**Leadership Appraisal Matrix**

**For**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

1. **Familiarity with Dharitree**
2. Can you run the modules of Dharitree on your own?
3. For Mutation

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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10. To prepare proposals for LAC meetings.
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
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9. Status of wetlands
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
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6. Purpose for which MIS reports used
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
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9. For allotment land to landless persons
10. For allotment of land to NGOs
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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Status of Citizen-centric measures**

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2. Percentage of VLMCCs having submitted resolution regarding-
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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3. Encroachment of VGR and PGRs
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5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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6. Pendency status of petitions
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9. Status of wetlands
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12. Number of Circle Offices which generated following through Dharitree-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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5. Using recorded messages on processes and procedures
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2. Percentage of VLMCCs having submitted resolution regarding-
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5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. For Partition
13. For Conversion

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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1. Number of Circle Offices inspected last month
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6. Autumn tour
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8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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1. Number of modules not updated as per the given periodicity-
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

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9. For allotment land to landless persons
10. For allotment of land to NGOs
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13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

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2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
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10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. For generating Pendancy status
13. Which are the MIS features of Dharitree that you have used?
14. Pendency status of petitions

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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11. 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.
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* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
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9. Status of wetlands
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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12. For allotment of land for schools
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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* **Status of Citizen-centric measures**

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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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15. Proficiency of the staff dealing with land settlement allotment proposals
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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6. Purpose for which MIS reports used
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8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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5. Using recorded messages on processes and procedures
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
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11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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8. Flood preparedness
9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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6. Purpose for which MIS reports used
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
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4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
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14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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15. Proficiency of the staff dealing with land settlement allotment proposals
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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5. Using recorded messages on processes and procedures
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7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Encroachment on Govt. land
13. Reclassification proposals
14. Status of wetlands
15. Status of hills
16. Percentage of villages in respect of which entries in Chitha checked
17. For Crops

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
6. Autumn tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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1. Number of modules not updated as per the given periodicity-
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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* **Status of Citizen-centric measures**

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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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* **Disposal of Land allotment/ settlement proposals**

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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
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9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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6. Purpose for which MIS reports used
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. For Irrigation

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
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2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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1. Number of modules not updated as per the given periodicity-
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4. At the Revenue Circle level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. For Trees
13. Number of Circle Offices which generated following through Dharitree
14. Crop Abstract
15. Irrigation Abstract
16. Regular Doul
17. Supplementary Doul
18. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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6. Purpose for which MIS reports used
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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
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7. Preparedness to face earthquakes
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. **Functioning of Circle Offices**

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Number of Circle Offices inspected
13. Number of Circle Offices for which inspection reports received from subordinate officers

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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8. Which classification proposal
9. Status of wetlands
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12. Number of Circle Offices which generated following through Dharitree-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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4. List of encroachers generated using village land banks
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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Number of inspection reports on which Action Taken Report received from Circle Officers

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
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* **Disposal of Land allotment/ settlement proposals**

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10. Protecting of open spaces and grazing lands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Number of Circle Offices which prepared advance village visit programmes in respect of-

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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15. Proficiency of the staff dealing with land settlement allotment proposals
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9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. If LAC meetings are being held with necessary preparation
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3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Autumn tour
13. Winter tour
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15. Number of Circle Offices in which record of reports received form VLMCC on encroachment and encroachment removed is maintained

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
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10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
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9. For allotment land to landless persons
10. For allotment of land to NGOs
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12. For allotment of land for schools
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15. Proficiency of the staff dealing with land settlement allotment proposals
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Percentage of S.Ks who submitted Weekly Diary Abstract regularly

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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7. Preparedness to face earthquakes
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
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* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
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16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles having conducted monthly meeting with L.Ms and G.Bs regularly

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
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* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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4. At the Revenue Circle level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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1. Steps taken for providing the citizens easy access to processes and procedures-
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* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
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13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

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6. Purpose for which MIS reports used
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. **Familiarity with MIS**
13. Number of modules not updated as per the given periodicity
14. At the DC office level

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
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9. Status of wetlands
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* **Status of Citizen-centric measures**

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* **Functioning of VLMCCs**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
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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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
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9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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7. Encroachment status on Govt. land
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9. Status of wetlands
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

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* **Familiarity with MIS**

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6. Purpose for which MIS reports used
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

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7. Preparedness to face earthquakes
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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7. Encroachment status on Govt. land
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* **Familiarity with MIS**

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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
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9. Status of wetlands
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* **Familiarity with MIS**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. At the SDO Civil level
13. At the Revenue Circle level
14. At the SRO level
15. Purpose for which MIS reports used
16. To prepare proposal for improvement of infrastructure

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
6. Autumn tour
7. Winter tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
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12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
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10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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3. Putting up signboard at the offices
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5. Using recorded messages on processes and procedures
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2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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1. Number of Circle Offices inspected last month
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
6. Autumn tour
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8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

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12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
6. Autumn tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
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13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

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9. For allotment land to landless persons
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12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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* **Familiarity with MIS**

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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Status of Citizen-centric measures**

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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
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* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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2. Percentage of VLMCCs having submitted resolution regarding-
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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6. Autumn tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
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9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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* **Status of Citizen-centric measures**

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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
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7. Preparedness to face earthquakes
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10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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8. Which classification proposal
9. Status of wetlands
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* **Familiarity with MIS**

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* **Disposal of Land allotment/ settlement proposals**

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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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7. Winter tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
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9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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11. 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.
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* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
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5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. To ensure timely retirement benefit to the retiring employees
13. To prepare proposals for filling up vacancies
14. To prepare proposals for LAC meetings
15. To prepare Action Plan for encroachment removal
16. To prepare plan of action for development of VGR, PGR

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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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-
6. Autumn tour
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8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
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6. Purpose for which MIS reports used
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13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
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9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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4. Using toll free number for provide information/ answer queries
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12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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* **Familiarity with MIS**

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10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
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* **Status of Citizen-centric measures**

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1. Percentage of VLMCCs having held meeting every month regularly
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7. Preparedness to face earthquakes
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
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9. Status of wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
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9. Status of wetlands
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2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

And open spaces

1. To organize awareness programmes on preservation of land

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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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-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
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7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
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* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
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11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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2. At the DC office level
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6. Purpose for which MIS reports used
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10. To prepare proposals for LAC meetings.
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13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
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9. For allotment land to landless persons
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12. For allotment of land for schools
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Functioning of VLMCCs**

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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
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and natural resources

1. **Processing of Land allotment/ settlement proposals**
2. If LAC meetings are being held with necessary preparation
3. Village summery sheet on the Revenue village generated

through MIS

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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9. Status of wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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4. At the Revenue Circle level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

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2. At the DC office level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
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5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
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5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Availability of Govt. land, encroached and free from encroachment, generated using Village Land Banks

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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9. Status of wetlands
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
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8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
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11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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7. Preparedness to face earthquakes
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. List of encroachers generated using Village Land Banks
13. Encroachers’ profile generated as per the elegibility criteria prescribed in Land Policy, 1989

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
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6. Purpose for which MIS reports used
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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12. For allotment of land for schools
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
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8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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* **Familiarity with MIS**

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8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Master list of indigenous landless persons in the village prepared in order of priority, as laid down in Land Policy, 1989

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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8. Which classification proposal
9. Status of wetlands
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Status of Citizen-centric measures**

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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Report on requirement of land for essential community purposes in future prepared

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Status of Citizen-centric measures**

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8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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10. Protecting of open spaces and grazing lands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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12. Number of Circle Offices which generated following through Dharitree-
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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8. Which classification proposal
9. Status of wetlands
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12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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* **Familiarity with MIS**

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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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15. Proficiency of the staff dealing with land settlement allotment proposals
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. For allotment of land to NGOs

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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7. Preparedness to face earthquakes
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
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9. Status of wetlands
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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6. Purpose for which MIS reports used
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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* **Disposal of Land allotment/ settlement proposals**

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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
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* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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10. To prepare proposals for LAC meetings.
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. For allotment of land to private bodies
13. For allotment of land for schools
14. For allotment of land for mining/ industries

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
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12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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6. Autumn tour
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10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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9. For allotment land to landless persons
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15. Proficiency of the staff dealing with land settlement allotment proposals
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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15. Proficiency of the staff dealing with land settlement allotment proposals
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6. Percentage of VLMCCs having organized awareness programme on-
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**for**

**Deputy Commissioners & SDOCC**

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11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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6. Percentage of VLMCCs having organized awareness programme on-
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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4. For conversion
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6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
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10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
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10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

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7. Preparedness to face earthquakes
8. Flood preparedness
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10. Protecting of open spaces and grazing lands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
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8. Which classification proposal
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12. Number of Circle Offices which generated following through Dharitree-
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14. Irrigation Abstract
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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9. For allotment land to landless persons
10. For allotment of land to NGOs
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Number of Review Meetings held
13. Number of training programmes organized
14. **Status of Citizen-centric measures**
15. Steps taken for providing the citizens easy access to processes and procedures
16. Putting up relevant information on the district website

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Putting up signboard at the offices

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
6. Autumn tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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6. Purpose for which MIS reports used
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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12. Number of Circle Offices which generated following through Dharitree-
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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* **Status of Citizen-centric measures**

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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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15. Proficiency of the staff dealing with land settlement allotment proposals
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* **Status of Citizen-centric measures**

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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

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7. Preparedness to face earthquakes
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10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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5. Which are the MIS features of Dharitree that you have used?
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7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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* **Disposal of Land allotment/ settlement proposals**

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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

Y **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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N **Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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2. Putting up the relevant information on district website
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4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Using toll free number for provide information/ answer queries
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14. Reaching out to citizens
15. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
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* **Functioning of Circle Offices**

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5. Number of Circle Offices which prepared advance village visit programmes in respect of-
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
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* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
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13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

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6. Percentage of VLMCCs having organized awareness programme on-
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10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
2. For mutation
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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* **Disposal of Land allotment/ settlement proposals**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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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-
6. Autumn tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
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15. Proficiency of the staff dealing with land settlement allotment proposals
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
2. For mutation
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8. Which classification proposal
9. Status of wetlands
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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
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1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. **Functioning of VLMCCs**
13. Percentage of VLMCCs having held meeting every month regularly

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

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1. Number of modules not updated as per the given periodicity-
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
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15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
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* **Status of Citizen-centric measures**

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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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9. Status of wetlands
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17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

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* **Familiarity with MIS**

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12. To prepare plan of action for development of VGR, PGR and open spaces
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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15. Proficiency of the staff dealing with land settlement allotment proposals
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Percentage of VLMCCs having submitted resolution regarding
13. Encroachment on VGR and PGRs

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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* **Disposal of Land allotment/ settlement proposals**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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5. Which are the MIS features of Dharitree that you have used?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
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7. Winter tour
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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12. To prepare plan of action for development of VGR, PGR and open spaces
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Encroachment on hills and hillocks
13. Encroachment on wetlands
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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**for**

**Deputy Commissioners & SDOCC**

**In respect of**

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11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
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* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
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5. Using recorded messages on processes and procedures
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2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
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6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
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9. Protecting of the quality of water and soil
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
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9. Status of wetlands
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9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
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9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
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* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
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7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Flood preparedness
13. Protecting the quality of water and soil

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
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* **Disposal of Land allotment/ settlement proposals**

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**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. Protecting open spaces and grazing lands
13. Percentage of VLMCCs having prepared the village Master Plan

for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

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1. Can you run all the modules of Dharitree on your own?
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6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
9. To prepare proposals for filling up vacancies
10. To prepare proposals for LAC meetings.
11. To prepare Action Plan for encroachment removal
12. To prepare plan of action for development of VGR, PGR and open spaces
13. To organize awareness programmes on preservation of land and natural resources.

* **Disposal of Land allotment/ settlement proposals**

1. If LAC meetings are being held with necessary preparation
2. Village summery sheet on the Revenue village generated through MIS
3. Availability of Govt. land, encroached and free from encroachment, generated using village land bank
4. List of encroachers generated using village land banks
5. Encroachers profile generated as per the legibility criteria prescribed in land policy in 1989
6. Master list of indigenous landless persons in the village prepared in order of priority has laid down land policy in 1989
7. Report on requirement of land for essential community purposes in future prepared.
8. If check list prepared for examination of Land allotment/ settlement proposals
9. For allotment land to landless persons
10. For allotment of land to NGOs
11. For allotment of land to private bodies
12. For allotment of land for schools
13. For allotment of land for mining/ industries
14. For allotment of land for
15. Proficiency of the staff dealing with land settlement allotment proposals
16. Copies of Acts, Rules and Circulars available with them
17. Number of branch inspections carrying out
18. Number of Review Meetings held
19. Number of training programmes organized

* **Status of Citizen-centric measures**

1. Steps taken for providing the citizens easy access to processes and procedures-
2. Putting up the relevant information on district website
3. Putting up signboard at the offices
4. Using toll free number for provide information/ answer queries
5. Using recorded messages on processes and procedures
6. Reaching out to citizens-
7. Percentage of Gaon Burhas confirmed to have disseminated the advance village visit programme of Mandals and SKs among the villages
8. Percentage of LMs confirmed to have read out Zamabandi in the villagers meeting
9. Percentage of Mandals confirmed to have shared the details of proposals received/ recorded for office mutation/ partition in such meeting
10. Percentage of villages in which Mauzadars organized Revenue collection camps on the day of village visit by the LM
11. 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.
12. Number of Revenue Circles which have started informing petitioners of the progress of their partitions through SMS.

* **Functioning of VLMCCs**

1. Percentage of VLMCCs having held meeting every month regularly
2. Percentage of VLMCCs having submitted resolution regarding-
3. Encroachment of VGR and PGRs
4. Encroachment on hills and hillocks
5. Encroachment on wetlands
6. Percentage of VLMCCs having organized awareness programme on-
7. Preparedness to face earthquakes
8. Flood preparedness
9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.

**Leadership Appraisal Matrix**

**for**

**Deputy Commissioners & SDOCC**

**In respect of**

**Revenue Administration**

* **Familiarity with Dharitree**

1. Can you run all the modules of Dharitree on your own?
2. For mutation
3. For partition
4. For conversion
5. Which are the MIS features of Dharitree that you have used?
6. Pendency status of petitions
7. Encroachment status on Govt. land
8. Which classification proposal
9. Status of wetlands
10. Status of hills
11. Number of villages in respect of which entries of crops, irrigation and fruit trees in Chitha checked.
12. Number of Circle Offices which generated following through Dharitree-
13. Crop Abstract
14. Irrigation Abstract
15. Regular Doul
16. Supplementary Doul
17. Percentage of SKs and LMs whose proficiency in the use of Dharitree checked-

* **Functioning of Circle Offices**

1. Number of Circle Offices inspected last month
2. Number of Circle Offices for which inspection reports received from subordinate officers
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-
6. Autumn tour
7. Winter tour
8. Spring tour
9. Number of Circle Offices in which records of reports received form VLMCC on encroachment and encroachment removed is maintained
10. Percentage of S.Ks who submitted Weekly Diary Abstract regularly
11. Percentage of L.Ms who submitted Weekly Diary Abstract regularly
12. Number of Circle Officers who submitted Annual Report in time
13. Number of Revenue Circles conducting monthly meeting with L.Ms and G.Bs regularly

* **Familiarity with MIS**

1. Number of modules not updated as per the given periodicity-
2. At the DC office level
3. At the SDO Civil level
4. At the Revenue Circle level
5. At the SRO level
6. Purpose for which MIS reports used
7. To prepare proposal for improvement of infrastructure
8. To ensure timely retirement benefit to the retiring employees
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9. Protecting of the quality of water and soil
10. Protecting of open spaces and grazing lands
11. Number of VLMCCs having prepared the village Master Plan for Disaster.
12. **Any Innovative measure/initiative taken to improve the Revenue Administration**

(In not more than 100 words)

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|  |

Date: Signature:

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

District/ Subdivision: