

PART-I

ANNUAL CONFIDENTIAL REPORT OF TEHSILDAR/NAIB TEHSILDAR

- a) Period to which the report relates :
- b) Name of the officer :
- c) Designation and place of posting :
- d) Period spent to the assignment :

PART- I

(SELF APPRAISAL)

(To be filled in by the officer himself)

<b>1. <u>Touring</u></b>	<b>Actual Touring days/ <u>Night Spent out</u></b>	<b>Number required <u>under the rules</u></b>
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i) Number of days spent on tour

ii) Number of nights spent away

from the head quarter

<b>2. <u>Disposal of Revenue Cases</u></b>	<b><u>Revenue Cases</u></b>	<b><u>Partition Cases</u></b>	<b><u>Lambardari Cases</u></b>
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i) Cases pending at the commencement of the period

ii) Received during the period.

iii) Disposal of during the period

**3. Mutation Cases**

i) Pending at the commencement of the period.

ii) Entered during the period

iii) Disposal of during the period.

<b>4. Recovery of Govt. dues</b>	<b>land Revenue/Taccavi</b>	<b>Irrigation dues</b>	<b>Misc. Dues</b>	<b>Total</b>
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**Land Holdings**

**as pointed out**

i) Arrears at the commencement of

ii) Demand created during

iii) Collection made during the period

**1. Jamabandies**

- i) No. of jamabandies required to be prepared during the period
- ii) No. of jamabandies prepared, checked and attested during

**6. Girdawari**

- i) Total no of village in a halqa.
- ii) No. of village checked Rabi Kharif Otherwise

**7. Inspection Kanungo/Patwari Office Kanungo Patwari**

- i) No. of circles in halqa
- ii) No. of offices inspected during the period

**8 P.A.C. Paras**

No. of PAC	Total	Recovery	No. of P.A.C.	Reason for not
No.of PAC Paras	Paras in which	Recovery done during	paras in which	sending final reply
Pertaining to tehsild	final reply has involved	the year	interin has been	reply to PAC paras
			sent to govt.	
1	2	3	5	6

**9. Breif resume of work done in miscellaneous work like implementation of family planning**

National Saving and development Programme of the Government.

**Name of the Programme**

1. At various times appointed Duty Magistrates to maintain law and order.
2. Performed all the duties as and when assigned.

Signature of Tehsildar

## Part II

To be filled in by the reporting officer. He should note his opinion about the performance of the officer in the different fields. Special mention of the work in connection with family planning National Saving Programme and development programme of Govt. be made. Any special quality achievements of the officer worthy of notice should be recorded.

(a)	Name	
(b)	Designation and place of posting	
(c)	Period	

Sr. No.	Point regarding Attention	Opinion of DRO	Opinion of SDO ©	Reporting Authority/ D.C.	Reviewing Authority/ Commissioner	Accepting Authority/ FCR
1	Has the officer in your opinion shown keen interest in the Realization of Govt. dues?					
2	State of Revenue Accounts in the Tehsil					
3	Maintenance of Revenue records					
4	Inspection of Kanungo's & Patwari's Circles					
5	No. of Mutation attested					
6	No. of pending mutation for disposal					
7	Promptness in attending to CAG/PAC Paras and recovery dues under head 0030 Stamp & Registration					

Sr. No.	Point regarding Attention	Opinion of SDO (C)	Reporting Authority/ Deputy Commissioner	Reviewing Authority/ Commissioner	Accepting Authority/ FCR
8	Has the officer shown himself able to the work of the appointment ?				
9	Has the officer in your opinion maintained a reputation for honesty during the period under report (Give reason for your answer, if it is negative or doubtful)				
10	Is the officer Industrious ?				
11	Has any incident occurred during the period under report which reflects credits or discredit on the officer?				
12	Note your opinion of the officer(s) capacity for getting workout of his subordinates and his relations with them.				
13	What is officers bearing towards non-officials and his accessibility to them?				
14	Has the officer any special attitude of defects?				
15	Any other defects ?				
16	Interest shown towards (c) Small Savings (d) Family planning				
17	Whether or not the officer remains at the Headquarter after officer hours and during the holidays ?				

18	Kind of revenue cases decided	Revenue Cases	Partition Cases	Lambardari Cases
	1	Cases pending at the commencement of the period		
	2	Received during the period		
	3	Disposed of during the period		

19 Realization of Govt. dues

Land Revenue	Taccavi	Irrigation dues	Dues as pointed out by audit	Misc. dues
Overall Assessment (e) Outstanding (f) Very Good (g) Good (f) Average				

Singature of Reporting Authority

Singature of Reviewing Authority

Singature of Accepting Authority