

Table No. 3: Civil

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Table No. 3.1: Civil - Addl. CE (Civil)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Disposal processing & award of contract within 10 days	Monthly	%	100%	60%	20%
2	disposal/ sanction of excess/extra work within 10 days	Monthly	%	100%	60%	20%
3	disposal/ sanction of time extension case within 10 days	Monthly	%	100%	60%	20%
4	Financial progress to achieve atleast 1/12 of the budget allotted/WO in each month	Monthly	%	100%	50%	20%
5	Admn/fin. Sanction disposal within 10 days	Monthly	%	100%	50%	20%

Table No. 3.2: Civil–TA XEN (QC) to Addl. CE (Civil)**HoD: Addl. CE (Civil/MM)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weig htage
1	Disposal processing & award of contract within 10 days	Monthly	%	100%	60%	20%
2	Disposal/ sanction of excess/extra work within 10 days	Monthly	%	100%	60%	20%
3	Disposal/ sanction of time extension case within 10 days	Monthly	%	100%	60%	20%
4	Financial progress to achieve atleast 1/12 of the budget allotted/WO in each month	Monthly	%	100%	50%	20%
5	Admn/fin. Sanction disposal within 10 days	Monthly	%	100%	50%	20%

Table No. 3.3: Civil–SE (Civil)**HoD: Addl. CE (Civil/MM)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal of Admn& financial sanction within 10 days	Monthly	%	100%	60%	10%
2	Sanction of estimate within 20 days	Monthly	%	100%	60%	10%
3	Floating of NIT Two time in a month frequency	Monthly	%	100%	60%	10%
4	Tender processing & sanction / disposal within 25 days	Monthly	%	100%	60%	15%
5	Excess / extra work sanction / disposal within 10 days	Monthly	%	100%	60%	10%
6	Disposal / sanction of time extension case within 20 days	Monthly	%	100%	60%	15%
7	Disposal of SD case within 10 days	Monthly	%	100%	60%	10%
8	Financial progress to achieve atleast 1/12 of the budget allotted/WO in each month	Monthly	%	100%	50%	20%

Table No. 3.4: Civil–TA to SE (Civil)**HoD: Addl. CE (Civil/MM)**

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal of Admn& financial sanction within 10 days	Monthly	%	100%	60%	10%
2	Sanction of estimate within 20 days	Monthly	%	100%	60%	10%
3	Floating of NIT Two time in a month frequency	Monthly	%	100%	60%	10%
4	Tender processing & sanction / disposal within 25 days	Monthly	%	100%	60%	15%

5	Excess / extra work sanction / disposal within 10 days	Monthly	%	100%	60%	10%
6	Disposal / sanction of time extension case within 20 days	Monthly	%	100%	60%	15%
7	Disposal of SD case within 10 days	Monthly	%	100%	60%	10%
8	Financial progress to achieve atleast 1/12 of the budget allotted/WO in each month	Monthly	%	100%	50%	20%

Table No. 3.5: Civil–XEN (Civil)

HoD: Addl. CE (Civil/MM)

S. No.	KPI – Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal of drawing, sanction of estimate & submission of estimate within 10 days	Monthly	%	100%	60%	10%
2	Processing & submission of tender case within 10 days	Monthly	%	100%	60%	10%
3	Processing of tender case award of contract within 20 days	Monthly	%	100%	60%	10%
4	Releasing EMD of unsuccessful bidder within 30 days from w.o. issue /within 10 days after receiving claim by contractor	Monthly	%	100%	60%	10%
5	Submission of running/ final bill within 20 days	Monthly	%	100%	50%	20%
6	Disposal of time extension case within 15 days	Monthly	%	100%	50%	10%
7	Disposal of SD case within 30 days	Monthly	%	100%	60%	10%
8	Financial progress to achieve atleast 1/12 of the budget allotted/WO in each month	Monthly	%	100%	50%	20%

Table No. 3.6: Civil–AO (Civil)/AAO - I**HoD: Addl. CE (Civil/MM)**

S. No.	KPI Definition	Evaluation (Monthly/Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Disposal of time extension case within 05 days	Monthly	%	90%	50%	10%
2	disposal & checking tender cases within 05 days	Monthly	%	90%	50%	20%
3	disposal & checking extra/excess case within 05 days	Monthly	%	90%	50%	25%
4	Preparation & disposal of administrative approval within 05 days	Monthly	%	90%	50%	15%
5	Preparation of budget within 10 days	Yearly	%	80%	50%	20%
6	Disposal of contractor registration cases	Monthly	%	80%	50%	10%

Table No. 3.7: Civil –XEN(Civil-QC)/ AEN (Civil) QC**HoD: Addl. CE (Civil/MM)**

S. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Checking of drawing within 5 days	Monthly	%	90%	50%	25%
2	Checking of design within 10 days	Monthly	%	90%	50%	25%
3	Checking casting roof within 5 days	Monthly	%	90%	50%	25%
4	Inspection sites within 10 days	Monthly	%	90%	50%	25%

Table No. 3.8: Civil–AEN (Civil)**HoD: Addl. CE (Civil/MM)**

S. No.	KPI – Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weigh tage
1	Submission of drawing & design within 5 days	Monthly	%	90%	50%	10%
2	Submission of estimate within 5 days	Monthly	%	90%	50%	10%
3	Uploading 'G' Schedule (BOQ) & tender documents to division office within 2 days	Monthly	%	90%	50%	10%
4	Process tender case within 10 days	Monthly	%	90%	50%	10%
5	Arrangement of layout to agency within 15 days	Monthly	%	95%	60%	10%
6	Process of time extension case within 15 days	Monthly	%	90%	50%	10%
7	Submission of running bill to div. office within 7 days	Monthly	%	90%	50%	10%
8	Submission final bill to div. office within 7 days	Monthly	%	80%	50%	10%
9	Releasing S.D. of final work within 30 days	Monthly	%	80%	50%	10%
10	Financial progress to achieve atleast 1/12 of the budget allotted/WO in each month	Monthly	%	80%	50%	10%

Table No. 3.9: Civil–JEN (Civil)**HoD: Addl. CE (Civil/MM)**

S. No.	KPI Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Preparation of drawing & design within 7 days	Monthly	%	90%	50%	10%
2	Estimate submitted within 15 days	Monthly	%	90%	50%	10%
3	Submitted 'G' Schedule (BOQ) & tender documents	Monthly	%	90%	60%	10%
4	Marking layout within 15 days	Monthly	%	95%	60%	20%
5	Preparation of running bill of normal progressive work within 2 months	Monthly	%	90%	50%	20%
6	finalization of work preparing final bill within 30 days	Monthly	%	80%	50%	20%
7	prepare S.D. Case for releasing within 30 days	Monthly	%	90%	50%	10%

Table No. 3.10: Civil–JEN (Monitoring)/TA**HoD: Addl. CE (Civil/MM)**

S. No.	KPI Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Checking of drawing & design within 7 days	Monthly	%	90%	50%	20%
2	Checking of Estimate within 7 days	Monthly	%	90%	50%	20%
3	Checking 'G' Schedule (BOQ) & tender documents within 03 days	Monthly	%	90%	50%	20%
4	Disposal of tender within 7 days	Monthly	%	90%	50%	20%
5	Excess/extra time extension within 7 days	Monthly	%	90%	50%	20%

Table No. 3.11: Civil–AAO-II (Civil)/Jr Actt**HoD: Addl. CE (Civil/MM)**

S. No.	KPI Definition	Evaluation (Monthly/ Quarterly/ Half yearly/ Yearly)	UOM	Target	Cut-off Target	Weightage
1	Disposal of time extension case within 05 days	Monthly	%	90%	50%	10%
2	disposal & checking tender cases within 05 days	Monthly	%	90%	50%	15%
3	disposal & checking extra/excess case within 05 days	Monthly	%	90%	50%	15%
4	Preparation & disposal & administrative approval within 10 days	Monthly	%	80%	50%	20%
5	Preparation of budget within 10 days	Yearly	%	80%	50%	20%
6	Disposal of Audit para within 05 days	Monthly	%	80%	50%	10%
7	Disposal of Contractor registration cases within 10 days	Monthly	%	80%	50%	10%