

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RDM-DILRMP-MEET-0001-2017

30485

Dated 12.09.2017

From

Sri Sangram Keshari Mohapatra
Joint Secretary to Government

To

All Collectors

Sub: Suggestions of Principal Secretary, Revenue & DM Department to all ADMs, Sub-Collectors, Tahasildars and Addl. Tahasildars, LAOs to achieve excellence in public service with motto of zero pendency of revenue cases

Sir/Madam,

With reference to the subject cited above, I am to intimate you that the Training Program of all Sub-Collectors, all Tahasildars, LAOs and Addl. Tahasildars (Central Division) was held from 28-08-2017 to 30-08-2017 and 04.09.2017 to 05.09.2017 in the Revenue Officers Training Institute (ROTI), Bhubaneswar.

In the course of discussion Principal Secretary, R&DM Dept. impressed upon all Participants to follow the ten principles to achieve excellence in public service as well as to bring transformation in the Revenue Administration. These ten Principles are as follows;

1. Land Record & Map Updation is utmost important work.
2. Daily make a target of your office work.
3. There are lots of provisions in Acts & Rules for the welfare of people. Relevant provisions of the corresponding Revenue Acts and Rules may be followed for disposal of cases.
4. Take steps to automate most of your activities and keep all types of official forms and mutation order sheet in digital format with yourself.
5. Tahasildars, Addl. Tahasildars, RIs and Amins are last mile delivery point, so carefully listen to public grievance and take steps to resolve the problem in a time bound manner.
6. Use Computer and Visit Website, Facebook, Twitter of the Department regularly.
7. Motto of Revenue Officials should be zero pendency of revenue cases, in whatever capacity he/she is working.
8. Regularly visit RI office and ensure the implementation of 25 points Parameter.
9. Follow the principles of Teamwork, Transparency and Technology (3T) for quick delivery of public services.
10. Gandhiji's three doctrines, i.e., Mind (intelligence, Imagination and Vision), Body (Hard Work) and Soul (Passion) may be adopted to achieve all-round success.

The letter may be circulated amongst ADMs, Sub-Collectors, Tahasildars, Addl. Tahasildars, R.Is and Amins under your jurisdiction to perform with their best potential.

Yours faithfully,

Sangram
12.9.17

Joint Secretary to Government

Memo No 30486 **Date** 12.09.2017

Copy forwarded to all RDCs for kind Information and necessary action.

Sarpm
12.9.17

Joint Secretary, R&DM Department

Memo No 30487 **Date** 12.09.2017

Copy forwarded to DLR&S, Odisha / Secretary BoR/ IGR, Odisha for information and necessary action.

Sarpm
12.9.17

Joint Secretary, R&DM Department

Memo No 30488 **Date** 12.09.2017

Copy forwarded to all Addl. Secretaries/ Joint Secretaries/ Deputy Secretaries, Revenue & DM Department for information and necessary action.

Sarpm
12.9.17

Joint Secretary, R&DM Department