

(20)

FORM OF CONFIDENTIAL REPORT ON D.R.O.'S/TEHSILDARS/
NAIB-TEHSILDARS IN HIMACHAL PRADESH.

Department/Office of :

Report for the year/period from _____ to _____

PART - I

PERSONAL DATA

(To be filled in by the Department/Office)

1. Name of D.R.O./Tehsildar/Naib-Tehsildar:
2. Date of Birth (as entered in the Service Record):
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 and 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).

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, mentioned by the Officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your 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:-
- (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 the work of the Tehsil/Sub-Tehsil.
 - (b) Has a sound knowledge both of the work of Tehsil/Sub-Tehsil and that of the office as a whole.
 - (c) Just enough.
 - (d) Not good enough.

12. Quality of work:

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

(a) Most dependable, reliable and comprehensive.

(b) Considers all relevant details.

(c) Is apt to be over concerned with petty details and loses perspective.

(d) Inclined to be superficial.

(ii) Judgement:

(a) His judgement/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 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 possesses 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) Very Good.

(b) Good.

(c) Average.

(d) Poor.

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

- (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 realisation of Govt. Dues ?

17. Overall working of the Tehsil/Sub-Tehsil office indicating the state of affairs in respect of:

- (a) Revenue accounts.
- (b) Revenue Records.

18. Touring undertaken - whether adequate or inadequate.

19. Inspection of Khatungo's and Patwar Circles.

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

21. 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 ?

22. What is the Officer's attitude towards non-officials and whether is as accessible to them?

23. Integrity.

(Instructions contained in Ministry of Home Affairs O.M. No. 514/64-Estt. Dated 21.6.65 should be kept in mind).

24. Attitude of the Officers towards Scheduled Castes/Scheduled Tribes.

25. Sensitivity towards social justice.
26. Ability to take quick and effective action to prevent and/quell atrocities and ensure justice to S.C.'s/S.T.'s
27. Effectiveness in bringing about the development of S.C.'s/S.T.'s.
28. 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 in Block Letters.

Designation:

PART-IV
REMARKS OF THE REVIEWING OFFICER.

29. Length of service under the Reviewing Officer.
30. 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.
31. Over-all assessment of performance and qualities.
32. 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.

Date:

Signature of Reviewing Officer.

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Name in Block Letters.

Designation.

PART-V
COUNTERSIGNATURE BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Date:

Signature of the Countersigning Officer
Designation.