

**The Odisha State Police Housing & Welfare Corporation Ltd.
Bhubaneswar-22**

No.288/CON/OPHWC

Dated 09.09.2016

OFFICE ORDER

1. In view of change of designation of Senior Project Manager as Joint Manager, Countersigning Authority for recording of ACR for Asst. Project Manager (APM) is changed as Joint Manager (JM). Henceforth, for all APMs, Engineering (Civil); the Reporting Authority will be Deputy Manager (DM), Countersigning Authority will be J.M. and Accepting Authority will be GM(Tech)-cum-S.E.
2. Similarly APMs who are working in Division Offices as Estimators, their ACRs will be directly initiated by J.M. as Reporting Authority. Reviewing-cum-Accepting Authority will be GM(Tech)-cum-S.E.
3. For all APMs, Engineering (Electrical), the Reporting Authority for ACRs will be JM(Electrical). GM(Tech)-cum-S.E. will be Reviewing and Accepting Authority.

This order comes into effect from today.


Chairman-cum-Managing Director

Memo No.289/CON/OPHWC

Dated 09.09.2016

Copy to all Senior Officers of the Corporation/All Joint Managers of 9 Divisions including Electrical/Notice Board/Web Site for information and necessary action. Format of ACR for APMs is also enclosed herewith.


Chairman-cum-Managing Director

Encl:- As above.

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
BHUBANESWAR-22

L.III(14)Revised

CHARACTER ROLL

Full Name of the Officer:
(Avoid abbreviations)

Date of birth:

Service to which the officer belongs:

Whether the officer belongs to SC/ST:

Rank: Year:

Designation and place of
posting during the period:

Period under Reporting Officer:

1) REPORT ON HEALTH QUALITIES AND ABILITIES:

Instructions:- Report should be in narrative form to cover state of health, administrative technical ability, zeal, alertness, initiative and drive willingness to take responsibility, decision making skill, noting and drafting, relations with public, any special personality traits.

2) REPORT ON KNOWLEDGE AND PERFORMANCE:

Instructions:- Report should cover knowledge of rules, regulations and procedure, capability to acquire and use information dealing and disposal of cases and other official business, implementation, supervision and monitoring of projects and programmes.

3) ATTITUDE TOWARDS SC/ST AND MINORITIES:

4) DEFECTS, IF ANY NOTICED, POINTED OUT AND RESULTS THEREOF:

5) IF A TOURING OFFICER, PLEASE REPORT ON QUALITY AND ADEQUACY OF TOURS:

6) INTEGRITY:

Instructions:- If the Officer's integrity is beyond doubt, it may be so stated. If there is any doubt or suspicion, reporting officer should leave this column blank. He should send a separate secret note together with the Confidential Character Roll to the next higher authority (countersigning officer) who should ensure follow up action with due expedition. If as a result of follow up action the officer is exonerated, his integrity should be certified. If suspicion is confirmed, this fact should be recorded in this column.

(Contd...P/2)

7) GRADING:

(Outstanding/Very Good/Good/Average/Below Average)

(An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

Place:

Signature:

(NAME IN BLOCK LETTERS)

Date:

Designation:

(During the period of report)

II. COUNTERSIGNING OFFICER'S REMARKS

Period under countersigning officer:

Signature:

(NAME IN BLOCK LETTERS)

Designation:

(During the period of report)

III. REMARKS BY ACCEPTING AUTHORITY

Signature:

(NAME IN BLOCK LETTERS)

Designation:

(During the period of report)

IV. DETAILS OF DISCIPLINARY ACTION TAKEN

CHAIRMAN-CUM-MANAGING DIRECTOR