
APPENDIX K-1.

APPENDIX

STATEMENT SHOWING THE AUTHORITIES WHO SHOULD

Class of officers whose personal files are to be maintained.

<i>Class of Service.</i>	<i>Office in which working.</i>	<i>Designation.</i>
(1)	(2)	(3)
1 The Madras Civil Service (Executive Branch).	Board of Revenue ..	Assistant Secretaries, Board of Revenue.
Do.	Revenue Office, Divisional Treasury Deputy Collector's Office and office of the Deputy Collectors on special duty.	Deputy Collectors ..
2 The Madras General Service.	Board of Revenue ..	First Assistant, Board of Revenue.
3 The Madras Survey and Land Records Service.	Office of the Board of Revenue.	Deputy Director of Survey and Land Records.
Do.	Central Survey Office ..	Assistant Director of Survey and Printing and Photographic Expert.
Do.	Survey and Land Records Ranges and Survey Parties.	Assistant Director of Survey and Land Records.
4 The Madras Revenue Subordinate Service.	Taluk Office, Deputy Tahsildar's Office, Stationary Sub-Magistrates Office and Offices of the Special Tahsildars and Deputy Tahsildars.	Tahsildar, Deputy Tahsildar, Stationary Sub-Magistrate and Deputy Tahsildars on special duty.
Do.	Collector's Office ..	Huzur Sarishtadar, Huzur Head Clerk, Inspecting Tahsildars and District Labour Officer.
5 The Madras Minor Irrigation Subordinate Service.	Do.	Supervisor
Do.	Taluk Office	Overseer

K-I.

PREPARE, MAINTAIN AND SCRUTINIZE PERSONAL FILES.

<i>Authority who should submit confidential reports periodically, if different from the Custodian Officer.</i>		<i>Custodian Officer, i.e., officer by whom personal files should be maintained.</i>	<i>Officers by whom personal files should be scrutinized.</i>	<i>Remarks.</i>
<i>Immediate reporting Officer.</i>	<i>Intermediate reporting Officer.</i>			
(4)	(5)	(6)	(7)	(8)
....	Board of Revenue (Duplicates kept by the secretary to Government Revenue Department.)
Collector or the immediate superior, e.g., the Inspector of Municipal Councils and Local Boards.	Board of Revenue.	Do.
....	Board of Revenue.
....	Do.
....	Deputy Director of Survey and Land Records.	Board of Revenue.
....	Do.	Do.
Revenue Divisional Officer.	Collector
....	Do.
....	Do.
Tahsildar	Revenue Divisional Officer.	Do.

<i>Class of Officers whose personal files are to be maintained.</i>		<i>Designation</i>
<i>Class of Service.</i>	<i>Office in which working.</i>	
(1)	(2)	(3)
6. The Tamil Nadu Survey and Land Records Sub-service.	Central Survey Office	Manager (Technical)
Do.	Do.	Head Draftsman
Do.	Do.	Head Computer
Do.	Do.	Senior Computer Draftsman.
Do.	Do.	Head Typographer
Do.	Do.	Typographer Grade I
Do.	Do.	Typographer, Grade II
Do.	Do.	Junior Computer Draftsman, Grade I and Grade II.
Do.	Do.	Mechanic
Do.	Do.	Assistant Mechanic
Do.	Do.	Assistant Manager
Do.	Do.	Technical Assistant
Do.	Do.	Reproduction Assistant
Do.	Do.	Reproduction Personnel

<i>Authority who should submit confidential reports periodically if different from Custodian officer.</i>		<i>Custodian Officer, i.e., officer by whom personal files should be maintained.</i>	<i>Officers by whom personal files should be scrutinised.</i>	<i>Remarks.</i>
<i>Immediate Reporting Officer.</i>	<i>Intermediate Reporting Officer.</i>			
(4)	(5)	(6)	(7)	(8)
Assistant Director, Central Survey Office, Madras-5.	Deputy Director of Survey and Land Records.
Do.	Do.
Do.	Do.
Do.	Do.
Do.	Assistant Director of Survey and Land Records, Madras-5.
Do.	Do.
Do.	Do.
Do.	Do.
Do.	Do.
Do.	Do.
Do.	Do.
Photographic and Printing Export.	Do.
Do.	Do.
Do.	Do.
Do.	Do.

<i>Class of Officers whose personal files are to be maintained.</i>		<i>Designation.</i>
<i>Class of Service.</i>	<i>Office in which working.</i>	
(1)	(2)	
The Tamil Nadu Survey and Land Records Sub Services.	District (Survey and Land Records) Units.	Inspector of Survey and Land Records—Incharge of maintenance.
Do.	..	Do. .. Inspector of Survey and Land Records and Head Surveyor on Mobil work.
Do.	..	Do. .. Divisional Head Surveyors.
Do.	..	Do. .. Town Surveyors.

<i>Authority who should submit confidential reports periodically if different from Custodian officer.</i>		<i>Custodian Officer, i.e., officer by whom personal files should be maintained.</i>	<i>Officers by whom personal files should be scrutinised.</i>	<i>Remarks.</i>
<i>Immediate Reporting Officer.</i>	<i>Intermediate Reporting Officer.</i>			
(4)	(5)	(6)	(7)	(8)
Assistant Director of Survey and Land Records.	D.R.Os./ Collrs.	Deputy Director of Survey and Land Records.	Reports on maintenance and ad hoc survey staff will be in duplicate, Second copies of the reports on Field Surveyor and District Surveyors will be kept for reference by the Taluk Officer concerned and those on Head Surveyor by the Revenue Divisional Officers and those on Inspector of Survey and Land Records by the D.R.Os Collectors.
Do.	Do.
Inspector of Survey and Land Records/Revenue Divisional Officers.	Assistant Director of Survey and Land Records.	Do.
Divisional Head Surveyor, Inspector of Survey and Land Records and Municipal Commissioner.	Head R.D.O.	Assistant Director of Survey and Land Records.

<i>Class of Officers whose personal files are to be maintained.</i>		<i>Designation.</i>
<i>Class of Service.</i>	<i>Office in which working.</i>	
(1)	(2)	(3)
Tamil Nadu Survey and Land Records Services.	District (Survey and Land Records) Units.	Panchayat Surveyors ..
Do.	..	Do. .. Taluk Deputy Surveyors.
Do.	..	Do. .. Special Deputy Surveyors.
Do.	..	Do. .. Maintenance field Surveyor
Do.	..	Do. .. Special Field Surveyors.
Do.	..	Do. .. Field Surveyors Deputy Surveyors Junior Computer and Draftsman working in Executives-tion.
Do.	..	Do. .. For all other members ..
Do.	.. Office of the Deputy Director of Survey and Land Records.	Senior Computer Draftsman.

<i>Authority who should submit confidential reports periodically if different from Custodian officer.</i>		<i>Custodian Officer, i.e., officer by whom personal files should be maintained.</i>	<i>Officers by whom personal fields should be scrutinised.</i>	<i>Remarks.</i>
<i>Immediate Reporting.</i>	<i>Intermediate Reporting.</i>			
(4)	(5)	(6)	(7)	(8)
Divisional Head Surveyors/Inspectors of Survey and Land Records.	R.D.Os/D.R.Os/in this case of Panchayats Survey having jurisdiction over more than one Revenue Division.	Assistant Director of Survey and Land Records.
Divisional Head Surveyors/Inspector of Survey and Land Records and Tahsildars.	Revenue Divisional Officers.	Assistant Director of Survey and Land Records.
Divisional Head Surveyors/Inspector of Survey and Land Records and Special Tahsildars.	Special Deputy Collectors.	Assistant Director of Survey and Land Records.
Divisional Head Surveyors/Inspector of Survey and Land Records and Tahsildars.	Revenue Divisional Officers.	Do.
Divisional Head Surveyor/Inspectors of Survey and Land Records and Special Tahsildars.	Special Deputy Collectors.	Do.
Inspector of Survey and Land Records.	Do.
Assistant Director of Survey and Land Records.	Do.
Personal Assistant to the Deputy Director of Survey and Land Records.	Deputy Director of Survey and Land Records.

<i>Class of Officers whose personal files are to be maintained.</i>		<i>Designation.</i>
<i>Class of Service.</i>	<i>Office in which working.</i>	
(1)	(2)	(3)
7 The Tamil Nadu Service.	Ministerial Treasury Deputy Collector's office.	Huzur Treasurer, Huzur Head Accountant, Upper Division Clerk in Treasury Deputy Collector's Branch.
Do.	Collector's Office	Huzur Second Clerk, Upper Division Clerks Collector's Office.
The Tamil Nadu Service.	Ministerial Collector's Office	Lower Division Clerks fit for promotion to the Upper Division in the Collector's Office.
Do.	Treasury Deputy Collector's Office.	Lower Division Clerks fit for promotion to the Upper Division in Treasury Deputy Collector's Office.
Do.	Other Revenue Offices in the district.	Lower Division Clerks fit for promotion to the Upper Division including Revenue Inspectors in other (fices.
Do.	Do.	Other Lower Division Clerks.
Tamil Nadu Service.	Ministerial Office of the Deputy Director of Survey and Land Records.	Superintendents
Do.	Do.	Assistants, Junior Assistants Steno-Typist and Typists.

<i>Authority who should submit confidential reports periodically if different from Custodian Officer.</i>		<i>Custodian Officer, i.e., Officer by whom personal files should be maintained.</i>	<i>Officers by whom personal files should be scrutinised.</i>	<i>Remarks.</i>
<i>Immediate Reporting Officer.</i> (4)	<i>Intermediate Reporting Officer.</i> (5)			
Treasury Collectors.	Deputy	Collector
....	Do.
..	Collector or Treasury Deputy Collector for the Collector.
..	Do.
Heads of Officer ..	Revenue Divisional Officer.	Do.
....	Heads of Offices, In Collector's Office, Collector or for him personal Assistant or Treasury Deputy Collector, Treasury Deputy Collector for the staff under him.	Collector in respect of Revenue Divisional Offices and Treasury Deputy Collector's Offices and Revenue Divisional Officer in respect of other Offices.
Personal Assistant to the Deputy Director of Survey and Land Records.	Deputy Director of Survey and Land Records.
Do.	..	Do.

Class of Officers whose personal files are to be maintained.

<i>Class of Service.</i>	<i>Office in which working.</i>		(3)
(1)	(2)		
Tamil Nrdu Service.	Ministerial	Central Survey Office, Madras-5.	Superintendents ..
Do.	..	Do.	.. Assistants ..
Tamil Nadu Service.	Ministerial	Central Survey Office, Madras-5.	Junior Assistant, Typists ..
Do.	..	District (Survey and Land Records) Unit.	Superintendents ..
Do.	..	Do.	.. Assistants ..
Do.	..	Do.	.. Junior Assistants ..
Do.	..	Do.	.. Typists ..
The Tamil Nadu Ministerial Service.	..	Survey and Land Records, Ranges and Survey Parties.	Assistants, Junior Assistants.
Do.	..	Board of Revenue	Superintendents, and Typist Assistants, Junior Assistants for promotion to Upper Division.
Do.	..	Do.	Other Junior Assistants.
Do.	..	Revenue Divisional Office.	Head Clerk and Assistants in a Revenue Divisional Office.

Authority who should submit confidential reports periodically if different from Custodian Officer.

Custodian Officer i.e. officer be whom personal files should be maintained.

Officers by whom personal files should be scrutinised.

<i>Authority who should submit confidential reports periodically if different from Custodian Officer.</i>					
<i>Immediate Reporting Officer.</i> (4)	<i>Intermediate Reporting Officer.</i> (5)		(6)	(7)	(8)
Assistant Director of Survey, C.S.O., Madras-5.		Do.
Do.		Assistant Director of Survey, Central Survey Office, Madras-5.
Assistant Director of Survey, C.S.O., Madras-5.		Assistant Director of Survey, Central Survey Office, Madras-5.
Assistant Director of Survey and Land Records.		Deputy Director of Survey and Land Records.
Do.		Assistant Director of Survey and Land Records.
Do.		Do.
Do.		Do.
....		Assistant Director Survey and Land Records.
....	..		Secretary, Board of Revenue.
....		Assistant Secretary.	Secretary.
Revenue Divisional Officer,		Collector

Remarks.

<i>Class of Officers whose personal files are to be maintained.</i>		<i>Designation.</i>
<i>Class of Service.</i>	<i>Office in which working.</i>	
(1)	(2)	(3)
Do.	.. Taluk Office	Taluk Head Accountant Assistants including Revenue Inspectors in taluks.
Do.	.. Office of the Superintendent of Stationery and Stamps.	Manager, Store-Keepers and Head Accountant and Assistants.
Do.	Do.	Lower Junior Assistants fit for promotion to Assistants.
Do.	Do.	Other Junior Assistants.
Do.	Office of the paymaster Carnatic Stipends.	Manager
8. The Tamil Nadu General Subordinate Service.	Board of Revenue	.. Record Clerks. and Sergeants.
Do.	Collector's Office	.. Clerk Draftsman
Do.	Treasury Deputy Collector's Office.	Record Clerks and Shroffs Collector's Office, Treasury Branch.
Do.	Taluk Office or Deputy Tahsildar's Office or Stationary Sub-Magistrate's Office.	Record Clerks and Shroffs and salariesed stamp-vendors in taluk or sub-Taluk.
Do.	Agency Division (Special Assistant Agent's Office).	Amins* (in Agency Divisions).

The personal records in the office

Authority who should submit confidential reports periodically of different from Custodian officer.

Custodian Officer, i.e., officer by whom personal files should be maintained.

Officers by whom personal files should be scrutinised.

<i>Immediate Reporting Officer.</i>	<i>Intermediate Reporting Officer.</i>	<i>Custodian Officer, i.e., officer by whom personal files should be maintained.</i>	<i>Officers by whom personal files should be scrutinised.</i>	<i>Remarks.</i>
(4)	(5)	(6)	(7)	(8)
Tahsildars	.. Revenue Divisional Officer.	Superintendent of Stationery and Shop..
....	Superintendent of Stationery and Shops.
....	Assistant Superintendent for Superintendent.	Superintendent.
....	Assistant Superintendent.	Do.
....	..	Pay master ..	Do.
....	First Assistant, Board of Revenue.	Assistant Secretary.
....	Collector or for him Personal Assistant or Treasury Deputy Collector.
...	Treasury Deputy Collector.
Head of the office	Head of the office.	Collector.
....	Revenue Divisional Officer (Special Assistant Agent).	Do,

APPENDIX

STATEMENT SHOWING THE AUTHORITIES WHO SHOULD PREPARE, MAINTAIN AND SCRUTINIZE PERSONAL FILE—*cont.*

<i>Class of officers whose Personal files are to be maintained.</i>			<i>Designation.</i>
<i>Class of Service.</i>	<i>Office in which working.</i>		
(1)	(2)	(3)	
Head of the office ..	Collector's Office ..	Record Clerks in Collector's Office. †	Collector
Do.	Taluk Office, Madras	Karnams in the City. †	Madras
Do.	Central Survey Office	Record Clerks. †	
Do.	Office of the Deputy Director of Survey and Land Records.	Record Clerks.	
Do.	Central Survey Office.	Do.	

[G.O. Ms. No. 2722, Public (Services),

[B.P. Perm. No. 1119 (T), dated

* The personal records in the Office

K-1.

<i>Authority who should submit confidential reports periodically of deferent from Custodian officer.</i>		<i>Custodian Officer, i.e., officer by whom personal files should be maintained.</i>	<i>Officers by whom personal files should be scrutinised</i>	<i>Remarks.</i>
<i>Immediate Reporting Officer.</i>	<i>Intermediate Reporting Officer.</i>			
(4)	(5)	(6)	(7)	(8)
....	Treasury Deputy Collector of or personal Assistant to the Collector as the case may be.
....	Tahsildar .. Collector.
Personal Assistant to the Deputy Director of Survey and Land Records.	Deputy Director Survey and land Records.
Assistant Director of Survey Central, survey Office, Madras-5.	Assistant Director of Survey and Land Records, Central Survey Office, Madras-5.

dated 3rd September 1971.]

[6th October 1971].

 maked will be kept in book form.

APPENDIX K-II.

FORMS OF PERIODICAL REPORTS ON THE WORK, CONDUCT AND CHARACTER
OF THE MEMBERS OF THE SUBORDINATE SERVICES.*Form I.**Other than the Tamil Nadu Ministerial Service, Tamil Nadu Secretariate Service
and Technical Employees.*

Name.

Report for the year ending.

Post held

Pay.

Total period including the period in the year for which the officer reported or
has worked under the officer reporting.

Where employed and work engaged upon.

Personality and manner.

Health—Physical capacity and means of getting about.

General culture and intelligence—Ability to express himself.

Conduct and character.

Tact and temper—Relations with fellow officials and the public.

Initiative.

Industry—Quality of work

Performance in the collection of loan arrears, land revenue and panchayat
taxes.

Judgement.

Powers of control, supervision and organization.

Professional knowledge or departmental experience.

Indebtedness (if indebted, the extent of personal responsibility for incurring
the debts).

Punishments, censures or special commendations, in the period under report.

Date of communication to the Officer of any adverse remarks since last report.

Fitness for promotion or confirmation.

General remarks.

Remarks of immediate superior or reporting officers.

Station :

Signature.

Name in block letters.

Date :

Designation of officer.

Remarks of the head of the office or department.

If he disagrees with any entry, he should record his own views.

Station :

Signature

Name in block letters

Date :

Designation of officer.

Note.—The entry of adverse remarks regarding personal character, conduct or honesty should be supported by the reasons for taking the view recorded and, if possible, by reference to specific facts. An estimate that an officer is unfit for particular rank should include the reasons for the estimate and if possible a statement of facts in support of the estimate, to should not be founded on general impressions only.

Form II.

Tamil Nadu Ministerial Service and Tamil Nadu Secretariat Service.

Name.

Report for the year ending.

Post held.

Pay.

Personality and bearing.

Physical capacity.

Intelligence and initiative.

Performance in the collection of loan arrears, land revenue and Panchayat taxes.

Ability to draft and note.

Capacity for control.

Promptness.

Conduct and character.

Indebtedness (how far the individual is responsible for incurring the debts should be stated).

Punishments, censures or special commendations in the period under report.

Date of communication to the officer of any adverse remarks since last report.

Fitness for promotion.

General remarks.

Station :

Signature.

Name in block letters.

Date :

Designation of officer.

(True extract.)