

**8.35 Annual confidential reports - Reporting and scrutinizing authorities in respect of Officers of Rural Development and Panchayat Raj Department working in the Department / on deputation to other institutions**

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Rural Development and Panchayat Raj (E1) Department

G.O. (D) No. 38

Dated : 23.1.2008

Read :

1. G.O. (Ms) No. 11, Personnel and Administrative Reforms Department, dated 5.1.84.
2. G.O. (Ms) No. 86, Personnel and Administrative Reforms Department, dated 4.4.07.
3. From the Director of Rural Development and Panchayat Raj letter No. 85750/07/GE 1.2, dated 10.12.07.

**ORDER**

In the letter third read above, the Director of Rural Development and Panchayat Raj has stated that for the past two decades several posts were created or re-designated and the instructions issued by his office based on the Government order first read above are not matching with job responsibilities of various officers and controlling officers and the scrutinizing officers. He has therefore sent proposal to Government to issue clear cut instructions on writing of Annual Confidential Reports by the Reporting Officers and scrutiny thereof by the scrutinizing officer.

2. The Government after careful examination of the proposal of the Director of Rural Development and Panchayat Raj prescribe the reporting and scrutinizing officers in respect of Rural Development and Panchayat Raj Department who are working in the Department/on deputation as detailed below: -

## 8. MISCELLANEOUS

S.No.	Name of the Post	Reporting Officer	Scrutinizing Officer
1.	Additional Director Rural Development in Directorate of Rural Development and Panchayat Raj Department	Director of Rural Development and Panchayat Raj	Secretary to Government, Rural Development and Panchayat Raj.
2.	Additional Director Rural Development, Tamil Nadu Corporation for Development of Women Ltd., /Vazhndhukattuvom Project.	Managing Director, Tamil Nadu Corporation for Development of Women Ltd.	Secretary to Government, Rural Development and Panchayat Raj Department.
3.	Additional Director/Joint Director Rural Development (Tsunami Project Implementation Unit)	Project Director, Tsunami Project Implementation Unit	Secretary to Government, Rural Development and Panchayat Raj Department.
4.	Additional Director/Joint Director Rural Development (Planning Commission)	Member Secretary, Planning Commission, Chennai.	Secretary to Government, Planning and Development Department.
5.	Additional Director of Rural Development/Special Officer (Local Bodies) in TNEB	Chairman, Tamil Nadu Electricity Board.	Secretary to Government, Energy Department.
6.	Director, SIRD, Maraimalainagar.	Director of Rural Development and Panchayat Raj.	Secretary to Government, Rural Development and Panchayat Raj Department.
7.	Additional Director of Rural Development/Project Officer, District Rural Development Agency, Joint Director/Project Officer, District Rural Development Agency	Collector	Director of Rural Development and Panchayat Raj.
8.	Additional Director/Joint Director & Principal Election Officer, Tamil Nadu State Election Commission	Secretary, Tamil Nadu State Election Commission.	Secretary to Government, Rural Development and Panchayat Raj Department.
9.	Additional Director/Joint Director in Town Pts. Directorate deputed from Rural Development and Panchayat Raj Department.	Director of Town Panchayats.	Secretary to Government, Municipal Administration & Water Supply Department.
10.	Joint Director/Project Officer (Mahalir Thittam)	Collector	Managing Director, Tamil Nadu Corporation for Development of Women Ltd.
11.	Joint Directors/Deputy Director (Statistics) in Directorate of Rural Development and Panchayat Raj.	Director of Rural Development and Panchayat Raj	Secretary to Government, Rural Development and Panchayat Raj Department.
12.	Joint Director (Water shed Management)	Managing Director, Tamil Nadu Water Shed Development Agency.	Secretary to Government, Agriculture Department.
13.	Joint Director, Tsunami Project Implementation Unit or equivalent	Project Director, (Tsunami Project Implementation Unit)	Secretary to Government, Rural Development and Panchayat Raj Department.

14.	Principal/Equivalent, RIRDs	Director of Rural Development (Training)	Secretary to Government, Rural Development and Panchayat Raj Department.
15.	Joint Director, State Institute of Rural Development	Director, State Institute of Rural Development	Director of Rural Development and Panchayat Raj.
16.	Joint Director (Noon Meal Programme)	Director of Social Welfare.	Secretary to Government, Social Welfare Department.
17.	Assistant Directors in Directorate of Rural Development and Panchayat Raj	Additional Director Rural Development of the Unit	Director of Rural Development and Panchayat Raj.
18.	Personal Assistant (D) Personal Assistant (NMP) Personal Assistant (Election) Assistant Director (Panchayats) Assistant Director (Audit)	Collector	Director of Rural Development and Panchayat Raj
19.	Assistant Project Officer (R) Assistant Project Officer (EAS) Assistant Project Officer (DWCRA)	Project Officer, District Rural Development Agency	District Collector
20.	Assistant Project Officer (MT)	Project Officer (MT)	Managing Director, Tamil Nadu Corporation for Development of Women Ltd.
21.	Secretary, District Panchayat	Collector	Director of Rural Development and Panchayat Raj.
22.	Assistant Project Officer (Tsunami)	Project Officer, District Rural Development Agency	Project Director, (Tsunami Project Implementation Unit)
23.	Lecturer in State Institute of Rural Development	Director, State Institute of Rural Development	Director of Rural Development and Panchayat Raj
24.	Assistant Director/Lecturer in SIRD (Deputed from Rural Development and Panchayat Raj Department)	Director, State Institute of Rural Development.	Director of Rural Development and Panchayat Raj
25.	Superintending Engineer (RD), Directorate of Rural Development and Panchayat Raj.	Director of Rural Development and Panchayat Raj	Secretary to Government, Rural Development and Panchayat Raj Department.
26.	Executive Engineer (RD), District Rural Development Agencies	Collector	Director of Rural Development and Panchayat Raj.

## 8. MISCELLANEOUS

27.	Assistant Executive Engineer (RD)/Assistant Executive Engineer(RD-WS)/Assistant Executive Engineer (PMGSY)/Assistant Executive Engineer (Tsunami)	Project Officer	District Collector
28.	Assistant Executive Engineer (RD) Directorate of Rural Development and Panchayat Raj.	Superintending Engineer (RD)	Director of Rural Development and Panchayat Raj
29.	H.S. (PD)	Personal Assistant (Development) to Collector	Collector.
30.	Block Development Officer (Block Panchayat)	Project Officer, District Rural Development Agency	Collector
31.	Block Development Officer (Village Panchayats)	Project Officer, District Rural Development Agency	Collector
32.	Block Development Officer (Bio Gas)	Project Officer, District Rural Development Agency	Collector
33.	Block Development Officer/Superintendent in District Rural Development Agency	Project Officer, District Rural Development Agency	Collector
34.	Assistant Engineer (Rural Development/Block Engineer/Assistant Engineer (RD-WS)/Assistant Engineer (Tsunami)	Project Officer, District Rural Development Agency	Collector
35.	Assistant Engineer (RD), Director of Rural Development and Panchayat Raj	Superintending Engineer	Director of Rural Development and Panchayat Raj

3. The Government also direct that

- (i) In respect of Block Development Officers (Block Panchayat) and Block Development Officers (Village Panchayats), the Project Officer, District Rural Development Agency should get a report from Assistant Director (Panchayats) regarding the performance of Block Development Officers (Block Panchayat) and (Village Panchayats) and attach it as a part of the Annual Confidential Report.
- (ii) The reporting officer should write the confidential report within 90 days from the date of his demitting office either on transfer or for other reasons in the middle of the year/ or from 31<sup>st</sup> March of the year concerned.
- (iii) The Director of Rural Development and Panchayat Raj shall be the custodian of the confidential reports in respect of the posts mentioned in Sl.Nos. 1 to 28 and 35 and the District Collector concerned should be the custodian of the confidential reports in respect of Sl.Nos. 29 to 34.

**K. ASHOK VARDHAN SHETTY**  
SECRETARY TO GOVERNMENT