

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

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**No. No. RDM-GOEA-MISC-0082-2017- 36878 /R&DM dated 25 NOV 2019**

From

Sri B.K Giri  
Deputy Secretary to Government

To

The Collector Bhadrak/ Cuttack/Deogarh/Dhenkanal /Koraput/Khordha/Nayagarh/  
Ganjam/Keonjhar/Mayurbhanj/Sambalpur/Bolangir/Boudh/Kalahandi/Bargarh.

**Sub:** Imparting of the District Training to the ORS Group-B Officers.


Sir,

I am directed to say that 21(Twentyone) officers were appointed to the post of ORS Group-B by the way of promotion against the Recruitment Year-2018 vide Revenue & DM Department Notification No. 24093 dated.16.08.2019 and were posted as TROs. In the meantime , 19(Nineteen) TROs have completed the Institutional Training and have been relieved w.e.f 08.11.2019 from Revenue Officers' Training Institute (ROTI) and have joined the district for undergoing District Training(Copy enclosed). They are required to undergo the District Training of 26 days as per the Revenue & DM Deptt. order no. 18004/R&DM dated. 27.06.2019(Copy enclosed).

Accordingly, a training calendar of 26 days should have been prepared for imparting them the district training in an uniform manner as per the Revenue & DM Deptt. order no.18004/R&DM dated.27.06.2019.

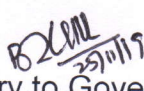
It is, therefore requested to send, the prepared training calendar for these ORS TROs, for record and for subsequent posting on completion of training.

Yours faithfully,

  
Deputy Secretary to Government

Memo No. 36879 /R&DM. Dated 25 NOV 2019

Copy forwarded to the Joint Secretary, IMU Cell with a request to upload the same in the website of this Department/ Person concerned for information.

  
Deputy Secretary to Government

**OFFICE ORDER NO. TRG-III- 20/19/125/ROTI**

Dt. : 07/11/2019

In pursuance to letter No.24093 / R & DM Dt. 16.08.2019 of Revenue & DM Deptt., the following ORS Officers (TRO) have completed the Induction Training Programme (35th Batch) from 05.09.2019 to 08.11.2019 for 45 Working days conducted at Revenue Officers' Training Institute. They are hereby relieved after completion of training programme on 08.11.2019 A.N, as to enable them to join in their respective Offices. The details of the absentee statement of the trainee Officers for the period from 21.10.2019 to 08.11.2019 are given below:

SL. NO	Name of the Officer	Period of absentee statement	Casual Leave Availed
1	ASHISH KUMAR BHOI, ORS, (TRO) O/O THE COLLECTOR & DM, SAMBALPUR	21.10.2019 to 08.11.2019	--
2	ASHISH KUMAR PRADHAN, ORS, (TRO) O/O THE COLLECTOR & DM, NAYAGARH	21.10.2019 to 08.11.2019	--
3	AYODHYANATH PRADHAN, ORS, (TRO) O/O THE COLLECTOR & DM, GANJAM	21.10.2019 to 08.11.2019	--
4	BABURAM MURMU, ORS, (TRO) O/O THE COLLECTOR & DM, BHADRAK	21.10.2019 to 08.11.2019	One day on 18.10.2019
5	BINITA RANI KISKU, ORS, (TRO) O/O THE COLLECTOR & DM, BARIPADA, MAYURBHANJ	21.10.2019 to 08.11.2019	--
6	BIRANCHI DHARUA, ORS, (TRO) O/O THE COLLECTOR & DM, BALANGIR	21.10.2019 to 08.11.2019	--
7	DAYARAM MEHER, ORS, (TRO) O/O THE COLLECTOR & DM, BALANGIR	21.10.2019 to 08.11.2019	--
8	JAYASEN DHARUA, ORS, (TRO) O/O THE COLLECTOR & DM, BALANGIR	21.10.2019 to 08.11.2019	--
9	JYOTIRMAYEE MALLICK, ORS, (TRO) O/O THE COLLECTOR & DM, BOUDH	21.10.2019 to 08.11.2019	--
10	LALIT KUMAR NAIK, ORS, (TRO) O/O THE COLLECTOR & DM, MAYURBHANJ	21.10.2019 to 08.11.2019	--
11	LOCHAN SABAR, ORS, (TRO) O/O THE COLLECTOR & DM, BARGARH	21.10.2019 to 08.11.2019	--
12	NARENDRA MALLICK, ORS, (TRO) O/O THE COLLECTOR & DM, KHORDHA	21.10.2019 to 08.11.2019	--
13	NILAMBAR PUJARI, ORS, (TRO) O/O THE COLLECTOR & DM, KALAHANDI	21.10.2019 to 08.11.2019	--
14	PRAKASH CHANDRA NAYAK, ORS, (TRO) O/O THE COLLECTOR & DM, DHENKANAL	21.10.2019 to 08.11.2019	One day on 25.10.2019
15	PRASANT KUMAR SINGH, ORS, (TRO) O/O THE COLLECTOR & DM, DEOGARH	21.10.2019 to 08.11.2019	--
16	RANJAN KUMAR NAYAK, ORS, (TRO) O/O THE COLLECTOR & DM, CUTTACK	21.10.2019 to 08.11.2019	--
17	SAKUNTALA HANSDAH, ORS, (TRO) O/O THE COLLECTOR & DM, KEONJHAR	21.10.2019 to 08.11.2019	--
18	SUBRAT KUMAR PATRA, ORS, (TRO) O/O THE COLLECTOR & DM, MAYURBHANJ	21.10.2019 to 08.11.2019	--
19	THAKURDAS NAIK, ORS, (TRO) O/O THE COLLECTOR & DM, KEONJHAR	21.10.2019 to 08.11.2019	--


By order of Director

Additional Director, ROTI

**MEMO NO.** 1836

**Dt. :** 07/11/2019

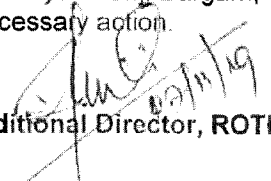
Copy to Officers Concerned for information.

  
Additional Director, ROTI

**MEMO NO.** 1837

**Dt. :** 07/11/2019

Copy submitted to the Joint Secretary to Govt. ,Revenue & D. M. Deptt./ Secretary, Board of Revenue, Odisha, Cuttack / Collector, Sambalpur, Nayagarh, Ganjam, Bhadrak, Balangir, Boudh, Mayurbhanj, Bargarh, Khordha, Kalahandi, Dhenkanal, Deogarh, Cuttack, Keonjhar for kind information and necessary action.

  
Additional Director, ROTI

GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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ORDER

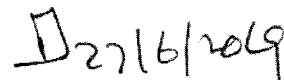
Bhubaneswar, dated

RDM-GOEA-MISC-0051-2017- 18004 /R&D.M 27 JUN 2019

After careful assessment of the training need, Government have been pleased to revise the training schedule of ORS ,Group-B officers recruited through OPSC and recruited by way of promotion and selection as per the schedule annexed.

2. This revised schedule will also be applicable for officers who have not undergone the institutional training at ROTI, Gothapatna, Bhubaneswar and district training.

By order of Governor



(Nikunja B. Dhal)

Principal Secretary to Government

Memo No. 18005 / R&DM, dated: 27 JUN 2019

Copy forwarded to the Director, ROTI, Gothapatana, Bhubaneswar/ Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar for information and necessary action.



Joint Secretary to Government

Memo No. 18006 / R&DM, dated: 27 JUN 2019

Copy forwarded to Private Secretary to the Additional Chief Secretary to the Chief Minister, Odisha/ Private Secretary to Minister, Revenue and D.M., Odisha/ OSD-cum-Additional Secretary to the Chief Secretary, Odisha/ Senior Private Secretary to Principal Secretary, Revenue and D.M. Department for kind information of Hon'ble Chief Minister, Odisha / Hon'ble Minister, Revenue and D.M., Odisha / Chief Secretary, Odisha and Principal Secretary, Revenue and D.M. Department respectively.



Joint Secretary to Government

Memo No. 18007. / R&DM, dated: 27 JUN 2019

Copy forwarded to Secretary, Board of Revenue, Odisha, Cuttack/ All RDCs/ Director, Land Records & Survey, Odisha, Cuttack / Inspector General of Registration, Odisha, Cuttack / All Collectors for information and necessary action.

  
Joint Secretary to Government


Memo No. 18008 / R&DM, dated: 27 JUN 2019

Copy forwarded to the Spl. Secretary to Government, GA & PG Department for information and necessary action.

  
Joint Secretary to Government

Memo No. 18009 / R&DM, dated: 27 JUN 2019

Copy forwarded to the Joint Secretary to Government, IMU Cell/ GOE (A)/ GOE(B)/ Proceeding Branch/ Guard file for information and necessary action.

  
Joint Secretary to Government

**MODULE OF INDUCTION TRAINING FOR ODISHA REVENUE SERVICE OFFICERS  
(DIRECT RECRUITEE)**

<b><u>Duration of Induction Training - 72 Working Days</u> (Excluding day of Reporting and day of Relieve)</b>		
<b>Sl. No.</b>	<b>TOPICS</b>	<b>No. of Periods (75 Mins. Each)</b>
<b>I</b>	<b><u>REVENUE LAWS &amp; ADMINISTRATION</u></b>	
1	History & Structure of the Land Revenue Administration	2
2	System of Land tenure and tenancy Laws in different Areas	4
3	The Odisha Estate Abolition Act & Rules - Dealing with "Bebandobast" holding	4
4	Odisha Survey & Settlement Act, 1958 (Odisha Act, 3 of 1959) & Rules and the Odisha Special Survey & Settlement Act & Rules, 2012.	4
5	Odisha Land Reforms Act, 1960 (Odisha Act, 16 of 1960) with special emphasis on 8 (A), 19 (1)C, 22, 23, 23A. Determination of ceiling surplus land and ceiling provisions.	8
6	Interaction with Trainees on the above basics of Revenue Law with the Resource Person.	2
7	The Odisha Govt. Land Settlement Act, 1962 (Odisha Act, 33 of 1962) & the Rules there under with reference to case Laws and Amendments & Settlements of Abadi, Gramakantha-Paramboke, Nazul & Khasmahal Lands, Procedure of Lease & Alienation, Procedure of Settlement of Land with Homesteadless and Landless Person, Basundhara, Mo Jami Mo Diha, Demarcation and Delivery of Possessionas per ROR, Grants Act, 1895	6
8	The Odisha Scheduled Areas Transfer of Immovable Property (by Scheduled Tribes) Regulation, 1956 (Odisha regulation 2 of 1956)	2
9	Odisha Mutation Manual & Online Mutation and LRMS	4
10	The Odisha Consolidation of Holdings & Prevention of Fragmentation of Land Act, 1972 (Odisha Act, 21 of 1972) & Rules	2
11	Odisha Prevention of Land Encroachment Act & Rules with emphasis on eviction of un-authorised encroachment and with reference to case Laws and Amendments	4
12	Right to Fair compensation and Transparency in Land Acquisition Resettlement & Rehabilitation Act, 2013 (RFCTLARR Act & Rules). Comparative study with the Land Acquaisition Act, 1894. Dtermination of Market value and Compensation, Odisha Rehabilitation and Resettlement Policy, 2006	10
13	The Odisha Public Demands Recovery Act, 1962 (Odisha Act, 1 of 1963) and the Rules & Executive Instruction thereunder	2
14	Odisha Record Manual	2

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15	The Odisha Irrigation Act, 1959 (Odisha Act, 14 of 1959) & Rules there under with special reference to determination of ayacut area and assessment of water rate .	2
16	Boundary Change Proceedings(BCP), Reservation Proceedings & maintainance of Order sheet	2
17	Manual of Tahasil Accounts & e-Saltamami	2
18	Maintenance of Land Records and Initiatives taken under DILRMP	2
19	Concept of Hi-tech Survey under the Odisha Spl. Survey and Settlement Act & Rules. Process flow of Hi-tech Survey Operation. GCP Plan and Monumentation, Acquisition of Raw Images and Ortho photo generation, Boundary Fixation, Plot Vectorisation, Obscured Gharabari Areas Survey (Ground Truthing), Draft Map Preparation, Different Stages of ROR Preparation including dispute resolve Mechanics	4
20	Roles & Responsibilities of different stake holders during Hi-tech Survey Operation	2
21	Concept of DGPS, ETS, Hi-Resolution Satellite Imagery and Aerial Photography and their acquaintance	2
22	Practice & Procedure of Revenue Courts	2
23	Writing Orders sheets in OPLE, OGLS and other Revenue Cases, Preparation of field visit memorandum	2
24	Odisha Development Authority Act, 1982 & Rules with up to date amendments & Odisha Apartment Ownership Act and Role of ORERA.	2
25	Mines & Mineral (Development and Regulation ) Amendment Act, 2015 and Odisha Minor Mineral Concession Rules, 2016. DPS Survey, IMMS in Administration of Minor Mineral, Settlement of Sairat sources, Submission of extinction proposals, Dipak Kumar Case on Minor Mineral	6
26	Issue of Certificates under Miscellaneous Certificate Act & Rules 2017 – Executive Instructions & e-Districts, Issue of Caste Certificates, Revenue Minister's Helpline & e-Abhijog	4
27	Odisha relief Code & Basic concept in Disaster Management, The Odisha Disaster Management Act, 2005 & The Odisha Disaster Management Rules 2010, Distribution of input subsidy & ex-gratia	6
28	Field Training on Plain Table Survey & Theodolite Survey	12
29	Field training on DGPS and ETS on Hi-tech Survey Operation by Technical Staff of ROTI	18
30	Practical Exam on Plain Table Survey & Theodolite Survey	6
31	Practical Exam on Hi-Tech Survey Operation	6
32	Hand on Training on correction of RoR, Bhunaksha, Bhulekh, MTA, e-Governance initiatives taken by Revenue & DM Deptt., Online Mutation, Online Registration, RCCMS, DWIST, Revenue & DM Deptt. website, Discussion on various Circulars	6
33	<b>Theory Examination on the above Subjects (Revenue Laws-Written Test)</b>	10
	<b>TOTAL</b>	<b>152</b>

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<b>II</b>	<b><u>CRIMINAL JUSTICE &amp; ADMINISTRATION</u></b>	
1	The Broad Outline of IPC / Cr.P.C., Indian Evidence Act	2
2	The Criminal Procedure Code (Cr.P.C) with reference to IPC Section 20-23, 37, 44, 58, 81, & 174. Structure of Magistracy & Hierarchy of Courts & Preventive Sections 107 – 124 of Chapter VIII of Cr. P.C.	4
3	Cr.P.C Sections 129 – 132 relating to Unlawful Assemblies read with Sections 141 – 145 of IPC - Law & Order Management	4
4	Section 133 – 148 of Chapter X relating to removal of Public Nuisance and apprehension of danger and breach of peace	2
5	The Oaths Act, 1969 - Affidavits & Verifications, Loudspeaker & Fireworks Act & Rules, Arms Act-Issue of Gun License	2
6	Search and Seizure – Concept and Procedure	2
7	Powers, Roles, Responsibilities & Functions of Revenue Officers as Executive Magistrate with Special emphasis on Dealing with Law & Order problems, Rule-621 of Police Manual and Deployment of Armed Forces, Dying declaration, Inquest Procedure	4
8	Writing of Order Sheet in Preventive Sections and U/s 144	2
9	<b>Knowledge Test on the above subjects (Written Test )</b>	2
	<b>TOTAL</b>	<b>24</b>
<b>III</b>	<b><u>FOREST CONSERVATION ACT &amp; RULES</u></b>	
1	Odisha Forest Act, 1972 & Role and Responsibility of Forest Settlement Officer, Forest Conservation Act, 1980 with Provision of PESA, Discussion on the case of T.N. Godavaran	4
2	Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Right) Act & Rules, 2006, Issue of FRA Patta	2
	<b>TOTAL</b>	<b>6</b>
<b>IV</b>	<b><u>FINANCIAL MANAGEMENT IN GOVERNMENT</u></b>	
1	Odisha General Financial Rules & Relevant provisions of the Odisha Treasury Code	2
2	Procedure for Procurement of Goods & Services, Outsourcing of Services, Hiring of Vehicles and Transparency thereof, Discussion of GeM, EPM, DGST etc.	4
3	Delegation of Financial Power Rules & related Circulars	1
4	The Odisha Travelling Allowance Rules & The Odisha Leave Rules, 1966	1
5	Official Cash & Bank transaction and Maintenance of Cash Books	1
6	Audit & Audit Compliance – AG Audit, Internal Audit & Local Fund Audit	1
	<b>TOTAL</b>	<b>10</b>
<b>V</b>	<b><u>PERSONNEL MANAGEMENT IN GOVERNMENT</u></b>	

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1	The Odisha Service Code & Accountability of Govt. Officers towards Govt.	2
2	The Orissa Government Servant's Conduct Rules, 1959 & Govt. Servants Interface with public & Book Circular No. 47	2
3	Odisha Civil Services Classification, Control & Appeal (CCA) Rules, 1962 and Disciplinary Proceedings	2
4	ORV Act & Rules	2
5	Issues Relating to Sexual Harassment at the Work Place – Visakha Judgment and Central Law	2
	<b>TOTAL</b>	<b>10</b>
<b>VI</b>	<b><u>GENERAL AND CIVIL LAW</u></b>	
1	The Registration Act, 1908 and Stamp Act, 1899 & Process of e-Registration, e-Stamping, Classification of Documents, Cashless Transactions, Bench Mark Valuation (BMV) & Circulars	10
2	Indian Succession Act, 1925, The Hindu Marriage Act, 1955 & The Hindu Succession Act, 1956 and Amendment of 2005	4
3	Odisha Hindu Religious Endowment Act and Rules & Waqf Board	2
4	The Code of Civil Procedure, 1908 (Order V, Rules 1 to 30 & order VI-A Rules 1 to 7)	6
5	Odisha Municipal Act, 1950 and Municipal Corporation Act: Provision of Municipal Services & Schemes of H & UD Department	4
6	The Odisha General Clauses Act, 1937, The Contract Act. 1872 & The Limitation Act, 1963	2
7	Registration of Birth & Death Act, 2004	2
	<b>TOTAL</b>	<b>30</b>
<b>VII</b>	<b><u>GOOD GOVERNANCE &amp; OTHER RELATED MATTERS</u></b>	
1	The Idea of Good Governance – Concept and Dimension, Citizen Charter etc.	2
2	e-Governance and IT Laws on Cyber Crimes	2
3	Concept of Modern Office Management	2
4	The Prevention of Corruption Act, 1988 & Anti-Corruption, Functioning of Vigilance and EOW	2
5	S.C & S.T. (Prevention of Atrocities) Act, 1989	2
	<b>TOTAL</b>	<b>10</b>
<b>VIII</b>	<b><u>SELF HELP &amp; PERSONALITY DEVELOPMENT</u></b>	
1	Challenges for an Administrator in present day context	2
2	Team Building & Motivation	2

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3	Office Procedure – Opening of Files, Maintaining of Log Book, Noting and Drafting, Record Book, Record Keeping, Receipt of DAK and Tracking of Letters	2
4	Transaction Analysis	4
5	Leadership Quality	2
6	Time Management	2
7	Stress Management	2
8	Communication Skill	2
	Work Culture	2
9	Ethics & Governance	2
	<b>TOTAL</b>	<b>22</b>
<b>IX</b>	<b><u>RIGHT BASED APPROACH IN GOVERNANCE</u></b>	
1	Right to Public Services Act, 2012 & Manner of Disposals of Application of the Notified Services related to Revenue & DM Department under the Odisha Right to Public Services Act, 2012 with Spl. emphasis on procedure to be followed in disposal of Mutation Cases, Cases U/s 8A of the OLR Act, U/s 19 (1)(C) of the OLR Act.	2
2	Right to Education Act, 2009, Girl Child Education in India/ Women Empowerment, Protection of Human Rights Act, 1993	2
3	Freedom of information & Right to Information Act, 2005 and Rules 2006	2
	<b>TOTAL</b>	<b>6</b>
1	Visit to Historical Places of the State as a part of exposure visit (Two days)	8
2	Exposure visit to any one of the model office in the vicinity	4
3	Interaction with Trainees by the Higher Officers	6
	<b>GRAND TOTAL</b>	<b>288</b>

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a Each Working day 4 no of Classes of 75 Minutes each

b Practical Classes will be of 3 hours duration

c Total Classes-

REVENUE LAWS & ADMINISTRATION	152
CRIMINAL JUSTICE & ADMINISTRATION	24
FOREST CONSERVATION ACT & RULES	6
FINANCIAL MANAGEMENT IN GOVERNMENT	10
PERSONNEL MANAGEMENT IN GOVERNMENT	
GENERAL AND CIVIL LAW	10
GOOD GOVERNANCE & OTHER RELATED MATTERS	30
SELF HELP & PERSONALITY DEVELOPMENT	10
RIGHT BASED APPROACH IN GOVERNANCE	22
Miscellaneous	6
	18
	288

N.B:- One day for joining, registration, welcome, occupation of hostel etc and One day for valediction, all clearance and relieve etc.

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## Institutional Training Module for ORS Officers Recruited through Promotion and Selection

Course Period: 45 working days (excluding day of reporting and day of relieve)

Each Working day: 04 nos. of classes

Each Class: 75 Minutes

Tea Break: 15 Minutes in between two classes

### Course Content:

- a. *Revenue Laws : 100 Classes*
- b. *Criminal Law : 16 Classes*
- c. *Miscellaneous Law : 30 Classes*
- d. *Other Relevant Topics : 30 Classes*
- e. *Knowledge Test : 04 Classes*

Sl. No.	I- Topics- Revenue Related Laws	No. of Periods (75 minutes each)
1	System of Land Tenure and Tenancy Law in Odisha	02
2	The Odisha Estate Abolition Act & Rules- Dealing with Be-bandobasta Holdings	02
3	Odisha Survey & Settlement Act 1958/ Rules	02
4	Odisha Special Survey & Settlement Act 2012/ Rules	02
5	Odisha Consolidation Holding & Prevention of Fragmentation of Land Act 1972/ Rules	02
6	Odisha Government Land Settlement Act 1962/ Rules with reference to case laws and amendments and settlement of Gramakanth Paramboke, Nazul & Khasmahal Lands, Basundhara, Mo Jami Mo Diha, Lease Alienation, Grants Act, 1895	06
7	Odisha Land Reforms Act, 1960 (Odisha Act, 16 of 1960) with special emphasis on 8(A), 19(1)C, 22, 23, 23A. Determination of ceiling surplus land	08
8	The Odisha Scheduled Areas transfer of Immovable Property (by Scheduled tribes) Regulation, 1956 (Odisha Regulation 2 of 1956)	02
9	Odisha Prevention of Land Encroachment Act & Rules with reference to case Laws and Amendments	04
10	The Odisha Public Demands Recovery Act 1962 (Odisha Act, 1 of 1963) and the Rules & Executive Instruction there under	02
11	Odisha Mutation Manual & Online Mutation and LRMS with Hands on training	04
12	Right to Fair compensation and Transparency in Land Acquisition Resettlement & Rehabilitation Act, 2013 (RFCTLARR Act & Rules). Comparative study with the Land Acquisition Act, 1894. Odisha Rehabilitation and Resettlement Policy 2006	08
13	Boundary Change Proceedings & maintenance of Order sheet	02
14	The Odisha irrigation Act, 1959 ( Odisha Act, 14 of 1959) & Rules there under with special reference to determination of ayacut area and assessment of water rate	02
15	Concept of hi-tech Survey under the Odisha Special Survey and Settlement Act & Rules. Process flow of Hi-tech Survey Operation, GCP Plan and Monumentation, Acquisition of raw Images and Ortho and Ortho photo generation, Boundary Fixation, Plot Vectorisation, Obscured Gharabari Areas Survey (Ground Truthing), Draft Map Preparation, Different Stages of RoR Preparation including dispute resolve Mechanics	04
16	Roles & Responsibilities of different Stake holders during Hi-tech Survey operation	02

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17	Concept of DGPS, ETS, Hi-Resolution Satellite Imagery and Aerial Photography and their acquaintance	02
18	Exposure to Plain Table Survey	10
19	Exposure to DGPS & ETS Survey operation	12
20	Manual of Tahasil Accounts & e-Saltamami	02
21	Issue of Certificates under Miscellaneous Certificate Act & Rules, 2017, Executive Instructions & e-Districts, Revenue Ministers Help Line & e-Abhijog	04
22	Mines & Mineral (Development & Regulation) Amendment Act, 2015 and Odisha Minor Mineral Concession Rules, 2016, DGPS Survey, IMMS in Administration of Minor Mineral, Deepak Kumar Case on Minor Mineral	04
23	Odisha Relief Code and Disaster Management Act / Rules, Distribution of Input Subsidy & Ex-gratia	04
24	Odisha Forest Act 1972, Role & Responsibility of FSO, Forest Conversation Act 1980/ Rules, T. N. Godavaran Case	02
25	Schedule Tribes & Other Traditional Forest Dwellers (Recognition of Forest Rights) Act/ Rules, 2006, Issue of FRA Patta	02
26	Hands on Training on correction of RoR, Bhunaksha, Bhulekh, MTA, e-Governance Initiatives taken by Revenue & DM Department, RCCMS, DWIST, Revenue & DM Department Web-Site, Discussion on various circulars	04
	<b>Total</b>	<b>100</b>
	<b>II – Law for Executive Magistrate &amp; Criminal Laws</b>	
1	The Broad Online of IPC / Cr.PC, Indian Evidence Act	02
2	The Criminal Procedure Code (Cr.PC) with reference to IPC Section 20-23, 37, 44, 58, 81 & 174. Structure of Magistracy & Hierarchy of Courts & Preventive Sections 107-124 of Chapter VIII of Cr.P.C	02
3	Cr.P.C Sections 129-132 relating to Unlawful Assemblies read with Sections 141-145 of IPC-Law & Order Management	02
4	Sections 133-148 of Chapter-X relating to removal of Public Nuisance and apprehension of danger and breach of peace	02
5	Writing of Order Sheet in Preventive Sections and U/s. 144	02
6	The Oaths Act, 1969-Affidavits & Verifications, Loudspeaker & fireworks Act & Rules, Arms Act-Issue of Gun License	02
7	Inquest, Dying Declaration, Search & Seizure, Oath-Law for Executive Magistrates	02
8	Role & Responsibility of Executive Magistrates during Law & Order Problem, Rule-621 of Police Manual & deployment with Arm Forces	02
	<b>Total</b>	<b>16</b>
	<b>III – Miscellaneous Law</b>	
1	The Registration Act, 1908, Stamp Act, 1899 & Process of e-Registration, BMV & Circulars	06
2	The Hindu marriage Act, 1955 & The Hindu Succession Act, 1956	02
3	Odisha Hindu Religious Endowment Act & Rules and Waqf Board	02
4	Odisha Development Authority Act, 1982 & rules with up to date amendments & Odisha Apartment Ownership Act and Role of ORERA	02
5	Odisha Municipal Act, 1950 and Municipal Corporation Act, Provision of Municipal Services and Schemes of H & UD Department	02
6	Registration of Birth & Death Act, 2004	02
7	The Odisha Service Code & Accountability of Govt. Officers towards Government	02

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8	The Odisha Government Servants Conduct Rules, 1959 & Govt. Servants Interface with Public & Book Circular No.47	02
9	Odisha Civil Services Classification, Control & Appeal Rules (CCA) and Disciplinary Proceedings	02
10	Issues relating to Sexual Harassment at the Work Place & Central Laws with reference to Visakha Judgment	02
11	Prevention of Corruption Act 1988 and Sanction of Prosecution	02
12	E-Governance Activities of Revenue & DM Department	02
13	Overview on Civil Procedure Code. Section 1 to 25, Order – V to XXIV	02
	<b>Total</b>	<b>30</b>
	<b>IV – Other Relevant Topics</b>	
1	Odisha General Financial Rules & Relevant Provisions of the Odisha Treasury Code	02
2	Procedure for Procurement of Goods & Services and Transparency thereof. Discussion on GeM, EPM, DGST etc.	02
3	Delegation of Financial Power Rules & related circulars	02
4	Audit & Audit Compliance – AG Audit, Internal Audit & Local Fund Audit	02
5	The Idea of Good Governance – Concept and Dimension, Citizen Charter etc.	02
6	SC & ST (Prevention of Atrocities) Act, 1989	02
7	Team Building & Motivation	02
8	Odisha Record Manual, Office Procedure – Opening of Files, Maintaining of Log Book, Noting & Drafting, Record Book, Record Keeping, Receipt of DAK and Tracking of Letters – Maintaining Forward Diary, Preparation of agenda and Recording Minutes of Meetings	02
9	Transaction Analysis	02
10	Leadership Quality	02
11	Stress Management	02
12	Communication Skill & Work Culture	02
13	Ethics & Governance	02
14	Right to Public Services Act, 2012 & Manner of Disposal of Application of the Notified Services related to R & DM Department under the Odisha Right to Public Services Act-2012 with Spl. Emphasis on procedure to be followed in disposal of Mutation Cases, Cases U/s 8A of the OLR Act, U/s 19 (1)(C) of the OLR Act	02
15	Freedom of Information & Right to Information Act, 2005 & Rules, 2006	02
	<b>Total</b>	<b>30</b>
	<b>V – Knowledge Test</b>	<b>04</b>
	<b>Grand Total</b>	<b>180</b>

*N.B:- One day for joining, registration, welcome, occupation of hostel etc and One day for valediction, all clearance and relieve etc.*



**District Training for ORS Probationers (DR/ PR/ SR)**

Sl. No.	Name of the Office	Duration (in days)	
		Recruited through OCS Exam (DR)	Recruited by way of Promotion/ Selection (PR/ SR)
1	District Office (Different Sections)	18	06
2	Tahasil Office	06	03
3	R.I Office-	04	01
4	Sub-Collector's Office	06	02
5	DRDA	03	02
6	Block Office	03	02
7	Panchayat Office	02	01
8	Treasury Office	03	02
9	Registration Office	03	02
10	Urban Local Bodies	06	02
11	S.P Office	02	01
12	Police Station	02	01
13	Nearest Jail	02	01
<b>Total</b>		<b>60</b>	<b>26</b>

*D. S. H.*  
*27/6/19*