

**GOVT OF ASSAM**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**  
**ASSAM SECRETARIAT:: DISPUR:: GUWAHATI-06**

No. RSS/1356/2015/1

Date: 21<sup>st</sup> September, 2015

**OFFICE MEMORANDUM**

Assam Land Records Manual, 1905 (as amended) requires Deputy Commissioners and Sub-divisional Officers (Civil) to provide effective leadership to the Revenue administration in their respective districts and subdivisions. With a view to ensuring optimum involvement of the Deputy Commissioners and Sub-divisional Officers (Civil) in the management of Revenue Administration and facilitating objective self-appraisal of their performance by them, it has been decided to introduce the Leadership Appraisal Matrix for Revenue Administration, which is enclosed as annexure to this Office Memorandum.

The Leadership Appraisal Matrix is intended to act as a constant guide to the Deputy Commissioners and Sub-divisional Officers (C) in the discharge of their Revenue Administration related duties and responsibilities. It shall be mandatory for the Deputy Commissioners, however, to fill up the Matrix in the prescribed format on half-yearly basis and submit the filled-up Matrix by the 7<sup>th</sup> day of October and April every year to the Divisional Commissioners concerned with a copy thereof to Revenue & Disaster Management Department. The Sub-divisional Officers (Civil) shall submit the filled-up Matrix to Deputy Commissioners.

Divisional Commissioners and Deputy Commissioners shall submit their comments in regard to the entries made in the Leadership Appraisal Matrix on the basis of the inspections and field level verifications carried out by them to

the Revenue & Disaster Management Department with a copy thereof to the Personnel Department latest by 30<sup>th</sup> day of October and April every year.

This is issued with the approval of Chief Minister.

Yours sincerely,

  
(P.K. Tiwari)

Commissioner & Secretary to the Govt. of Assam,  
Revenue & Disaster Management Department.  
Dispur, Guwahati- 06.

Memo No.RSS/1356/2015/1-A

Date: 21<sup>st</sup> September, 2015

Copy to:

1. All the Divisional Commissioners.
2. All the Deputy Commissioners.
3. All the Sub-divisional Officers (Civil).
4. S.O. to Chief Secretary to the Govt. of Assam.
5. P.S. to Minister, Revenue & Disaster Management Department.
6. P.S. to Additional Chief Secretary to the Govt. of Assam, Revenue & Disaster Management Department.
7. P.S. to Additional Chief Secretary to Chief Minister, Assam.
8. P. S. to Additional Chief Secretary to the Govt. of Assam, Personnel Department.

  
(P.K. Tiwari)