



No.Cord-I-86/13 10191<sup>(30)</sup>/CS(P&C)

Bhubaneswar, dated the 30<sup>th</sup> Sept., 2013

To

All Collectors.

**Sub: Revision of instructions governing preparation and submission of Fortnightly Confidential Reports by Collectors.**

Madam/Sir,

I am directed to say that revision of instructions issued earlier on preparation and submission of Fortnightly Confidential Reports (FCR) by Collectors was under consideration for some time.

2. The FCR currently received are bulky and routine in nature. Accordingly, a revised format is enclosed to make it more focused and purposeful and the report shall henceforth be called Fortnightly Situation Report (FSR) instead of Fortnightly Confidential Report.

3. Space provided under each item of reporting indicates the desirable length of response. In case, it is felt necessary to substantiate the observation, additional documents may be appended to the report.

4. Soft copy of the report is available in the website of the P & C Department. It can be downloaded and used for reporting. Steps are also being taken for online reporting and you will be intimated on this once it is ready.

5. For speedy action to save delay, Collectors will continue their present practice of sending relevant extracts of the FSR to their concerned Departments directly for taking action.

Yours faithfully,

  
Chief Secretary,  
Odisha

Encl : As above

Memo No. \_\_\_\_\_/P., Dated

Copy alongwith a copy of the enclosure forwarded to the Private secretary to Chief Secretary / Member , Board of Revenue, Odisha, Cuttack / Development Commissioner-cum-Additional Chief Secretary / Chief Administrator, K.K.K / Additional Chief Secretary to Chief Minister for kind information of Chief Secretary / Member, Board of Revenue, Odisha, Cuttack / Development Commissioner-cum-Additional Chief Secretary / Chief Administrator, K.K.K / Additional Chief Secretary to Chief Minister.

**Special Secretary to Government**

Memo No. \_\_\_\_\_/P., Dated

Copy with a copy of the enclosure forwarded to the Additional Chief Secretary to Government, Revenue & Disaster Management Department / Principal Secretary to Government, Home Department for information and necessary action

**Special Secretary to Government**

Memo No. \_\_\_\_\_/P., Dated

Copy with a copy of the enclosure forwarded to all Revenue Divisional Commissioners for favour of kind information and necessary action.

**Special Secretary to Government**

Memo No. 10241<sup>021</sup>/P., Dated 31/10/2013

Copy with copy of the enclosure (both hard & soft copy ) forwarded to the IMU Section, P&C Department / Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar for information and necessary action.

They are requested to take necessary action to display the letter alongwith the format for Fortnightly Situation Reports (FSR) in the website of P &C Department.

**Joint Director**

## FORTNIGHTLY SITUATION REPORT

District :

Report Cycle: Jan-Dec

Date:

Report No. 1-12 (F/S)/12

*F: First Fortnight*

*S: Second Fortnight*

### PART-I

*(To be submitted to Chief Secretary, Development Commissioner-cum-Addl. Chief Secretary, Chief Administrator for KBK districts, A.C.S. to Chief Minister, Principal Secretary, Home and Revenue Divisional Commissioner)*

**1. Law and order:**

- a) Law & Order incidents, if any, addressed locally during the fortnight under reporting.

- b) Emerging issues which may have a bearing on Law & Order situation and support, if any, required.

- c) Are there any Law & Order issues relating to communal tension, labour unrest or student unrest.

- d) Naxal violence related incidents, noticeable trends (for Naxal affected districts only)

**2. Crime Situation:**

- a) Occurrence of any crime of serious nature, including crimes against women and children during the period of reporting.

- b) Actions taken at the District level on 2(a) if applicable.

- c) Important incidents of SC/ST atrocities, if any and action taken.

- d) Joint assessment of crime situation and strategy to deal with it made if any, by the Magistrate & Police counterparts at district and sub divisional level during the fortnight under reporting.

- e) Recommendations for actions from the State/higher level.

**3. Any other issues with recommendations.**

**Collector and District  
Magistrate**

- P.S.:**
1. *Facts and figures reported in MPRs to concerned authorities may not be repeated in the FCR.*
  2. *Only issues requiring immediate attention and of sensitive nature may be briefly presented in the report.*
  3. *Observations made must be clear and succinct.*

**District:**  
**Date:**

**Report Cycle: Jan-Dec**  
**Report No. 1- 12(F/S)/12**

**PART-II**

*(To be submitted to Chief Secretary, D.C-cum-A.C.S, Member, Board of Revenue, Chief Administrator for KBK districts, A.C.S. to Chief Minister, and Revenue Divisional Commissioner)*

**1. Public Health and Epidemics:**

- a) Issues of serious nature, if any, relating to public health such as epidemics, availability of drugs etc. noticed during the period of report and actions, if any, initiated.

- b) Visit to PHC, CHC, SDH, DHH, if any, during the fortnight under reporting & observation thereof.

- c) Recommendations/ proposals if any, for urgent action at higher level

**2. PDS and Social Welfare:**

- a) Inspection of FPS to oversee the implementation of PDS/ One Rupee rice scheme and brief comments.

- b) Status with regard to Poor Left Out (PLO) for distribution of subsidised rations.

- c) Detection of bogus cards, if any, and corrective action taken.

- d) Visit to any emergency feeding centre/Anganwadi. Observations, if any, on the feeding programme.

- e) Proposals of urgent nature to be addressed at Department/Inter-Department level

**3. Agriculture and allied activities**

- a) Issues relating to seed, sapling (Horticulture), Pesticide supply/availability during the season. Problems, if any, addressed.

- b) Serious flood damage or drought related issues requiring immediate attention.

**4. Flagship programmes :**

- a) Policy and operational issues, if any, relating to implementation of flagship programme like PMGSY, RGGVY, NRHM, SSA, RMSA which require intervention at the Government level.

- b) Any issues relating to ST, SC and other weaker sections including atrocities, tribal land alienation, FRA, etc requiring immediate attention.

**5. Revenue administration:- (During the fortnight under report)**

- a) Issues relating to modernization of land records, modernization of record rooms

- b) Issues relating to timely delivery of services notified under the Service Delivery Act.



- c) Issues relating to acquisition of land for various public and private infrastructure projects and R & R implementation during the period under reporting.

- 6. Problems if any associated with industrial, mining and infrastructure sectors addressed locally during the fortnight under reporting.

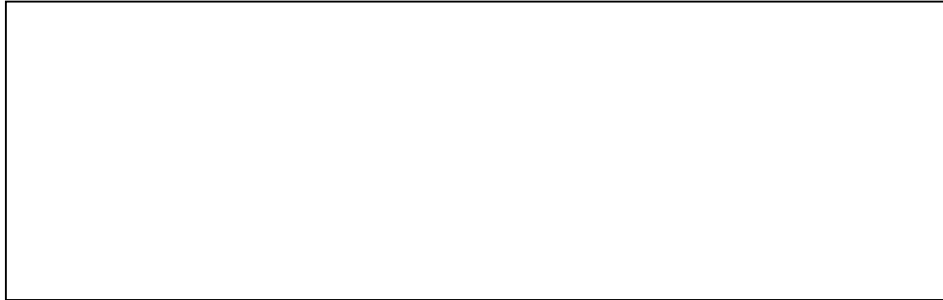
**7. Education:-**

- a) Primary/Secondary schools if any, visited and problems if any noticed, action taken during the fortnight under reporting

- b) Observation/comments on the MDM programme.

8. **Infrastructure Development (Road connectivity, Power, Irrigation, Water Supply and Sanitation).**

Issues, if any, relating to execution of infrastructure development which require intervention at the Govt. level.

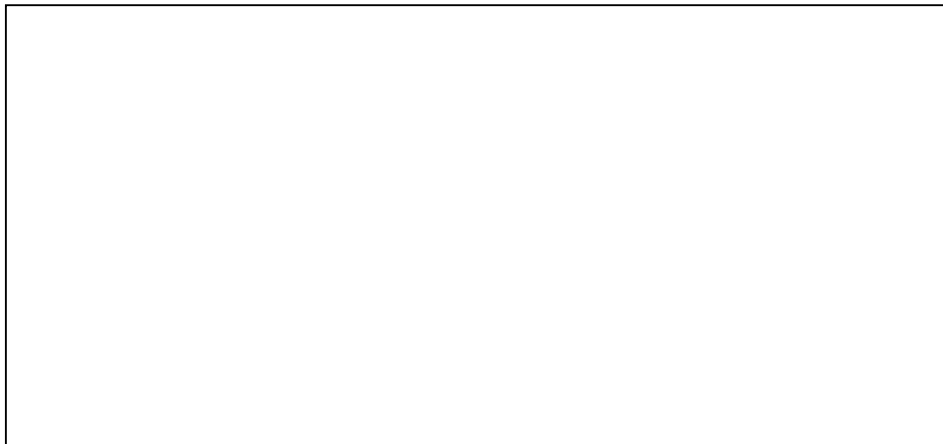


9. **Additional section for IAP/ BRGF/ LWE/ RLTA/ WODC/ BG&KY districts.**

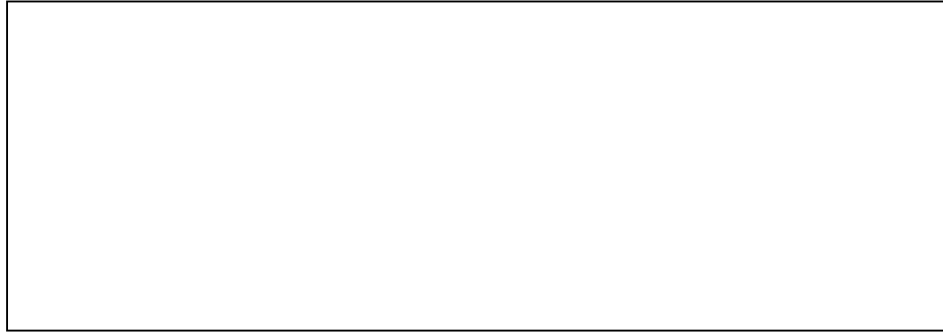
a) Implementation issues, if any.



b) Any other comments.



10. Any other issue of importance and suggestions if any.



**Collector and District  
Magistrate**

- P.S.:**
- 1. Supporting documents if any necessary may be annexed.*
  - 2. If there is no observation against an item, it can be shown as nil.*
  - 3. Observation has to be clear and desirable to be printed /written in the space provided under each item*