

Leadership Appraisal Matrix
For
Deputy Commissioners & SDOCC
In respect of
Revenue Administration

A. Familiarity with Dharitree

1. Can you run the modules of Dharitree on your own?

i) For Mutation

Y	N
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ii) For Partition

Y	N
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iii) For Conversion

Y	N
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iv) For generating Pendancy status

Y	N
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2. Which are the MIS features of Dharitree that you have used?

i) Pendancy status of petitions

Y	N
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ii) Encroachment on Govt. land

Y	N
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iii) Reclassification proposals

Y	N
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iv) Status of wetlands

Y	N
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v) Status of hills

Y	N
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3. Percentage of villages in respect of which entries in Chitha checked

i) For Crops

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ii) For Irrigation

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iii) For Trees

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4. Number of Circle Offices which generated following through Dharitree

i) Crop Abstract

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ii) Irrigation Abstract

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iii) Regular Doul

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iv) Supplementary Doul

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5. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked

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B. Functioning of Circle Offices

1. Number of Circle Offices inspected

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2. Number of Circle Offices for which inspection reports received from subordinate officers

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3. Number of inspection reports on which Action Taken Report received from Circle Officers
4. Percentage of villages for which Chitha and Village Land Bank entries in respect of encroachment on Govt. land cross-checked with ground situation
5. Number of Circle Offices which prepared advance village visit programmes in respect of-
 - i) Autumn tour
 - ii) Winter tour
 - iii) Spring tour
6. Number of Circle Offices in which record of reports received form VLMCC on encroachment and encroachment removed is maintained
7. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
8. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
9. Number of Circle Officers who submitted Annual Report in time
10. Number of Revenue Circles having conducted monthly meeting with L.Ms and G.Bs regularly

C. Familiarity with MIS

1. Number of modules not updated as per the given periodicity
2. At the DC office level
 - i) At the SDO Civil level
 - ii) At the Revenue Circle level
 - iii) At the SRO level
3. Purpose for which MIS reports used

i) To prepare proposal for improvement of infrastructure	Y	N
ii) To ensure timely retirement benefit to the retiring employees	Y	N
iii) To prepare proposals for filling up vacancies	Y	N
iv) To prepare proposals for LAC meetings	Y	N
v) To prepare Action Plan for encroachment removal	Y	N
vi) To prepare plan of action for development of VGR, PGR And open spaces	Y	N

- vii) To organize awareness programmes on preservation of land and natural resources

Y	N
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D. Processing of Land allotment/ settlement proposals

1. If LAC meetings are being held with necessary preparation
 - i) Village summary sheet on the Revenue village generated through MIS

Y	N
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 - ii) Availability of Govt. land, encroached and free from encroachment, generated using Village Land Banks

Y	N
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 - iii) List of encroachers generated using Village Land Banks

Y	N
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 - iv) Encroachers' profile generated as per the eligibility criteria prescribed in Land Policy, 1989

Y	N
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 - v) Master list of indigenous landless persons in the village prepared in order of priority, as laid down in Land Policy, 1989

Y	N
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 - vi) Report on requirement of land for essential community purposes in future prepared

Y	N
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2. If check list prepared for examination of Land allotment/ settlement proposals
 - i) For allotment land to landless persons

Y	N
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 - ii) For allotment of land to NGOs

Y	N
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 - iii) For allotment of land to private bodies

Y	N
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 - iv) For allotment of land for schools

Y	N
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 - v) For allotment of land for mining/ industries

Y	N
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 - vi) For allotment of land for brick kilns

Y	N
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3. Proficiency of the staff dealing with land allotment/ settlement proposals
 - i) Copies of Acts, Rules and Circulars available with them

Y	N
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 - ii) Number of branch inspections carried out

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 - iii) Number of Review Meetings held

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 - iv) Number of training programmes organized

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E. Status of Citizen-centric measures

1. Steps taken for providing the citizens easy access to processes and procedures

i) Putting up relevant information on the district website	Y	N
ii) Putting up signboard at the offices	Y	N
iii) Using toll free number for provide information/ answer queries	Y	N
iv) Using recorded messages on processes and procedures	Y	N

2. Reaching out to citizens

- i) Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
- ii) Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
- iii) Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
- iv) Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
- v) Percentage of petitioners in respect of the petitions of whom, the copy of order and collecting Jamma Bandi was handed over during the village visit of LMs
- vi) Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS

F. Functioning of VLMCCs

- 1. Percentage of VLMCCs having held meeting every month regularly
- 2. Percentage of VLMCCs having submitted resolution regarding
 - i) Encroachment on VGR and PGRs
 - ii) Encroachment on hills and hillocks
 - iii) Encroachment on wetlands
- 3. Percentage of VLMCCs having organized awareness programme on
 - i) Preparedness to face earthquakes
 - ii) Flood preparedness
 - iii) Protecting the quality of water and soil
 - iv) Protecting open spaces and grazing lands
- 4. Percentage of VLMCCs having prepared the village Master Plan for Disaster.

G. Any Innovative measure/initiative taken to improve the Revenue Administration

(In not more than 100 words)

Date:

Signature:

Name of D.C./ SDO (Civil):

District/ Subdivision: