

The Orissa Panchayat Samiti (Administration of Affairs) Rules, 1987

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Rule

THE-ORISSA-PANCHAYAT-SAMITI-ADMINISTRATION-OF-AFFAIRS-R of 1987

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The Orissa Panchayat Samiti (Administration of Affairs) Rules, 1987Published vide Notification SRO No. 755/87/12.10.1987-see Orissa Gazette Extraordinary No. 1437/16.10.1987S.R.O. No. 755/87 dated 12th October, 1987. - Whereas the draft of the Orissa Panchayat Samiti (Administration of Affairs) Rules, 1987 was published as required by Sub-section (1) of Section 57 of the Orissa Panchayat Samiti Act, 1959 (Orissa Act 7 of 1960) in the extraordinary issue No. 483 of the Orissa Gazette, (dated 30th March, 1987 as S.R.O. No. 221/87 under the notification of the Government of Orissa in the Community Development and Rural Reconstruction Department No. 3385-L-C-I-34/86 dated the 25th March, 1987 inviting objections and suggestions from all persons likely to be affected thereby;And whereas objection and suggestion received by the State Government in respect of the said draft were duly considered;Now, therefore, in exercise of the powers conferred by Section 57 of the said Act, the State Government do hereby make the following rules, namely :

1. Short title and commencement.

(1)These rules may be called the Orissa Panchayat Samiti (Administration of Affairs) Rules, 1987.(2)They shall come into force at once.

2. Definitions.

(1)In these rules unless the context otherwise requires-(a)"Act" means the Orissa Panchayat Samiti Act, 1959;(b)"Fund" means the Panchayat Samiti Fund constituted under Section 28 of the

Act;(c)"Chairman" and "Vice-Chairman" respectively mean the "Chairman" and "Vice-Chairman" of the Samiti.(2)All words, phrases and expressions used in these rules but not defined shall, unless the context otherwise requires, have the same meaning as have been respectively assigned to them in the Act.

3. Inspection of works by the Chairman.

- All works and schemes undertaken by the Samiti either directly or through the agency of a Grama Panchayat and all the institutions under the control of the Samiti may be inspected and supervised by the Chairman of the Samiti.

4. Grant of leave.

(1)The Chairman shall have the power to grant to the Block Development Officer casual leave and permission to avail holidays. In every such case involving absence of seven days or more, the Sub-divisional Officer and the Collector shall be kept informed by the Block Development Officer. The application of the Block Development Officer for earned leave shall, together with the views of the Chairman be forwarded to the Subdivisional Officer who shall forward it to the Collector along with his views. The Collector shall forward it to the appropriate authority for sanction of the leave applied for or so much of it as the competent authority thinks reasonable.(2)The Block Development Officer shall be competent to sanction casual leave and permission to avail holidays to all other employees of the Samiti. Sanction of earned leave to them shall be governed by instructions of the Government in force from time to time.

5. Annual report on the work of the Block Development Officer and other officials.

(1)At the end of the financial year, the Chairman of the Panchayat Samiti shall record his remarks on the work of the Block Development Officer in the form set forth in Appendix-A and forward it in triplicate to the Collector of the district by the 15th of April. The Sub-divisional Officer shall record his remarks on the work of the Block Development Officer in the form set forth in Appendix-B and send three copies of the same to the Collector by the aforesaid date. The Collector shall obtain the remarks of the concerned Project Officer of the District Rural Development Agency and (for Block Development Officers of Tribal Sub-Plan Block) the remarks of the Project Administrator, I.T.D.A. on the work of the Block Development Officer. He shall record his remarks as the Countersigning Officer in the form submitted by the Subdivisional Officer after taking into consideration the remarks of the Chairman of the Samiti, the Sub-divisional Officer, Project Officer of the District Rural Development Agency or the Project Administrator of the I.T.D.A., as the case may be. The remarks of the two last mentioned officers need not be placed in the character roll dossier, but the remarks of the Chairman shall be placed as a separate sheet in the dossier. After recording his remarks, the Collector shall send the dossier in triplicate to the Revenue Divisional Commissioner who shall record his remarks as the accepting authority and send it to the General Administration (Special Establishment) Department, as far as possible, the process should be completed by the 31st

of May :Provided that no remark shall be recorded by the Chairman, as aforesaid, after demitting office.(2)The Block Development Officer shall record remarks on the work of the Additional Block Development Officer. His report in the form set forth in Appendix-B shall be submitted in triplicate to the Sub-divisional Officer by the 15th of April. The Chairman of the Samiti shall record his remarks in the form set forth in Appendix-A and send it in triplicate to the Sub-divisional Officer. The remarks of the Chairman shall be retained in original in the character roll dossier, of the Additional Block Development Officer. The Subdivisional Officer shall, after considering the report of the Chairman record his remarks as the Countersigning Officer in the form submitted by the Block Development Officer and send it in triplicate to the Collector for recording his remarks as the accepting authority. The Collector shall send the dossier in triplicate by the 31st of May to the appointing authority for preservation :Provided that no remark shall be recorded by the Chairman after demitting office.(3)The Block Development Officer shall record before the 15th of April, his remarks on the work of each Extension Officer, Ministerial, Officer and Village-Level Worker/Lady Village-Level Worker during the preceding financial year. So far as the Ministerial Officers, Village Level Workers/Lady Village-Level Workers are concerned, the remark shall be recorded respectively in the form set forth in Appendix-C and Appendix-D and sent to the Subdivisional Officer who shall record his remarks as the Countersigning Officer. He will send these reports to the Collector for maintenance in his office. The Collector need not, unless he considers it necessary in any particular case for any specific good or bad works, comment on their work.As far as Extension Officers are concerned, the Block Development Officer shall record his remarks on their work, in the form set forth in Appendix-E and send his report in quadruplicate to the Chairman of the Panchayat Samiti. The Chairman shall record his remarks on the work of each Extension Officer and send the same in quadruplicate to the Sub-divisional Officer by the 30th April. Out of the four copies of the C.C.R. submitted to the Subdivisional Officer, he will send one copy to the concerned District Level Officer for formulating his remarks on the work of the Extension Officer. The District Level Officer shall send his remarks direct to the Collector by the 31st May in a separate-sheet enclosing the copy of the report sent by the Sub-divisional Officer.The Sub-divisional Officer will record his remarks in the C.C.R. of the Extension Officer and send the same in triplicate to the Collector by the 31st May. The Collector shall record his remarks on the C.C.R of the Extension Officer sent by the Sub-divisional Officer and while recording his remarks, the Collector shall take into consideration the report sent by the District Level Officer. The Collector, prior to recording his remark on the C.C.R. of the Extension Officer shall obtain the report from the District Level Officer. It should be ensured that the entire process of recording remarks in the C.C.R.shall be completed by the 30th June. The report shall be retained in the office of the Collector.Note-The District Level Officer means the officers as specified in Appendix-F.(4)All other matters relating to maintenance of Confidential Character Rolls, communication of adverse remarks and disposal of representations preferred against the adverse remarks shall be regulated in accordance with the relevant instructions issued from time to time by the General Administration Department.

6. Holding of office by Chairman.

- The Chairman of the Samiti shall hold his office in the office of the Block. In case the Chairman resides outside the headquarters, he may attend office on days to be fixed every week according to his convenience, having due regard to expeditious despatch of work.

7. Forum of the Chairman's orders, observations and instructions.

- There should not be any formal correspondence between the Chairman of the Samiti and the Block Development Officer. The Block Development Officer shall submit all papers which require the Chairman's orders to him in files and the Chairman shall record his order thereon. Doubts and difficulties, if any, shall be resolved by discussions. Instructions, if any, that the Chairman may like to issue to the subordinate staff of the Block shall be issued through the Block Development Officer. This procedure would also govern the communications of observations and instructions which the Chairman may consider necessary to issue after inspection of any work.

8. Correspondence from and to the Samiti.

(1) All correspondence from and to the Samiti shall ordinarily be in the name of the Block Development Officer. The Additional Block Development Officer may issue fair copies of letters, reports and returns if the draft thereof has been approved by the Block Development Officer. He may also issue, under instructions from the Block Development Officer letters to Village-Level Workers/Lady Village-Level Workers. If the despatch of any letter, report or return is urgent and the Block Development Officer is not present at the headquarters, he may issue the same, but shall bring all such cases to the notice of the Block Development Officer immediately on his return to the headquarters. (2) Except in the matters requiring immediate attention of the Government or in any matters where the Government desire direct submission of any information, all correspondence addressed to the Government shall be submitted through the Collector. (3) The Chairman of the Samiti may address the Collector, the Subdivisional Officer or any District Level Officer officially or demiofficially or matters which, in his opinion, require their immediate attention. (4) All official letters addressed to the Chairman or the Block Development Officer shall be opened by the Block Development Officer. All demi-official or confidential letters addressed to the Chairman shall not be opened and shall be sent to him. The Chairman shall, after perusal of these letters, make them over to the Block Development Officer with instructions. If any, for further action thereon. The Block Development Officer shall also bring the contents of all important letters to the notice of the Chairman.

9. Tour of Chairman.

(1) The Chairman of the Samiti may draw up his tour programme for a month well in advance so that copies are received by the concerned Sarpanches, Extension Officers and Village Level Workers in time. Copies shall be prepared in the Block office and despatched to all concerned including the Block Development officer. The Chairman may record his observations either after the visit or at the end of the month. His observations shall be sent to the Block Development Officer who shall initiate appropriate follow-up action. (2) The annual travelling allowance limit for the Chairman shall be as fixed by Government from time to time. However, the travelling allowance payable to him for attending officially organised workshops and seminars held outside the district shall not be included in the annual travelling allowance limit. (3) The Chairman may use the Block Jeep in connection with affairs of the Panchayat Samiti. He may, however ask the Block Development Officer or any Extension Officer to accompany him if he so desires. (4) The travelling allowance payable to the

Chairman, Vice-Chairman and the Members of the Panchayat Samiti shall be governed by the Orissa Panchayat Samiti (Travelling Allowances) Rules, 1975 as amended from time to time.

10. Use of the Block jeep by the Block Development Officer and other officers of the Block.

- The Block Development Officer may ordinarily use the Block jeep for official work for nine days in a month. No Extension Officer is entitled to exclusive use of the Block jeep. The Block Development Officer shall so arrange the use of the jeep that, as far as possible, each trip can be availed of by more than one officer. This would involve proper planning of Extension Officers and the Additional Block Development Officer. With this end in view, the Block Development Officer should also endeavour to combine, to the extent possible, the tours of the Chairman, Extension Officer and the Additional Block Development Officer with his own tours. The Vice-Chairman and Members of the Samiti are not entitled to use the Block jeep on their own, but they may accompany the Chairman, the Block Development Officer or any other officer who has been allotted the jeep for official work.

11. Tours of the Block Development Officer.

(1) The Block Development Officer shall draw up for his tour programme for a month well in advance and submit it to the Chairman for approval. On approval, copies of the programme shall be sent to the Sub-divisional Officer, all Extension Officers and all Village-Level Workers. The Sub-divisional Officer shall be competent to effect changes in the programme. Such changes shall be brought immediately to the notice of the Chairman. (2) The tour diary of the Block Development Officer shall be submitted to the Chairman, the Sub-divisional Officer and the Collector whose comments, if any, shall be complied with by him. The Chairman shall be competent to approve the tour diary, but if he refuses approval, the Block Development Officer may refer the matter to the Sub-divisional Officer who, if satisfied after enquiry, may approve such tour diary.

12. Tours of other officers of the Block.

- The Block Development Officer shall approve, with such modification as he considers proper, the tour programme of all other officers in the Block. He shall also have the power to approve their tour diaries and make comments on the quality of work performed during the tour. He may disallow the travelling allowance claim of any officer, if in his opinion, the work of the officers during the tour in respect of which it is claimed has been perfunctory.

13. Powers and functions of the Block Development Officer.

- The Block Development Officer shall-(i) perform all the duties and exercise all the powers and functions conferred or vested on him under the Act and the rules framed thereunder; (ii) formulate schemes and programmes assigned to the Panchayat Samiti for implementation in accordance with instructions issued by Government and approved plans and specifications and plan for realisation of targets on Schedule; (iii) attend all meetings of the Samiti and Standing Committees thereof and

record the minutes of the said meetings in accordance with the provisions of the Orissa Panchayat Samiti (Conduct of Business) Rules, 1959;(iv)participate in the deliberations at such meetings without being entitled to vote or to move any resolution;(v)receive, recover and credit to the Fund any sum due or tendered to the Samiti and draw and disburse money out of the Fund subject to the rules prescribed thereof;(vi)sign and authenticate all letters and documents for and on behalf of the Samiti;(vii)take steps to remove any defect or irregularity brought to notice in course of audit of the accounts of the Samiti or pointed out in the audit report or in the inspection and tour notes of inspecting authorities;(viii)report without delay all cases of fraud, embezzlement, theft or loss of money or other property of the Samiti to the Chairman, Sub-divisional Officer, Collector, Revenue Divisional Commissioner and Director of Community Development;(ix)help Grama Panchayats and voluntary organisations in preparing programmes of action and executing development schemes in accordance with guidelines, if any, issued by Government and provide them with appropriate technical assistance;(x)perform, in respect of any scheme, such duties as are assigned to him under any rule or instruction of Government; <(xi)inspect Grama Panchayats situated within the area of the Samiti and perform functions and exercise powers conferred on him under the Orissa Grama Panchayats Act, 1964 (Orissa Act 1 of 1965) and rules made thereunder;(xii)exercise supervision and administrative control over all employees in the Block including employees on deputation from other departments subject to such rules and instructions as may, for the time being, be in force :Provided that technical supervision of the work of Extension Officers will continue to be exercised by concerned District Level Officers and higher officers of the appropriate Department;(xiii)subject to the provisions of the Act and the rules framed thereunder, carry out the directions of the Samiti;(xiv)advise the Samiti against passing any resolution of the nature referred to in Section 38 of the Act and on purpose and methods of implementation of schemes assigned to the Samiti;(xv)provide access to and supply all documents required in connection with any inspection, enquiry or audit;(xvi)where the Samiti or its Chairman proposes to take any action contrary to the provisions of any law or rule or guidelines governing any scheme or the instructions of Government, record his dissent and report the matter to the Sub-divisional Officer and Collector;(xvii)rectify defects or take appropriate action, if any, whenever any wastage of public money or any irregularity in the execution of any work or in the management of any institution he is required to supervise under any provisions of the Act and rules or instruction of Government, is brought to his notice;(xviii)subject to such general or special restriction that may be imposed by the Government an the Samiti in this behalf execute contracts for and on behalf of the Samiti :Provided that such contracts shall bear the common seal of the Samiti;(xix)report promptly to the Sub-divisional Officer and the Collector the vacancies whether casual or otherwise in the offices of elected Members of the Samiti, Chairman and Vice-Chairman;(xx)forward forthwith to the Sub-divisional Officer any, requisition under Section 46-B of the Act if received by, him;(xxi)inspect execution of works and progress of schemes taken up by or through the Samiti at appropriate frequencies;(xxii)ensure punctual submission of reports and returns;(xxiii)promptly implement instructions issued by superior officers;(xxiv)ensure maintenance of accounts of schemes implemented through the Samiti and of stores in the manner specified by Government;(xxv)develop and maintain contracts with District-Level Officers and Managers of Commercial Co-operative and Gramya Banks;(xxvi)maintain Service Books of all employees of the Block;(xxvii)conduct for two days every month staff meetings of all Extension Officers and Village-Level Workers/Lady Village-Level Workers;(xxviii)bring immediately to the notice of the Chairman, the Sub-divisional Officers and

the Collector all instances of epidemic or of loss of life and damage to property and crops on account of natural calamities;(xxix)carry out relief measures in areas affected by natural calamities in accordance with instructions of Government, the Collector and the Sub-divisional Officer;(xxx)conduct one half-yearly inspection of his own office out of the two to be conducted in the month of June and December of each year and annual inspection of the work of Village Level Workers/Lady Village-Level Workers;(xxxi)tour at least ten days every month and make a minimum of Four night halts; and(xxxii)perform such other functions and exercise such other powers as he may, by an order of competent authority be required to perform and exercise.

14. Powers and functions of the Additional Block Development Officer.

(1)Where there is an Additional Block Development Officer, he shall assist the Block Development Officer in performance of his duties and shall work under the administrative control of the Block Development Officer.(2)When the post of the Block Development Officer is vacant, the Additional Block Development Officer shall perform all the duties assigned to the Block Development Officer under these rules.(3)The Additional Block Development Officer shall-(i)conduct one half-yearly inspection of the Block Office (the other shall be conducted by the Block Development Officer) and annual inspection of the work of as m any Village-Level Workers as may be specified by the Block Development Officer who shall, however, himself inspect the work of at least half the village-level workers in the Block;(ii)visit and inspect the progress of schemes and works according to the directions of the Block Development Officer;(iii)despatch during the absence of the Block Development Officer from the headquarters ah report and returns;(iv)sign fair copies of letters addressed to superior officers if the office copy has been approved by the Block Development Officer and if the Block Development Officer is absent from headquarters;(v)verify the stock, stores and cash of the office at intervals not exceeding two months;(vi)attend the staff meetings in the Block and prepare minutes thereof;(vii)verify the supply and maintenance of assets and re-payment of loans in at least ten cases every month and bring his findings to the notice of the Block Development Officer;(viii)assist Grama Panchayats, Village Committees and voluntary organisations in obtaining timely supply of foodgrains under rural employment programmes;(ix)conduct according to the directions of the Block Development Officer, village meetings to identify community works for purposes of inclusion in the scheme of projects required to be prepared under the National Rural Employment Programme;(x)assist in the audit of accounts of the Samiti;(xi)visit each Gram Panchayat at least once annually and tender advice on better performance of functions assigned to the Grama Panchayat;(xii)approve the tour diary of Village-Level Workers/Lady Village-Level Workers;(xiii)follow up employment/self-employment of Scheduled Tribe and Scheduled Caste persons trained under the Scheme of Training of Rural Youth for self-employment and bring difficulties experienced by them to the notice of the Block Development Officer;(xiv)function as the Officer-in-charge for all social welfare schemes and in particular shall make every endeavour so that pensions payable to the destitute aged and widows and disabled persons are paid to them punctually; and(xv)perform such other duties as the Block Development Officer may assign to him from time to time.

15. Repeal and savings.

(1)The Orissa Panchayat Samiti and Zilla Parishad (Administration of Affairs) of Panchayat Samiti Rules, 1962 is hereby repealed.(2)Notwithstanding such repeal, anything done on any action taken under the rules, so repealed shall be deemed to have been done or taken under the provisions of these rules.Appendix-A[Rules 5 (1) and (2)]Report of the Chairman.....Panchayat Samiti on the work of the Block Development Officer for the period.....to.....

1. Name of the Block Development Officer.....

2. Zeal.....

3. Does he fully co-operate with the Samiti ?

If not please give specific instances.....

4. Relations with the members of the Panchayat Samiti.....

5. Relations with employees in the Block.....

6. General remarks.....

Place..... Signed.....

Date..... Designation.....

Appendix-BCharacter RollFull name of the officer.....(Avoid abbreviations)Date of birth.....Service to which the officer belongs.....Whether the officer belongs to SC/ST.....Rank.....Year.....Designation and place of posting during the period.....Period under Reporting Officer.....I. General

1. Report on health, qualities and abilities, Instructions - Report should be in narrative form to cover State of health, administrative and Technical ability; Zeal, alertness; initiative; and drive, willingness to take responsibility; decision making skill; noting and drafting relations with public; any special personality traits.

2. Report on knowledge and performance, Instructions - Report should cover knowledge of rules, regulations and procedure ; capability to acquire and use information; dealing and disposal of cases and other official business; implementation supervision and monitoring of projects and programmes.

3. Attitude towards S.C/S.T. and minorities.

4. Defects, if any, noticed, pointed out and results.

5. If a Touring Officer, please report on quality and adequacy of fouts.

6. Integrity, Instructions - If the officer's Integrity is beyond doubt, it may be so stated.

If there is any doubt or suspicion, Reporting Officer should leave this column blank; he should send a separate secret note together with the Confidential Character Roll to the next higher authority (Countersigning Officer) who should ensure follow up action with due expedition. If as a result of follow up action, the officer is exonerated his Integrity should be certified. If suspicion is confirmed, this fact should be recorded in this column.

7. Grading - (Outstanding) Very good/ Good/ Average/ Below Average). (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Place..... Signed.....

Date..... Name (in block letters).....

Designation.....

(during the period of report)

II. Countersigning Officer's remarksPeriod under Countersigning Officer

Signed.....

Name (in block letters).....

Designation.....

(during the period of report)

III. Remarks by accepting authority

Signed.....

Name (in block letters).....

Designation.....

(during the period of report)

IV. Details of disciplinary action taken

Secretary to GovernmentGeneral Administration (S.E.) Department.

Appendix-CConfidential Character Roll Form for Ministerial Officers[Rule 5 (3)]

Name ::

Designation ::

Block ::

Year/Period of reporting ::

I. General

(a) State of health ::

(b) Attendance and discipline ::

(c) Ability/Attitude for work ::

(d) Knowledge of rules and procedures ::

(e) Powers of taking responsibility ::

(f) Promptness in disposal of official business ::

(g) Dealings with public ::

(h) Quality and outturn of work assigned ::

(i) Integrity ::

(j) Noting ::

(k) Drafting ::

(l) Maintenance of routine ::

II. For Stenographers/Typists

(a) Quality of work in shorthand and typewriting ::

(b) Ability to handle official matters ::

(c) Reliability ::

III. Steps taken to point out defects, if any

IV. General Remarks :

(official conduct, fitness for promotion of other assignments, overall rating, etc.)

Signature of the Block Development Officer Name (in block letters) Designation Date.....

V. Remarks by the Sub-divisional Officer :

Signature of the Sub-divisional Officer Name (in block letters) Designation Date.....

VI. Remarks (if any) by Collector :

Signature Name (in block letters) Designation Date.....

VII. Date of communication of adverse remarks, If any :

Appendix-D Confidential Character Roll Form for Village-Level Workers/Lady Village-Level Workers [Rule 5 (3)]

Name ::

Name of the Block ::

Place of posting	::
Academic qualification	::
Year/period of reporting	::

I. General

(a) State of health	::
(b) Sense of discipline	::
(c) Attitude to work	::
(d) Knowledge of rules and procedures	::
(e) Power of taking responsibility	::

II. Assessment of the work of the Village-Level Worker :

- (a) Does he visit Panchayats regularly and assist them adequately ?
- (b) Dealings with the public ?
- (c) Promptness and quality of work in collecting applications for assistance and ensuring quick supply of assets ?
- (d) Does he follow up maintenance of assets by the beneficiary ?
- (e) Does he take steps to report/resolve the beneficiary's difficulties ?
- (f) Does he motivate beneficiaries to repay loan instalments in time ?
- (g) Does he regularly visit N.R.E.P./R.L.E. G.P. works executed through the block and does he try to expedite progress ?
- (h) Does he associate himself adequately with other programme (like small savings, family planning, dug-well energization, etc.) ?
- (i) Comment on his outstanding work, If any. -
- (j) Adequacy of touring ?

III. Assessment of the work of the Lady Village-Level Worker :

- (a) Does she visit Mahila Samitis regularly ?
- (b) Does she take adequate interest in provision of income generating schemes to women beneficiaries ?
- (c) Where such schemes have been provided, does she follow up management of the assets by the beneficiaries ?

(d) Does she associate herselfadequately with schemes like family planning, maternity and childwelfare, supplementary nutrition, small savings etc. ?

(e) Dealings with the public

(f) Comment on her outstandingwork, If any

(g) Adequacy of touring

IV. Integrity:

V. General remarks :

Signature of the Block Development OfficerName
(in blockletters)DesignationDate.....

VI. Remarks by the Sub-divisional Officer :

Signature of the Sub-divisional OfficerName (in
blockletters)DesignationDate.....

VII. Remarks (if any) by the Collector :

Signature of the CollectorName (in
blockletters)DesignationDate.....

VIII. Date of communication of adverse remarks,
if any

Appendix-EConfidential Character Roll Form for Extension Officers[Rule 5 (3)]

Name	::
Designation	::
Blocks	::
Year/Period of reporting	::

I. General:

(a) State of health

(b) Attendance and discipline

(c) Ability/Attitude of work

(d) Knowledge of rules andprocedures

(e) Power of taking responsibility

(f) Promptness in disposal ofofficial business

(g) Dealings with the public

(h) Quality and outturn of workassigned

(i) Integrity

II. Touring :

(a) Adequacy of touring

(b) Quality of supervision offield work

(c) Steps taken to point outdefects, if any

(d) General remarks (officialconduct, fitness for promotion or other assignments, overallrating etc.)

Signature of Reporting AuthorityName (in blockletters)DesignationDate.....

III. Remarks by the Sub-divisional Officer, SuperiorAuthority/Accepting Authority :

SignatureName (in blockletters)DesignationDate.....

IV. Remarks by the Collector

SignatureName (in blockletters)DesignationDate.....

Appendix-F[See Note under Rule 5(3)]

Extension Officer

Concerned District-Level Officer

Social Education Organiser/Lady Social Education Organiser

District Social Welfare Officer

Grama Panchayat Extension Co-operative Extension Officer/ Additional Co-operative Extension Officer Progress Assistant

Officer District Panchayat Officer

Assistant Registrar of Co-operative Societies

District Statistical Officer

Junior Engineer

Executive Engineer of the Minor Irrigation Division