

**GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

File No.RDM-CON-PM-0057-2017- 14998 /R&DM dated 20.04.2018

From

Sri M.M. Mishra
Joint Secretary to Government

To

The Director,
Revenue Officers' Training Institute
Gothapatana, Bhubaneswar

Sub: Revised training schedule for ORS Group-B Officers.

Sir,

I am directed to say that Revenue & Disaster Management Department in their letter No.14354/R&DM dated 20.04.2018 had prescribed the revised training schedule for the ORS Group "B" Officers appointed to the service by way of Direct Recruitment on being selected through OPSC and for the Officers coming through Promotion/Selection.

2. The detailed training programme as per the revised schedule is annexed as "A" and "B" for peusal.

3. Accordingly, training will be imparted based on the revised training module to the ORS Group "B" Officers with immediate effect(excluding the ORS Officers coming through Selection and currently undergoing training at ROTI).

The training module has been revised and designed so as to enhance the capacity building of the officers for effective , prompt and hassle free discharge of duties and delivery of various Revenue related services to the people.

The broad characteristic features of the training module are stated as hereunder.

i) Weekly Evaluation of ORS trainees to be done and Computerized Mark-sheet on this score should be made available to the Revenue & DM Department.



ii) Project Report will be submitted by each trainee on the subject/topic(s) which are made available by the senior officers of the Department.


iii) The Project Report will be evaluated by the concerned Officers.

iv) Evaluation on Project Report coupled with weekly Evaluation to be added as 20% weightage for fixing their inter-se-seniority in the Gradation List. Steps are being taken for necessary amendment of relevant rules separately.

v) For afternoon session :- IT and Computer related training matters, Development of Leadership Skills, Good Governance, Ethics in Governance, Managerial skills and oral & written communication with a focus on drafting skills:

Resource persons may be hired from OCAC, XIBM, VIMTEC, Birla Global University, Sri Sri University, CIME, Mancheswar, Bhubaneswar and other Institutes of Excellence.

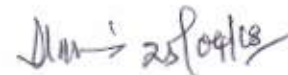
Yours faithfully,



Joint Secretary to Government

Memo No. 14999 /R&DM, Dated 26.04.2018

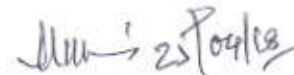
Copy forwarded to P.S. to Hon'ble Minister, Revenue & D.M./OSD to Chief Secretary/ P.S. to Principal Secretary, Revenue & D.M. Department for kind information of Hon'ble Minister, Chief Secretary and Principal Secretary respectively.



Joint Secretary to Government

Memo No. 15000 /R&DM, Dated 26.04.2018

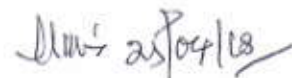
Copy forwarded to DG, Gopabandhu Academy of Administration, Bhubaneswar /Secretary, Board of Revenue, Odisha, Cuttack/ all RDCs/all Collectors for information and necessary action.



Joint Secretary to Government

Memo No. 15001 /R&DM, Dated 26.04.2018

Copy forwarded to GOE-A/GOE-B Branch for information and necessary action.



Joint Secretary to Government

Module on Induction Training for ORS Officers (Promotion & Selection)

Period: 02 Weeks (12 Working Days)

Each Working day: 05 nos. of classes

Total Classes: 60

Sl. No.	Topics	No. of Classes
1	2	3
1	Odisha Land Reforms Act, 1960, Rules with emphasis on definitions, Section- 8 (A), 19 (1) (C), 22, 23, 23 (A) & ceiling Provisions	02
2	Interaction & Discussion on FAQs, Writing of Order Sheet on 8 (A), 19 (1) C, Determination of Ceiling Area	01
3	Odisha Government Land Settlement Act 1962 & Rules, Procedure of lease & alienation, Procedure of settlement of land with homestead less and land less persons, Demarcation & delivery of possession as per RoR	02
4	Writing of Order Sheets on lease, alienation and discussion of FAQs	01
5	Settlement of Abadi, Gramakantha Paramboke, Nazul, Khasmahal	02
6	Odisha Prevention of Land Encroachment Act 1972 & Rules with emphasis on eviction of un authorized encroachment Discussion of FAQs	02
7	Procedure of Mutation, Online Mutation, Provisions of Mutation Manual and interaction with trainees on FAQs	02
8	Demonstration of Online Mutation & Skill Test in Computer Lab	01
9	Right to Fair Compensation Transparency in Land Acquisition & Rehabilitation, Resettlement Act, 2013 & Rules Odisha Rehabilitation & Resettlement Policy, 2006	02 01
10	Discussion on FAQs, Determination of market value, compensation by the trainees	02
11	Settlement of Be-bandobasta Land	02
12	Misc. Certificate Rule, 2017, Issue of Caste Certificate	02
13	Discussion & Demonstration of e-district	01
14	Right to Public Services delivered by Revenue & DM Department	02
15	Odisha Public Demand Recovery Act, 1962 & Rules with discussion of FAQs	02
16	Odisha Irrigation Act, 1959/ Rules with discussion of FAQs	02
17	Manual of Tahasil Accounts	02
18	e-Governance initiatives of Revenue & DM Department like Online Mutation, RCCMS, DWIST, e-saitamami, Online Registration	02
19	Delegation of Financial Power Rule with emphasis on Procurement of Goods, Outsourcing of Services, Hiring of Vehicle & discussion on audit compliance, maintenances of cash book, TA rules etc along with FAQs	02
20	Government Servant Conduct Rule, OCS CCA Rule	02
21	Freedom of Information & Right to Information Act, 2005 & Rules, 2006	02
22	Registration Act & Rules, Classification of documents,	02
23	e-registration, e-stamping, Cashless transaction and discussion on FAQs	01
24	Examination, Knowledge Test & Interaction with trainees on topics covered	02
Total		44
Survey & Settlement		
1	Odisha Survey & Settlement Act 1958/ Rules with discussion of FAQs	02
2	Odisha Special Survey & Settlement Act 2012/ Rules with discussion of FAQs	02
3	Practical Field Training on Plain Table Survey	03

4	Concept of DGPS, ETS and other equipments related to Hi-Tech Survey Operation with discussion on Flow Chart of Survey	02
5	Practical Field Training on Hi-Tech Survey	03
6	Role of Revenue Officers in Hi-Tech Survey	02
7	Final Examination, Knowledge Test along with Practical Examination on Plain Table Survey & Hi-Tech Survey	02
	Total	16
	Grand Total	60 (02 Weeks)

NB: Additional One day each for joining, registration, occupation of hostel etc and for clearance from all Sections, valediction, and relieve etc.

Module on Induction Training for ORS Officers (Direct Recruittee)

1st Phase (Training at ROTI)

Period: 03 Weeks (18 Working Days)

Each Working day: 05 nos. of classes

Total Classes: 90

Sl. No.	Revenue Related Laws	No. of Classes
1	2	3
1	Odisha Land Reforms Act, 1960, Rules with emphasis on definitions, Section- 8 (A), 19 (1) (C), 22, 23, 23 (A) & Ceiling Provisions	03
2	Interaction & Discussion on FAQs, Writing of Order Sheet on 8 (A), 19 (1) C, Determination of Ceiling Area	02
3	Odisha Government Land Settlement Act 1962 & Rules, Procedure of Lease & Alienation, Procedure of Settlement of land with homestead less and land less persons, Demarcation & delivery of possession as per RoR	03
4	Writing of Order Sheets on lease, alienation and discussion of FAQs	02
5	Settlement of Abadi, Gramakantha Paramboke, Nazul, Khasmahal lands	02
6	Odisha Prevention of Land Encroachment Act 1972 / Rules with emphasis on eviction of un authorized encroachment & Discussion of FAQs	02
7	Procedure of Mutation, Online Mutation, Provisions of Mutation Manual and interaction with trainees on FAQs	03
8	Demonstration of Online Mutation & Skill Test in Computer Lab	02
9	Right to Fair Compensation Transparency In Land Acquisition & Rehabilitation, Resettlement Act, 2013 & Rules Odisha Rehabilitation & Resettlement Policy, 2006	03 02
10	Discussion on FAQs, Determination of market value, compensation by the trainees	02
11	Settlement of Be-bandobasta Land	02
12	Misc. Certificate Rule, 2017, Issue of Caste Certificate	02
13	Discussion & Demonstration of e-district	01
14	Right to Public Services delivered by Revenue & DM Department	02
15	Odisha Public Demand Recovery Act, 1962 & Rules with discussion of FAQs	02
16	Odisha Irrigation Act, 1959/ Rules with discussion of FAQs	02
17	Manual of Tahasil Accounts	02
18	e-Governance initiatives of Revenue & DM Department like Online Mutation, RCCMS, DWIST, e-saltamami, Online Registration	03
19	Delegation of Financial Power Rule with emphasis on Procurement of Goods, Outsourcing of Services, Hiring of Vehicle & discussion on audit compliance, maintenances of cash book, TA rules etc along with FAQs	03
20	Government Servant Conduct Rule, OCS CCA Rule	02
21	Freedom of Information & Right to Information Act, 2005 & Rules, 2006	02
22	Registration Act & Rules, Classification of documents,	03
23	e-registration, e-stamping, Cashless transaction and discussion on FAQs	02
24	Examination, Knowledge Test & Interaction with trainees on topics covered	05
	Total	60
	Survey & Settlement	
1	Odisha Survey & Settlement Act 1958/ Rules with discussion of FAQs	03
2	Odisha Special Survey & Settlement Act 2012/ Rules with discussion of FAQs	03

3	Practical Field Training on Plain Table Survey	06
4	Concept of DGPS, ETS and other equipments related to Hi-Tech Survey Operation with discussion on Flow Chart of Survey	02
5	Practical Field Training on Hi-Tech Survey	10
6	Role of Revenue Officers in Hi-Tech Survey	02
7	Theory & Practical Examination / Knowledge Test on Plain Table Survey	02
8	Theory & Practical Examination / Knowledge Test on Plain Table Survey	02
	Total	30
	Grand Total	90 (03 Weeks)
	Attached to District	01 Week
	Attached to Tahasil	01 Week
	Attached to Registration Office	01 Week
2nd Phase (Training at ROTI)		
Period: 02 Weeks (12 Working Days)		
Each Working day: 05 nos. of classes		
Total Classes: 60		
1	Interaction with trainees regarding their field visit experience	02
2	Discussion on issue of Misc. Certificate, Caste Certificate, Delivery of Public Services of Revenue & DM Department & problem faced by Revenue Field Officers for delivering such services	02
3	Interaction & Discussion on Odisha Regulation 2, 1956 & FAQs	01
4	Revision Cases, Revenue Courts in Odisha with Special reference to 15 (b) of OS & S Act, 1958, Section 36, 37 of Odisha Consolidation Holding & Prevention of Fragmentation of Land Act 1972/ Rules	02
5	Discussion on Various aspects of Bhulekh, Revenue & DM Department Website, Discussion on Various Circulars	01
6	Preventive Sections of Cr.PC 107-110 129 -133 144-148	02 02 02
7	Role and Responsibility of Executive Magistrates during Law and Order Problem, Rule- 621 of Police Manual & deployment with Arm Forces	02
8	Mines & Mineral (Development & Regulation) Act, 2015, Mines, Mineral Concession Rule, 2016	04
9	Settlement of Sairat Sources & Writing of Order Sheets	02
10	Odisha Relief Code and Disaster Management Act / Rules with special emphasis on ex-gratia, input subsidy	02
11	Odisha Forest Act 1972, Forest Conversation Act 1980/ Rules, T. N. Godavaran Case	02
12	Schedule Tribes & Other Traditional Forest Dwellers (Recognition of Forest Rights) Act / Rules, 2006	02
13	e-Governance initiatives of Revenue & DM Department like Online Mutation, RCCMS, DWIST, e-saltamami, Online Registration	02
14	Maintenance of Log Book, Noting, Drafting, Meeting Proceeding as per Odisha Record Manual	02
15	Communication Skill & Work Culture	02
16	Time Management	02
17	Stress Management	02

18	Discussion & Interaction on OLR, 8-A, 19 (1) C, Ceiling Provision	02
19	Discussion & Interaction on Right to Fair Compensation Transparency in Land Acquisition & Rehabilitation, Resettlement Act, 2013 & Rules	02
20	Odisha Consolidation Holding & Prevention of Fragmentation of Land Act 1972 / Rules	02
21	System of Land Tenure and Tenancy Law in Odisha	02
22	Writing of Order Sheet in respect of any 02 topics of OGLS, OPLE, OPDR, Mutation	02
23	Prevention of Corruption Act	02
24	Odisha Hindu Religious Endowment Act and Rules	02
25	Discussion & Interaction on e-registration, Bench Mark Valuation	02
26	Discussion & Interaction on Boundary Change Proceeding (BCP), Reservation Proceeding & Writing of Case record, Order Sheet	02
27	Writing of Order Sheet on De reservation Proceeding, Writing of Order Sheet on Lease & alienation	02
28	Final Examination, Knowledge Test	02
	Total	60
		(02 Weeks)
	a) Training at ROTI, Gothapatana	05 Weeks
	b) Field Visit	03 Weeks
	Grand Total	08 Weeks

NB: Additional One day each for joining, registration, occupation of hostel etc and for clearance from all sections, valediction, and relieve etc.