GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
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From
Shri P.K. Mohapatra, IAS,
Additional Chief Secretary to Government

To
All Revenue Division Commissioners/
All Collectors


Ref: GA&PG Department letter No. 646/SE dated 06.03.2020 and this Department letter No. 8206/R&DM dated 17.02.2020.

Madam/Sir,

I would like to draw your attention to GA & PG Department letter No. 646/SE dated 06.03.2020 (copy enclosed) and this Department letter No. 8206/R&DM dated 17.02.2020 (copy enclosed) wherein detailed instructions have been issued regarding Government decision on according weightage for implementation of 5T Charter and "Mo Sarkar" initiative in Annual Performance Appraisal Report of respective officers. These parameters will be considered while recording the performance of an officer in his PAR for the year 2019-20 and onwards.

You are, therefore, requested to adhere to the above instructions while recording the performance of the officers working under your administrative jurisdiction and the same should be brought to the notice of all concerned.

Yours faithfully

Additio

Additional Chief Secretary to Government

Memo No. 13376 /R&DM Dated 19.03.2020
Copy along with copy of enclosure forwarded to Secretary, Board of Revenue, Odisha, Cuttack / DLR&S, Odisha, Cuttack / IGR, Odisha, Cuttack / Director, Minor and Minerals, R&DM Department for information and necessary action.

Joint Secretary to Government

Memo No. 13377 /R&DM Dated 19.03.2020
Copy along with copy of enclosure forwarded to all Special Secretaries / FA-cum-Special Secretary / all Additional Secretaries / all Joint Secretaries / all Deputy Secretaries of Revenue & DM Department for information and necessary follow up action.

Joint Secretary to Government
Memo No. 13378 /R&DM Dated 19.03.2020
Copy along with copy of enclosure forwarded to Confidential Branch/ NGE-B Branch/ Registration Branch/ OE-A branch for information and necessary action.

Joint Secretary to Government

Memo No. 13379 /R&DM Dated 19.03.2020
Copy along with copy of enclosure forwarded to all ADMs / all Sub-Collectors for information and necessary action.

Joint Secretary to Government

Memo No. 13380 /R&DM Dated 19.03.2020
Copy along with copy of enclosure forwarded to all Tahasildars/ all Registering officers for information and necessary action.

Joint Secretary to Government

Memo No. 13381 /R&DM Dated 19.03.2020
Copy along with copy of enclosure forwarded to e-Governance branch for uploading the same in the Department website.

Joint Secretary to Government
From

Shri S. Chopra, IAS
Principal Secretary to Government

To

All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum-Secretaries/All RDCs/All Collectors & District Magistrates.

Sub:


Ref:

This Department letters no.2977 dt. 31.07.2019, 2981 dt. 31.07.2019, 2985 dt. 31.07.2019 and No. 3684 dt. 18.10.2019 (Copy enclosed)

Sir,

I am directed to say that after successful introduction of 5T components i.e. Transparency, Teamwork, Technology, Transformation and Time in order to provide a citizen centric progressive model of governance, Government have already decided to accord 20% weightage for performance in implementation of 5-T components while recording the remarks in the Performance Appraisal Report of an officer. Out of 20% so assigned, 10% weightage shall be for 5-T charter of Department, 5% for 5-T charter of Government and 5% shall be for ‘Mo Sarkar’ initiatives. These parameters will be considered while recording the performance of an officer in his PAR for the year 2019-20 and onwards. The PAR format is being modified accordingly.

It is, therefore, requested that all the authorities in the remarks recording chain under your administrative control may be sensitised to give prescribed weightage on implementation of 5-T component and Mo-Sarkar initiatives while recording the remarks on the PAR of their subordinates.

Yours faithfully,

Principal Secretary to Government
Memo No. 647

Copy forwarded to Private Secretary to Chief Minister, Odisha / Private Secretaries to all Ministers, Odisha/ Private Secretary to Chief Secretary, Odisha for information.

Memo No. 648

Copy (5 spare copies) forwarded to Library of G.A. & P.G. Department/All Sections of GA & PG (SE) Department for information and necessary action.

Special Secretary to Government
Government of Odisha  
General Administration & Public Grievance (SE) Department

No. 2977/SE  
GAD-SEA-MISC-0010-2019  
dt. 31/07/2019

From  
Shri G.C. Patra, OAS (SS)  
Special Secretary to Government

To  
All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum- 
Secretaries/All Heads of Departments/All RDCs/All Collectors & District 
Magistrates.

Sub: Annual Performance Appraisal Report- Weightage for implementation of ST 
Component.

Sir,

I am directed to say that Government have introduced ST components i.e. 
Transparency, Teamwork, Technology, Transformation and Time in order to provide a 
citizen centric progressive model of governance. The All India Service officers of the State 
as well as the State Service officials have a crucial role in implementation of ST components 
in their work sphere and it has been decided to reflect this aspect in their Annual 
Performance Appraisal Reports. After careful consideration Government have been pleased 
to direct all the authorities in the remarks recording chain in respect of Annual PAR of an 
officer, to accord 20% weightage for his/her performance in implementation of ST 
Component. The officer reported upon may include his contribution towards implementation 
of ST in their Self-Appraisal report:

The All India Service officers submit their PAR in SPARROW Portal in the 
prescribed format. The format being prescribed by DoPT, presently no change in the 
format is being effected. However, the AIS officers while submitting their self-appraisal and 
while giving their remarks on the PAR of their subordinates, should keep in mind to accord 
due weightage for implementation of ST.

This may be brought to the notice of all concerned authorities under your 
control.

Yours faithfully,

[Signature]

Special Secretary to Government

dt. 31/07/2019

Memo No. 2978

Copy forwarded to Private Secretaries to all Ministers, Odisha for kind 
information of respective Hon'ble Ministers.

[Signature]

Special Secretary to Government

dt. 31/07/2019

(PTO)
Memo No. 2979

Copy forwarded to Private Secretary to Chief Minister, Odisha /Private Secretary to Chief Secretary, Odisha for information.

Special Secretary to Government

Memo No. 2980

Copy (5 spare copies) forwarded to Library of G.A. & P.G. Department/All Sections of GA & PG (SE) Department for information and necessary action.

Special Secretary to Government
Government of Odisha
General Administration & Public Grievance (SE) Department

No. 2981/SE
GAD-SEA-MISC-0010-2019
dt. 31.07.2019

From
Shri G.C. Patra, OAS (SS)
Special Secretary to Government

To
All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum-Secretaries/All Heads of Departments/All RDCs/All Collectors & District Magistrates.

Sub:
Annual Performance Appraisal Report - Weightage for implementation of 5T Component.

Sir,

I am directed to say that Government have introduced 5T components i.e. Transparency, Teamwork, Technology, Transformation and Time in order to provide a citizen centric progressive model of governance. The All India Service officers of the State as well as the State Service officials have a crucial role in implementation of 5T components in their work sphere and it has been decided to reflect this aspect in their Annual Performance Appraisal Reports. After careful consideration Government have been pleased to direct all the authorities in the remarks recording chain in respect of Annual PAR of an officer, to accord 20% weightage for his/her performance in implementation of 5T Component. The officer reported upon may include his contribution towards implementation of 5T in their Self-Appraisal report.

Separate columns are being added for this purpose in the format of Performance Appraisal Report in HRMS (e-PAR) in respect of the Group-A & B officers of the State Government and reflected in the online format.

This may be brought to the notice of all concerned authorities under your control.

Yours faithfully,

Special Secretary to Government
dt. 31.07.2019

Copy forwarded to Private Secretaries to all Ministers, Odisha for kind information of respective Hon’ble Ministers.

Special Secretary to Government
Memo No. 2983  
dt. 31/07/2019

Copy forwarded to Private Secretary to Chief Minister, Odisha /Private Secretary to Chief Secretary, Odisha for information.

Special Secretary to Chief Secretary, Odisha

Memo No. 2984  
dt. 31/07/2019

Copy (5 spare copies) forwarded to Library of G.A. & P.G. Department/All Sections of GA & PG (SE) Department for information and necessary action.

Special Secretary to Government
Government of Odisha
General Administration & Public Grievance (SE) Department

No. 2985/SE
GAD-SEA-MISC-0010-2019
dt. 31/07/2019

From
Shri G.C. Patra, OAS (SS)
Special Secretary to Government

To
All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum-Secretaries/All Heads of Departments/All RDCs/All Collectors & District Magistrates.


Sir,

I am directed to say that Government have introduced ST components i.e. Transparency, Teamwork, Technology, Transformation and Time in order to provide a citizen centric progressive model of governance. The All India Service officers of the State as well as the State Service officials have a crucial role in implementation of ST components in their work sphere and it has been decided to reflect this aspect in their Annual Performance Appraisal Reports. After careful consideration Government have been pleased to direct all the authorities in the remarks recording chain in respect of Annual PAR of an officer, to accord 20% weightage for his/her performance in implementation of ST Component.

The format for CCRs in respect of Non-Ministerial Staff of Secretariat and Stenographers are revised accordingly and attached herewith at Annexure-I & II. As regards the Group-C field staff, suitable forms shall be prescribed by the Heads of the Departments having regard to the 20% weightage on implementation of ST and the nature of duties assigned to each category of employees.

This may be brought to the notice of all concerned authorities under your control.

Yours faithfully,

[Signature]

Special Secretary to Government
dt. 31/07/2019

Memo No. 2986

Copy forwarded to Private Secretaries to all Ministers, Odisha for kind information of respective Hon’ble Ministers.

[Signature]
Special Secretary to Government
Memo No 2987/dt. 31/07/2019

Copy forwarded to Private Secretary to Chief Minister, Odisha/Private Secretary to Chief Secretary, Odisha for information.

Memo No 2988/dt. 31/07/2019

Copy (5 spare copies) forwarded to Library of G.A. & P.G. Department/All Sections of GA & PG (SE) Department for information and necessary action.

Special Secretary to Government

Special Secretary to Government
FORMAT FOR CHARACTER ROLL OF NON-MINISTERIAL STAFF
(OTHER THAN P.A./STENographers) OF THE SECRETARIAT

Name:
Designation:
Department: Branch: Section:
Date of Joining in the present grade:
Date of Joining in the present post:
Year & Period of report:

I. Itemised report by Reporting Authority:

a. State of Health:

b. Attendance and discipline:

c. Promptness in carrying out instructions:

d. Maintenance of routine with reference to the work allotted:

e. Knowledge of rules (with reference to the work allotted):

f. Outturn and quality disposal (with reference to work allotted):

g. Integrity:

II. Steps taken to point out defects, if any, with results:

III. General Remarks (80% weightage) (Official conduct, fitness for promotion or other assignments, overall rating):

IV. Performance with reference to Implementation of 5-T (20% weightage):

Signature:
V. Remarks by Reviewing Authority:

VI. Remarks by Accepting Authority:

VII. Date of communication of adverse remarks, if any with initials of communicating officer:

Date

Signature:

Date

Signature:

Date
FORM OF CHARACTER ROLL FOR STENOGRAPHERS

Name:

Grade:

Officer to whom attached:

Year and Period of report:

1. Item-wise Report:
   a. Quality of work in shorthand and typing:
   b. Ability to handle secret and confidential correspondences:
   c. Disposal:
   d. Grasp and understanding:
   e. Sense of Responsibility:
   f. Integrity:

2. General Remarks (Official conduct and suitability for promotion and any special features of merit like executive ability etc.):

3. Performance with reference to implementation of ST:

Signature of the Recording Authority:

Date

4. Date of communication of adverse remarks, if any, with initials of communicating officer:
Government of Odisha
General Administration & Public Grievance Department

No. GAD-SEA-MISC-0010-2019-3684/Gen, Bhubaneswar dated 18th October, 2019

From

Shri G. C. Patra, OAS(SS)
Special Secretary to Government

To

All Additional Chief Secretaries/Principal Secretaries/Commissioner-
cum-Secretaries/All Heads of Departments/All RDCs/All Collectors &
District Magistrates.

Sub: Annual Performance Appraisal Report- Weightage for implementation
of 5T Charter and "Mo Sarkar" initiative.

Ref: This Department letter No.2985 dt.31.07.19, 2977 dt.31.07.19 & 2981
dt.31.07.19

Sir,

I am directed to say that, "Mo Sarkar" initiative introduced by the
Government is aimed at reaching general public with the objective of
receiving their feedback on the programmes of the Government.
Accordingly, to begin with "Mo Sarkar" initiative has been started in the
Health & Family Welfare Department and Police organisations. In due course,
it will be extended to other Departments. Government have already
decided to accord 20% weightage for performance of government employees
implementation of 5T components. Out of the allotted weightage of 20% for 5
T Charter, 5% will be assigned in respect of performance under "Mo Sarkar"
initiative. This will be applicable to the employees of Departments which are
implementing the "Mo Sarkar" initiative.

It has now been decided to reflect implementation of 5T Charter and
"Mo Sarkar" initiative in the Annual Performance Appraisal Report (PAR) of
different categories of Government employees in the following manner:
1. In case of AIS Officers, out of overall numerical assessment of 10, a value of 2 would be assigned with respect to performance of an officer on ST and "Mo Sarkar" initiative, in the following manner:
   - 1.0 - ST Charter of Department
   - 0.5 - ST Charter of Government
   - 0.5 - "Mo Sarkar"

2. In case of State Government employees, weightage of 20% assessment for performance of the officer will be as follows:
   - 10% - ST Charter of Department
   - 5% - ST Charter of Government
   - 5% - "Mo Sarkar"

Yours faithfully,

Special Secretary to Government

Memo No 3685  
Dated: 18.10.2019

Copy forwarded to P.S. to Chief Minister, Odisha / Private Secretaries of all Ministers, Odisha / Private Secretary to Chief Secretary, Odisha for information.

Special Secretary to Government

Memo No 3686  
Dated: 18.10.2019

Copy forwarded to Library of GA & PG Department / All Sections of GA & PG (SE) Department for information and necessary action.

Special Secretary to Government
From

Shri P.K. Mohapatra, IAS,
Additional Chief Secretary to Government.

To

All RDCs/
All Collectors.


Madam/Sir,

You are aware that the State Government has launched 'Mo Sarkar', a transformational initiative under 5T programme on 2nd October, 2019. As a part of the initiative, Government will collect feedback on behaviour and professionalism of Government officers basing on which the Offices & Officers will be ranked.

Revenue & Disaster Management Department has implemented a number of Citizen-centric initiatives under 5T Action Plan like abolition of application fee/ user charges for issuance of miscellaneous and caste certificates, issuance of Resident and Income certificates to citizens basing on their self-declaration, online issuance of e-Certificates, online payment of land revenue through e-Paudit Portal and PAUTI Mobile App, etc. Further, the Department is contemplating to bring all Tahasil and Registration Offices under the ambit of 'Mo Sarkar' during this month.

In this regard, I would like to draw your attention to GA & PG Department letter No.3684/Gen dated 18.10.2019 (copy enclosed) wherein detailed instructions have been issued regarding Government decision on according weightage for implementation of 5T Charter and "Mo Sarkar" initiative in Annual Performance Appraisal Report of respective officers.

In case of State Government employees, weightage of 20% assessment for performance of the officer will be as follows:

- 10% - for implementation of 5T Charter of Department
- 5% - for implementation of 5T Charter of Government
- 5% - for implementation of "Mo Sarkar"

You are, therefore, requested to adhere to the above instructions while recording the performance of the officers working under your administrative jurisdiction and the same should be brought to the notice of all concerned.

[Signature]

Additional Chief Secretary to Government
Memo No. 8207 /R&DM Dated 17.02.2020
Copy along with copy of enclosure forwarded to Secretary, Board of Revenue, Odisha, Cuttack / DLR&S, Odisha, Cuttack / IGR, Odisha, Cuttack / Director, Minor and Minerals, R&DM Department for information and necessary action.

Joint Secretary to Government

Memo No. 8208 /R&DM Dated 17.02.2020
Copy along with copy of enclosure forwarded to all Special Secretaries / FA-cum-Special Secretary / all Additional Secretaries / all Joint Secretaries / all Deputy Secretaries of Revenue & DM Department for information and necessary follow up action.

Joint Secretary to Government

Memo No. 8209 /R&DM Dated 17.02.2020
Copy along with copy of enclosure forwarded to all ADMs / all Sub-Collectors for information and necessary action.

Joint Secretary to Government

Memo No. 8210 /R&DM Dated 17.02.2020
Copy along with copy of enclosure forwarded to all Tahasildars / all Registering officers for information and necessary action.

Joint Secretary to Government
Government of Odisha  
General Administration & Public Grievance Department

No.GAD-SEA-MISC-0010-2019-3684/Gen., Bhubaneswar dated 18th October, 2019

From
Shri G. C. Patra, OAS(SS)
Special Secretary to Government

To
All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum-Secretaries/All Heads of Departments/All RDCs/All Collectors & District Magistrates.


Ref: This Department letter No.2985 dt.31.07.19, 2977 dt.31.07.19 & 2981 dt.31.07.19

Sir,

I am directed to say that, "Mo Sarkar" initiative introduced by the Government is aimed at reaching general public with the objective of receiving their feedback on the programmes of the Government. Accordingly, to begin with "Mo Sarkar" initiative has been started in the Health & Family Welfare Department and Police organisations. In due course, it will be extended to other Departments. Government have already decided to accord 20% weightage for performance of government employees implementation of ST components. Out of the allotted weightage of 20% for ST Charter, 5% will be assigned in respect of performance under "Mo Sarkar" initiative. This will be applicable to the employees of Departments which are implementing the "Mo Sarkar" initiative.

It has now been decided to reflect implementation of ST Charter and "Mo Sarkar" initiative in the Annual Performance Appraisal Report (PAR) of different categories of Government employees in the following manner:
1. In case of AIS Officers, out of overall numerical assessment of 10, a value of 2 would be assigned with respect to performance of an officer on ST and "Mo Sarkar" Initiative, in the following manner:
   - 1.0 – ST Charter of Department
   - 0.5 – ST Charter of Government
   - 0.5 – "Mo Sarkar"

2. In case of State Government employees, weightage of 20% assessment for performance of the officer will be as follows:
   - 10% – ST Charter of Department
   - 5% – ST Charter of Government
   - 5% – "Mo Sarkar"

Yours faithfully,

(Signature)

Special Secretary to Government

Memo No 3685
Dated: 18.10.2019

Copy forwarded to P.S. to Chief Minister, Odisha / Private Secretaries of all Ministers, Odisha / Private Secretary to Chief Secretary, Odisha for information.

(Signature)

Special Secretary to Government

Memo No 3686
Dated: 18.10.2019

Copy forwarded to Library of GA & PG Department / All Sections of GA & PG (SE) Department for information and necessary action.

(Signature)

Special Secretary to Government