-wise comments, ensure attendance in the relevant Court and follow up of all litigation cases.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	

1. Please comment on the officer's performance on the job as given in Part-II(2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part-II (2)?

2. Integrity (Morality, uprightness and honesty).

3. Pen picture with focus on the officer's strengths and weaknesses not covered in part III (weakness will not be considered as adverse entries unless intended to be treated as adverse)

4. Special aptitude.

5. Overall grading.

		Signature of Reporting officer	Signature of Countersigning officer
(i)	Outstanding		
(ii)	Exceeds Expectations		
(iii)	Meets Expectations		
(iv)	Below Expectations		
(v)	Unsatisfactory		

6. Fitness for Retention

		Reporting officer	Countersigning
(i)	Fit for Retention		
(ii)	Not fit for Retention		

Reasons to be recorded. _____

Name of the reporting officer__ (Capital letters) Signature_____

Designation_____ Date_____

PART IV

(REMARKS OF THE COUNTERSIGNING OFFICER)

1. CLEARANCE FROM AUDIT PARAS:-

- a. It is hereby certified that there is no Audit Para pending against the officer reported upon during the period under review.

Audit Para(s)	Signature of the Countersigning Officer
Yes/No	

- b. Following Audit Para/Paras has/have been reported/observed against the officer reported upon during the period under review by Internal/External Audit.
(Please mentioned all the Audit Para)

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

3. Evaluation of the quality of assessment made by the reporting officer.

Exaggerated

Fair

Biased

Name of the countersigning officer_____ Signature_____

(Capital letters)_____

Designation_____ Date_____

