

FORM OF ANNUAL CONFIDENTIAL REPORT IN RESPECT OF D.R.O's/TEHSILDARS/
NAIB-TEHSILDARS IN HIMACHAL PRADESH.

Report for the period w.e.f _____ to _____

Part-I
Personal Data
(to be filled by the Department)

1. Name of DRO /Tehsildar/Naib-Tehsildar:
2. Date of birth(as entered in the service records):
3. Designation(post held):
4. Date of continuous appointment to the Present grade:
5. Whether permanent/quasi-permanent or temporary:
6. Tehsil/ Sub-Tehsil in which served during the period under report & the period of service in each:
7. Period of absence from duty on leave training etc. during the year period under report:

Part-II

(Brief resume of the work done by the officer reported upon during the period _____ to _____ bringing out any special achievement during the period.

The NTs/Tehsildars/DROs will categorically mention the progress made under the Digital India National Land Records Modernization Programme (NLRMP) and efforts made for settlement of audit paras.

Part-III

(ASSESSMENT BY THE REPORTING OFFICER)

8. Do you agree with the resume work as indicated by the officer in Part-II of the report and in particular regarding the Special achievements, if any, indicate briefly the reasons for disagreement.

9. State of Health.
Please indicate whether the officer is:

(a) Physically energetic and

(b) Mentally alert

10. Intelligence and understanding:

(a) Exceptional and clear grasp of any matter, however, complicated.

(b) Is intelligent and grasp a point correctly with reasonable speed.

(c) Shows a hardly adequate grasp

(d) Very slow and/ or often misses the point:

11. Knowledge of Acts, Rules, Codes, Manuals Instructions and procedures:

(i) Attention to detail accuracy in presentation of facts and thoroughness in examination

(a) Has an exceptionally good grasp of the work of the office as a whole and the Acts, Rules, Codes, Manuals generally and a thorough and intensive knowledge of work of the Tehsils/ Sub-Tehsils.

(b) Has a sound knowledge both of the work of Tehsils/ Sub-Tehsils and that of the office as a whole.

(c) Just enough

(d) Not good enough

12. Quality of work:

(a) Attention to detail accuracy in presentation of facts and thoroughness in examination.

(b) Most dependable, reliable and comprehensive.

(c) Considers all relevant details.

(d) Is apt. to be over concerned with Petty details and loses perspective.

(e) Inclined to be superficial

(ii) Judgment:

(a) His judgment /orders/ proposals are consistently sound and well thought of

(b) Reliable

(c) Takes a reasonable view.

(d) Unreliable, indecisive or rigid or superficial or erratic.

(III) Presentation of cases and expression on paper:

(a) Extremely clear, cogent and logical

(b) Very good and expresses himself /herself clearly and concisely.

(c) Just good enough.

- (d) Does not have ability to present cases properly.

(IV) Promptness in disposal of work:-

- (a) Very prompt
- (b) Reasonably prompt
- (c) Is slow and tends to delay

(V) Submission of various prescribed periodical returns and statements including arrears and pending cases and attention of recording , indexing and weeding of files.

- (a) Takes exceptional care in correct preparation and timely submission.
- (b) Reasonably good and prompt.
- (c) Not regular and has to be constantly prompted and supervised.
- (d) Indifferent to these matters.

13. Zeal, diligence, initiative and sense of responsibility:

- (a) Shows exceptional Zeal and devotion to work and has excellent initiative.
- (b) Is hard working and conscientious and shows adequate Zeal and devotion to work and possess good initiative.
- (c) Reasonably diligent and interested in his work with average initiative.
- (d) Lacks sense of responsibility and is

indifferent to work.

14. Control and Management of staff:

(i) Maintenance of order and discipline and checking late attendance.

(a) Excellent.

(b) Very good.

(c) Good.

(d) Average.

(e) Poor.

(ii) Capacity to train, help and advise the staff and ability to handle his subordinate.

(a) Excellent.

(b) Very good.

(c) Good.

(d) Average.

(e) Poor.

15. Punctuality and attendance:

16. Has the officer in your opinion shown keen interest in the real realization of Govt. dues?

17. Overall working of the Tehsils/Sub-Tehsils office indicating the State of affairs in respect of:

(a) Revenue accounts.

(b) Revenue Records.

18. Overall working under DINLRMP:

(a) Data Entry of all textual records.

(b) Timely updation of mutations in

Computerized RoRs.

- (c) Digitization of cadastral maps and timely updation of mutations in Digital cadastral maps.

19. Overall working as Sub-Registrar:

- (a) Efforts made for settlement of audit paras including PAC/GAG paras.
- (b) Pasting of different deeds in time.
- (c) Overall working as Sub-Registrar.

20. Touring undertaken whether adequate or inadequate.

21. Inspection of Kanungo's and patwar Circles.

22. Has any incident occurred during the period under report which reflects discredit on the officer, if so, give complete details.

23. Has the officer any defects, if so, state the same in clear terms indicating whether the same were brought to the notice of the officer concerned and if so, with what result.

24. What is the officer's attitude towards non-officials and whether he/she is as accessible to them?

25. Integrity.
(Instructions contained in Ministry of Home Affairs OM No. 51/4/62-Estt. Dated 21.6.1965 should be kept in mind).

26. Attitude of officers towards Scheduled Castes/ Scheduled Tribe:

27. Sensitivity towards social justice.
28. Ability to take quick and effective action prevent and/quell atrocities and ensure justice to S.C's /S.T's.
29. Effectiveness in bringing about the development of SCs/STs.
30. Other observations, if any:
(This space may be utilized for remarks which complete, corroborated or supplement what has been indicated above. This should not however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above, which the reporting officer considers worth mentioning may also be indicate here).

Dated

Signature of Reporting Officer:-
Name
Designation:-

Part-IV

Remarks of the reviewing Officer

- 31.Length of service under the Reviewing Officer.
- 32.Do you agree with the Reporting Officer in regard to his remarks in the resume of the work done by the Officer as contained in Part-II of the report? If not, indicate briefly the reasons for dis-agreeing with Reporting Officer and the extent of

your dis-agreement.

33. Overall assessment of performance and qualities.

34. Has the officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.

Dated :-

Signature of Reviewing Officer
Name in Block letters
Designation

Countersignature by the next higher Officer with remarks, if any

Date:-

Signature of the countersigning Officer
Designation