

## Government of Odisha

## General Administration &amp; Public Grievance (SE) Department

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No 2985 /SEdt. 31/07/2019

GAD-SEA-MISC-0010-2019

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.

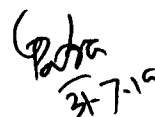
Sir,

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 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 5T 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.

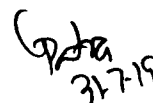
Yours faithfully,



Special Secretary to Government

dt. 31/07/2019Memo No 2986 /

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



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.

*(Signature)*  
31.7.19

Special Secretary to Government

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.

*(Signature)*  
31.7.19

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:

Date

**V. Remarks by Reviewing Authority:**

Signature:

Date

**VI. Remarks by Accepting Authority:**

Signature:

Date

**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:**

