



Government of West Bengal
Office of the Chief Engineers,
Irrigation & Waterways Directorate,
Jalasampad Bhawan (4th Floor), Bidhannagar, Kolkata - 700 091.

CIRCULAR

Dated, Kolkata, the 20th Feb, 2017

It has come to the notice of the undersigned for some past that, some offices under this Directorate are furnishing the **Performance Reports** of **Group-'B'**, **Group-'C'** and **Group-'D'** employees in the format which is not in conformity with '**Annexure-I'** and '**Annexure-II'** (copies enclosed) of Finance Department, Audit Branch's No. 9135-F dated 10.09.2002 read with their No. 1030-F dated 08.02.2006 (copy enclosed). This is not desirable.

In the interest of administrative convenience and with a view to dealing with the said matter, all the Superintending Engineers / Directors / Executive Engineers / Revenue Officers of this Directorate are, hereby requested to submit the Performance Reports of all the Group-'B', Group-'C' and Group-'D' employees under their control, as per 'Annexure-I' or 'Annexure-II' as the case may be, in conformity with the said memos. of Finance Department. The aforesaid Performance Reports should be furnished for the period from **1st April to 31st March** of every year.

The other terms and conditions of the said memos. should also be strictly followed.

sd/-

(**RANJIT KUMAR SAHA**)

Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate

Memo No. : 2842(130) -C.I.E-3M-22/17

Dated : 24 MAR 2017

Copy forwarded for information and necessary action to :-

- ✓ 1) The Superintending Engineer _____
- 2) The Director _____
- 3) The Executive Engineer _____
- 4) The Revenue Officer _____

Encl. : As stated.

20/02/2017

Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate

Annexure – I
Performance Report for Group – ‘B’ and Group – ‘C’ Employees
(To be filled in by the Reporting Officer)

Performance Report for the period from to

1. Name of the Employee :
2. Department / Office :
3. Designation / Post held :
4. Date of birth and date of entry into Government Service :

Part – I: Appraisal of Attendance, Performance & Efficiency.

A. Attendance

Marks – 25

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early departure during the period under review :
4. No. of days of unauthorized absence without leave :
5. No. of days deducted as leave due to late attendance / early departure :
6. No. of days of effective attendance of the incumbent during the period under review (item 1 minus item 4 & 5) :
7. Percentage of late attendance or early departure as against the total no. of working days during the period under review (item 3 / item 1 %) :
8. Percentage of effective attendance as against the total no. of working days during period of review (item 6/Item 1%) :

B. Performance & Efficiency

Marks – 60

Grading with the corresponding marks: Excellent (6), Very Good (5), Good (4), Average (3), Below Average (0).

On the basis of record such as case Book, Case Diary, Field Diary, etc. Where ever applicable, marks will have to be given

1. The extent to which the employee take his/her job seriously :
2. The quality of maintenance of the work diary / Case diary / Case Book / Note Book / Field diary etc. as applicable :
3. The quantum of disposal of allotted work promptly and completely :

4. The capability of completing the work in time or within justifiably extra time :
5. The capacity of the employee to inspire public confidence :
6. Quality of disposal of work of the employee :
7. Knowledge of the employee regarding office procedure, Rules, Regulations and Instructions in general and with reference to work of the Post/Office :
8. Ability to apply relevant Rules and Regulations correctly :
9. Capacity of examining cases thoroughly :
10. Capacity and resourcefulness of the employee in handling normal as well as unforeseen problems / situations and willingness to take new challenges :

Signature of the employee with date

Accepting Authority	Countersigning Officer	Reporting Officer
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Part – II: Appraisal of Accountability & Integrity of Group – ‘B’ & Group – ‘C’ Employees

C. Accountability

Marks – 15

Grading with the corresponding marks: - Excellent (5) / Very Good (4) / Good (3) / Average (2) / Below Average (0).

1. Reliability in carrying out instructions :
2. Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency :
3. Behavior with colleagues and members of public :

D. Assessment of Integrity

(If anything adverse has come to notice, please specify it also).

Marks – Obtained

Part – I :
Part – II :
Total :

Accepting Authority	Countersigning Officer	Reporting Officer
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Annexure – II
Performance Report for Group – 'D' Employees
(To be filled in by the Reporting Officer)

Performance Report for the period from to

1. Name of the Employee :
2. Department / Office :
3. Designation / Post held :
4. Date of birth and date of entry into Government Service :

Part – I: Appraisal of Attendance, Performance & Efficiency.

A. Attendance

Marks – 35

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early departure during the period under review :
4. No. of days of unauthorized absence without leave :
5. No. of days deducted as leave due to late attendance / early departure :
6. No. of days of effective attendance of the incumbent during the period under review (item 1 minus item 4 & 5) :
7. Percentage of late attendance or early departure as against the total no. of working days during the period under review (item 3 / item 1 %) :
8. Percentage of effective attendance as against the total no. of working days during period of review (item 6/Item 1%) :

B. Performance & Efficiency

Marks – 50

Grading with the corresponding marks: Excellent (10), Very Good (8), Good (6), Average (4), Below Average (0).

1. Promptness in attending to Duty. :
2. Communication Skill (Oral). :
3. Ability to follow instructions. :
4. General awareness of the employee about the work of the department / Office in which he is posted. :
5. Compliance in Carrying out of instructions. :

Signature of the employee with date

Part – II: Appraisal of Accountability & Integrity of Group – ‘D’ Employees

C. Accountability

Marks – 15

Grading with the corresponding marks: - Excellent (5) / Very Good (4) / Good (3) / Average (2) / Below Average (0).

1. Reliability in carrying out instructions :
2. Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency :
3. Behavior with colleagues and members of public :

D. Assessment of Integrity

(If anything adverse has come to notice, please specify it also).

Marks – Obtained

Part – I :
Part – II :
Total :

Accepting Authority	Countersigning Officer	Reporting Officer
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