

Government of Odisha
General Administration Department

ORDER

NO.GAD-OE1-MISC-0026-2012-**26638**/Gen Bhubaneswar, Dated 14.11.2012

In order to improve efficiency and accountability in disposal of official business weekly review of follow up action on decisions taken will be done according to the following agenda:

- 1. Response to Immediate Letters/Notices (Grievances, Assembly Questions, Committee Reports, Courts, Tribunals, RTI, Government of India):** All letters marked immediate may be put up two working days before the due date so that they are disposed on or before the due date. All relevant persons within and outside the Department may be contacted prior to the review date for expediting disposal of the case.
- 2. Filling up of vacancies :** In pursuance to the instructions of Home Department – Res. No. 42595 dt 10-10-11 vacant posts at the level of ASO may be immediately filled up by reengagement of retired OSS officers as OSD.
- 3. Training & Capacity Building :** All P.A.s/P.S.s/Stenos/DEOs/ ASOs /SOs /DOs /Typists/Diarist/Issue Superintendent/Diary Superintendent/Record Superintendent/Branch Officers will learn to work on Excel, Word, Powerpoint, Outlook, OSWAS and LMS. Persons who enhance their knowledge and skills will be given suitable ratings in their Annual Performance Appraisal Reports (PARs).
- 4. Budget releases, UCs and Audit:** All implementing agencies (BDA, IDCO, Works, PHED, OCAC) shall be pursued to get pending UCs and provide fresh proposals with plan and estimates for release of funds. All agencies should be followed up for compliance to audit reports.
- 5. Record Management** – All documents, files and letters shall be scanned, unnecessary records weeded out and old records consigned to the record room to create space. All ASOs will consign/weed out at least two files per work day and present a report to his superior. Departmental Record Room

will send excess records to the Central Record Room. All important instructions of the Department shall be placed on the Department's website and OSWAS Knowledge Management system. Service Books should be scanned in HRMS. Achievements of ASOs in respect of record management shall be specifically recorded in their PARs.

6. Disposal of Cases – All cases pertaining to dereservation, conversion, transfer, alienation, mutation, mortgage, possession, acquisition, eviction, departmental proceedings, adverse remarks, pensions, request for posting of officers, Jharsuguda and other airstrips development, allotment of quarters, preparation of annual report and other cases may be tracked properly to avoid delay.

7. Policy formulation : On the following matters new policies may be formulated.

- a. Land Grant
- b. Quarter Allotment
- c. Kalinganagar Land
- d. Departmental Proceeding
- e. Rules of Business
- f. Gopabandhu Academy of Administration
- g. Eviction (OPP)
- h. Citizen's Charter

8. Any other matter

The aforesaid agenda shall be reviewed weekly according to the following schedule:

Sl. No.	Day	Head of Branch
1	Tuesday	FA, JS(SE) & OSD Vigilance
2	Wednesday	DE
3	Thursday	AS(MP)
4	Friday	AS(SP),
5	Saturday	DDE /RO

All officers from ASO level and above of the concerned Branch will attend the review with all information and present the status of the matter. All information should reach the Special Secretary one day earlier. In order to track pending matters all officers will maintain a weekly progress log in the format given below :-

Goals for the Week

Sl. No.	Action to be Taken	Due Date

Immediate Cases/Letters may be presented in the following format:

Sl. No.	Date of Letter	Sender	Action Required	Due Date	Review Date*	Status	Reasons for pendency
1	2	3	4	5	6	7	8

- Two working days before the due date.

Meetings will ordinarily be held at Second Floor Conference Hall at 10:30 AM unless specified otherwise. Under Secretary, OE will make all arrangements for the meeting.

u. Coandru

Special Secretary to Government

Memo No. 26639 /OE, Dt.14.11.2012

Copy forwarded to all Branch Officers / Desk Officers / Section Officers / Assistant Section Officers / Officer on Special Duty for information and necessary action.

[Signature]
14/11

Additional Secretary to Government

Memo No. 26640 /OE, Dt.14.11.2012

Copy forwarded to Head State Portal/NIC for information and necessary action.

[Signature]
14/11

Additional Secretary to Government

Memo No. 26641 /OE, Dt.14.11.2012

Copy forwarded to Special Secretary to Government, General Administration (AR) Department for information and necessary action.

[Signature]
14/11

Additional Secretary to Government