

PERFORMANCE EVALUATION INDICATORS OF FO

Sr. No.	Performance Indicators	Weighted Marks	Marks Obtained
1	Organizational Development of FOs	(10)	
I	Formation and Functioning of Standing Committees as per Regulations	2	
II	Conduct of FO Meetings (MC,GB) as per Regulations.	1	
III	Implementation status of General Body & Management Committee decisions taken.	1	
IV	Clearance of Business Plan by Management Committee and approval by General Body (Time)	1	
V	Monthly progress reporting.	1	
VI	Maintenance of accounts and adherence of all procedures as per Rules / Regulations.	1	
VII	Book keeping of all receipts and expenses.	1	
VIII	Coordination and interaction with farmers, PID, PIDA, AWB and FO General Body members.	1	
IX	Responsiveness to PID / PIDA directions.	1	
2	Maintaining Physical Conditions of Channels	(25)	
I	Survey of condition of channels and works.	1	
II	Approval of prioritized work/draft work plan by Management Committee of FO.	1	
III	Estimation of work and approval by Management of FO.	2	
IV	Initiate the tendering process of maintenance works by works committee and approval of tenders.	1	
V	Signing and issuance of procurement work order and contract documents/ agreements by Treasurer to supplier/contractor.	1	
VI	Execution of maintenance work and inspection of works committee members.	1	
VII	Maintaining measurement book of work done and other record / billing etc.	2	
VIII	Payment to contractors (bill verification, works completion note/certification Bill approval and payment method followed).	2	
IX	The quality and quantity of works executed as per specifications (verification the quantum/quality of works).	10	
X	Monthly progress reporting of execution of works and list of completed works to Chief Executive, AWB.	2	
XI	Protection of channel works from trespassing, encroachments and other offences etc, submission of case to Sub-divisional canal officer (SDCO)/ Assistant Manager Technical as ex-officio) and pursuance.	1	
XII	Execution of works on self-help basis (desilting and repair) to keep the prism intact as per design.	1	
3	IRRIGATION SERVICES DELIVERY	(25)	
I	Participation with Canal Officer in preparation of rotational program of the distributary.	1	
II	Observation of head/tail gauges of channels and reporting on daily to Managers (I&C) and Operation, AWB.	3	
III	To keep the outlets and other hydraulic structure intact as per design.	1	
IV	Night watching of distributary and channels.	1	
V	Control over water theft.	1	

VI	Reporting of tempering of outlets and water theft as per procedure/ Regulations, promptly to police and getting copy of FIR.	1	
VII	Preparation and reporting cases of special charges (Tawan cases) timely.	1	
VIII	Measuring discharges at head of distributary and minor, and preparation / updating of discharge table.	1	
IX	Checking of outlets, observation of H and maintain H Register and outlets performance.	2	
X	Prompt action on repairing of tempered outlets.	10	
XI	Certifying adjustment of outlets and reporting to canal officer.	1	
XII	Preparation of rotational program of channels / minors of distributary and its implementation.	1	
XIII	Responsiveness to PID / PIDA and AWB directions regarding operation of channels.	1	
4	Dispute Resolution & Action on Revenue Cases	(10)	
I	Monitoring the actions on the application of farmer to resolve a dispute by the KP (Time frame).	2	
II	The decision taken through mediation on disputes on the application of farmer (within one month).	2	
III	Decision of disputes on the receipt of application (time frame).	2	
IV	Disposal of Revenue cases under section 33, 34, 20 and 20B of Canal and Drainage Act 1873.	4	
a)	Preparation and enquiry of cases under section 20, 20B. (Marks = 2)	-	
b)	Preparation and enquiry of cases under section 33, 34. (Marks = 2)	-	
5	Assessment/ Collection of Water Charges	(30)	
I	Updating and maintaining assessment registers of farmers.	1	
II	Preparation of bills.	1	
III	Signing agreement with Lumbaradar for collection of water charges.	1	
IV	Distribution of bills to Farmer.	1	
V	Addressing complaints regarding assessment and collection.	1	
VI	Collection of water charges: 100% Collection (Marks = 15) 90% and above collection (Marks = 10) Less than 90% collection (Marks =0 Zero).	15	
VII	Preparation and submission of Arrears/ Defaulters list.	10	
TOTAL →		100	

FOs Performance Ranking Criteria

I	Poor	Less than 60%
II	Average	60 – 70%
III	Satisfactory	70 – 80%
IV	Good	80 – 90%
V	Very Good	More than 90%