



भारत सरकार Government of India

रेल मंत्रालय; Ministry of Railways

(रेलवे बोर्ड) (Railway Board)

No. 2014/CE-I/WP/5/Pt

Dated: 19.05.2020

To,

As per list attached.

**Sub: - Contractor Performance Appraisal Report**

1. It has been decided to develop a contractor data base covering all infrastructure departments on the basis of contractor performance.
2. For the above, a system of writing Performance Appraisal Report of contractors has been developed on e-application IREPS. The path for 'Performance Appraisal Report' is IREPS homepage after login > Tab 'Contracts' > Contractor Performance Appraisal Report.
3. For writing Performance Appraisal Report of contractors, following shall be ensured:
  - a. For each contract, one Performance Appraisal Report of contractor shall be written. The Performance Appraisal Report shall be written after the physical completion of the work.
  - b. Performance Appraisal Report shall be written by Engineer incharge of the work.
  - c. **For contracts having original completion period more than twelve months:** Contractor Performance Appraisal Report shall be written by last Engineer incharge of the work, who looked after the physical execution of the contract for not less than six months. In case officiating period of last Engineer incharge is less than six months, then previous Engineer incharge who looked after the contract for at least six months shall write the Performance Appraisal Report.
  - d. **For contracts having original completion period of twelve months or less:** Contractor Performance Appraisal Report shall be written by last Engineer incharge of the work, who looked after the physical execution of the contract for not less than four months. In case officiating period of last Engineer incharge is less than

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four months, then previous Engineer incharge who looked after the contract for at least four months shall write the report.

- e. In case there is no such Engineer incharge who qualifies the criteria as mentioned in item 3(c) & 3(d) above of writing Performance Appraisal Report of contractor, then the last Engineer incharge who looked after the physical completion of work shall write the Performance Appraisal Report of the contractor for that work.
  - f. For all works completed from 01.04.2016 to 31.03.2020, Contractor Performance Appraisal Report shall be filled in for only contracts having original contract value of **Rs 10 crore or more**. However, Performance Appraisal Report of all Zonal Contracts irrespective of their value shall be filled in for the above period.
  - g. From 01.04.2020 onward, Contractor Performance Appraisal Report shall be filled in by concerned Engineer-in-charge for all contracts including Zonal contracts, irrespective of value of contract.
  - h. Contractor Performance Appraisal Report shall be written based on the following criteria:
    - i. Speedy Execution of Work
    - ii. Quality of Work Executed
    - iii. Attitude toward Safety of Man/Machine/Material
    - iv. Tendency toward raising dispute unnecessarily/General Behavior
    - v. Financial Soundness & Resourcefulness of Agency
  - i. Each above aspect shall have equal weightage of 20 marks, aggregated to total marks 100.
4. CAOs/PHODs/CHODs/CWMs/DRMs shall get the list of all such works made out that have been completed from 01.04.2016 to 31.03.2020 (ref above para 3f) for which Contractor Performance Appraisal Report is to be filled in by Engineer-in-charge, and ensure the filling up of Contractor Performance Appraisal report by concerned Engineer-in-charge by 30.06.2020. From 01.04.2020 onward, Contractor Performance Appraisal Report of all completed works shall be filled in by concerned Engineer-in-charge.
5. Once the database is available, contractors shall be grouped in three different Categories as 'A', 'B' & 'C' by e- application IREPS on the basis of marks secured as under:
- i. Category A – 75 marks and above
  - ii. Category B – 50 marks and above but less than 75 marks
  - iii. Category C – Less than 50 marks.

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Overall, coding of contractor shall be done as 'N<sub>1</sub>A- N<sub>2</sub>B- N<sub>3</sub>C', wherein N<sub>1</sub>A means No. of contracts wherein contractor is in category A and so on.

Overall, grade of contractor shall be worked out as:-

$$\frac{1x N_1+0.75x N_2+0.5x N_3}{(N_1+ N_2+ N_3)}$$

6. This issues with the approval of Board (ME).

*(For any assistance in handling e-module on IREPS for filling up Contractor Performance Appraisal Report kindly contact: DCE(G)/ Railway Board, Ph:8882207154)*

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19.05.20  
(प्रेम सागर गुप्ता)

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**LIST FOR DISTRIBUTION (Letter No.2014/CE-I/WP/5Pt dated 19.05.2020)**

1. General Managers, All Indian Railways & Production Units
2. General Manager (Con), N.F. Railway, Guwahati
3. General Manager /CORE, Allahabad.
4. Chief Administrative Officers (Con), All Indian Railways (Except N.F. Railway)
5. Principal Chief Engineers, All Indian Railways
6. PFAs, All Indian Railways

**(A)**

1. CAO, COFMOW, Tilak Bridge, New Delhi
2. CAO, Diesel Locomotive Works, Patiala (Punjab)
3. CAO (Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar

**(B)**

1. Director General, RDSO, Manak Nagar, Lucknow
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6. Director, IRIMEE, Jamalpur Distt-Jamalpur, PIN-811214 (Bihar).
7. Director, IRITM, Sarswati Residential Estate, IRITM Campus, Manak Nagar, Lucknow

**Copy to:**

**(A)**

1. General Secretary, IRCA, DRM Office, New Delhi.
2. General Secretary, AIRF, Rail Bhawan, New Delhi
3. General Secretary, NFIR, Rail Bhawan, New Delhi
4. General Secretary, IRPOF, Rail Bhawan, New Delhi
5. General Secretary, FROA, Rail Bhawan, New Delhi
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7. General Secretary, AISC & STREA, Rail Bhawan, New Delhi
8. The Secretary, RBSS, Group (A) Offices Association, Rail Bhawan
9. The Secretary, RBSS, Group (B) Offices Association, Rail Bhawan
10. General Secretary, RBSSS Association, Rail Bhawan
11. The Secretary, RBMSA, Rail Bhawan
12. The Secretary, Railway, Group (D) Employees Association, Rail Bhawan

**(B)**

1. Concerned PSO for kind information of CRB, ME, MTR, MRS, FC, MS, MST, MMM.
2. Chief Vigilance Officers, All Indian Railways
3. DG(RHS), DG(RPF), AM(CE), AM(Works), AM(B), AM(Elec.), AM(RS), AM(ME), AM/Tele, AM/C&IS, AM/Sig., AM(Plg.), PED/SDE, PED(Bridges), PED(Vigilance), PED/Transformation, EDCE(G), EDCE(P), EDTK(M), EDTK(MC), EDTK(P), EDCE(B&S), EDF(X)-I, EDF(X)-II, ED(Works), EDW(Plg.), ED/Project(Mon.), ED(L&A), ED/SDE, ED(PSU), EDVE, ED(Safety), ED (Sig. Dev.), ED( Tele), EDRS(G), EDRE, EDEE(G), EDFE, EDE(N), ED(Accounts), ED/T&MPP, EDME(Chg.), EDME(Frt.), ED/Plg., ED/MTP, JS(conf), JS(P), JS(G), JS(D), Vigilance-III, Vig(Conf) of Railway Board.

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