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,

Special Secretary to Government

Memo No 2986
dt. 31/07/2019

Copy forwarded to Private Secretaries to all Ministers, Odisha for kind information of respective Hon'ble Ministers.
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:
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 5T:

   Signature of the Recording Authority:

   Date

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