

Sub: Sending of Self Appraisal Reports for the year 2019-20.

A number of Self Appraisal Reports (SAR) are being sent to the undersigned under the HRMS portal of the Finance Department for disposal by the undersigned as Reporting / Reviewing / Accepting Officer. It is however being seen that these reports are mostly for the period from 1.4.2018 to 31.3.2019.

2. The undersigned joined the PWD w.e.f. 30.09.2019. As per the extant provisions governing the Annual Appraisal Reports, any officer who has overseen the work of other officers as Reporting /Reviewing/Accepting authority for more than three months, Reports of such officers has to be disposed by that officer concerned. It will therefore not be possible for the undersigned to evaluate the SARs for the period before 30.09.2019.

3. Hence, all the officers concerned are requested to submit their SARs to the undersigned only for the period from 30.09.2019 to 31.03.2020. The Reporting and Reviewing Officer sending SARs to the undersigned are also requested to send processed SARs to me for the aforesaid period only.



( Naveen Prakash )

ACS, PWD

No. 49-ACS/PWD.

Dated, 16-06-2020.

Copy forwarded for information to the :

1. Engineer-in-Chief & Secretary, PWD.
2. Chief Engineers (All), PWD.
3. Additional Secretary (PWD)
4. FA, PWD
5. Joint Secretaries (All), PWD.



( Naveen Prakash )

ACS, PWD

16/6/2020