



03. Productivity

3.1. How long have you been engaged in productive official duties generally, out of your daily office hours?

100%    75%    50%    25%

3.2 . Do you think always you have a heavy burden of works to do? Yes/ No

3.3. If the answer for 3.2 is Yes, mention the reasons for it

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3.4. Performance of work

3.4.1. Progress of the duties performed under Section 12 and 14 of the Act

| Month     | Awareness Meetings- Targets | No. of Land Parcels subjected to Combined Investigation | No. which documents searched at the Land Registry | No. of Land Parcels subjected to Title Investigatio |        | No. of Land Parcels referred to the Head office following the approval of Determination | No. of Land Parcels subjected to Title Investigation out of the files kept aside | No. of Land Parcels which schedules referred to the Title registrar | No. of Title Certificates distributed | No. of Land Parcels subjected to Section 55 in the month |
|-----------|-----------------------------|---|---|---|--------|---|--|---|---------------------------------------|--|
|           |                             |   |   | General   | Public |   |  |   |                                       |  |
| January   |                             |   |   |   |        |   |  |   |                                       |  |
| February  |                             |   |   |   |        |   |  |   |                                       |  |
| March     |                             |   |   |   |        |   |  |   |                                       |  |
| April     |                             |   |   |   |        |   |  |   |                                       |  |
| May       |                             |   |   |   |        |   |  |   |                                       |  |
| June      |                             |   |   |   |        |   |  |   |                                       |  |
| July      |                             |   |   |   |        |   |  |   |                                       |  |
| August    |                             |   |   |   |        |   |  |   |                                       |  |
| September |                             |   |   |   |        |   |  |   |                                       |  |
| October   |                             |   |   |   |        |   |  |   |                                       |  |
| November  |                             |   |   |   |        |   |  |   |                                       |  |
| December  |                             |   |   |   |        |   |  |   |                                       |  |

3.4.2

If officers were unable to fulfill the targets, reasons

1. ....
2. ....
3. ....
4. ....
5. ....

3.4.4.

- I. No of land parcels subjected to preliminary investigation –
- II. No of land parcels subjected to legal investigation –
- III. No of land parcels completed out of files kept aside –
- IV. No of Schedules prepared to be sent to the Land Registry out of the Gazette received –

-only when targets could not be achieved due to unavailability of Cadastral maps

04. Public Relationships

- 4.1. Are public outside and/or officers of other divisions, directly related to your duty? Yes/ No
- 4.2. According to you do you maintain a satisfactory public relationship? Yes/ No
- 4.3. Are there any incidents where public and/or officers of other divisions were not satisfied? Yes/ No
- 4.4. If the answer for 4.3 is Yes, mention the reasons for it

05. Training

5.1. Trainings obtained during the year

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

5.2. Fields which trainings are needed

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Date.....

Signature of Assessee .....



**Part II –( To be completed by the supervising Deputy Commissioner/ Assistant Commissioner(Assessor))**

(Rank as Very Good/ Good/ Satisfactory/ Unsatisfactory)

01. Adhering to Office Systems

- a. Willingness and interest to follow proper Office Systems
- b. Use of effective and advance Office Sstems
- c. Coordination between other Sections
- d. Maintenance of documents such as Call up Diaries
- e. Economical use of resources

02. Scope of Duty

1.1. Understanding regarding the duty

(Should be completed with the participation of the officers who work in investigation matters/officers relevant)

1.2.Skill of collecting information at field level

1.3.Ability to note down the information revealed at the investigation, properly

1.4.Ability to confirm the accuracy of the facts and information revealed

1.5.Understanding on land laws and incidental matters

1.6.Preparation of files as per the Circular instructions

1.7.Accuracy in presenting Determination Recommendations

1.8.Ability to prepare sketch maps and to understand maps.

1.9.Ability to perform legal investigations (Search folios)

1.10. Ability to act clearly regarding the issues submitted

1.11. Contribution of the officer to achieve the targets of the Organization

1.12. Overall quality of duties

1.13. Completion of the scheduled/ prescribed day today duties without delay

03. Public Relationship

3.1. Public Relationship and courtesy

3.2. Inter Personnel Relationships

3.3. Ability of explaining matters to the public

04. General Behavior

4.1. Public Relationship and courtesy

4.2. Inter Personnel Relationships

4.3. Ability of explaining matters to the public

05. Observations relevant to Field Investigation Activities (Should be completed by the staff grade officers who participated the investigation)

- 1) No. of times participated
  - 2) i. Courtesy and friendliness  
ii. Field activity organizing ability  
iii. Ability to work with targets  
iv. Creativity  
v. Other
- of the officer subjecting to assessment

06. Special Qualities

- 1) Attitudes regarding work
- 2) Dedication to work
- 3) Leadership
- 4) Being impartial
- 5) Being a model character
- 6) Creativeness

07. Appraisals and observations

7.1. Monthly progress stated under chapter 3.4.1. is accurate. Yes/No

7.2. Overall Assessment if targets have not been achieved- Monthly Targets Fulfilled/  
Not fulfilled

- If targets have not been achieved, are you satisfied with the facts submitted by the Assessee?

7.3. Observation on the Assessee regarding work, conduct and the nature of responsibility

Work-

Conduct –

Nature of responsibility-

7.4. Provision of Annual Salary Increment is Recommended/ not recommended

Date.....

Signature of the Assessor

Name

Designation

The above Assessment of the officer has been brought to his/ her knowledge. It is made known to him/ her. It was noted by him/ her.

Signature of the Assesse

Signature of the Assessor

**Part III (to be completed by the Moderator)**

Observations and opinions of the Moderator on the Assessment

01. Assessment - Very Good/ Good/ Satisfactory/ Unsatisfactory
02. Observations-

Date.....

Signature of the Moderator

Name

Designation