

BY FAX

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

No-III-ORS(EPT)-04/2016- 9855 /R&DM Dated 29.3.16
From:

J. Lakra, IAS
Additional Secretary to Government

To

The Director,
ROTI, Gothapatna, Bhubaneswar

Sub- Induction/District Training of ORS Group-B Officers

Sir,

I am directed to invite a reference to your letter No.227/ROTI dt.04.03.2016 on the above noted subject and to say that Government have been pleased to approve the detailed Training Schedule of 16(sixteen) weeks for ORS Group-B Officers recruited through OCS Examination as detailed enclosed here with. At the first instance, 169 nos. of ORS Officers appointed through Direct Recruitment for the year 2011 shall undergo Induction Training in batches in ROTI, Gothapatna, Bhubaneswar. Induction Training of 1st batch taking 56 nos. of ORS Officers shall be conducted during April, 2016. The 2nd batch Induction Training taking another 56 ORS Officers shall be conducted after completion of the 1st batch Training and so on. The 2nd and 3rd batch Officers shall undergo District Training under the control of the Collector concerned for 23 days (4 weeks) in the Districts they have been posted. The 1st batch Officers after completion of Induction Training shall be relieved to join in their place of posting and undergo District Training.

Yours faithfully


Additional Secretary to Government

Memo No. 9856 /RDM Dt. 29.3.16

Copy along with the detail Training Schedule forwarded to Confidential Branch for information and necessary action.


Additional Secretary to Government

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SCHEDULE OF INDUCTION TRAINING FOR ODISHA REVENUE SERVICE OFFICERS		
Sl. No	TOPICS	No. of Periods (75 Mins. Each)
	Duration of Induction Training - 16 Week 1 Day	
I	REVENUE LAWS & ADMINISTRATION	
1	History & Structure of the Land Revenue Administration.	2
2	System of Land tenure and tenancy Laws in different Areas	4
3	Odisha Survey & Settlement Act. 1958 (Odisha Act, 3 of 1959) & Rules and the Odisha Special Survey & Settlement Act & Rules 2012.	3
4	Odisha Land Reforms Act, 1960 (Odisha Act, 16 of 1960).	5
5	The Odisha Govt. Land Settlement Act, 1962 (Odisha Act, 33 of 1962) & the Rules there under with reference to case Laws and Amendments & Odisha Govt. Grants Act.	5
6	The Odisha Scheduled Areas Transfer of Immovable Property (by Scheduled Tribes) Regulation, 1956 (Odisha regulation 2 of 1956) and Section 22,23 & 23(A) of OLR Act.	3
7	The Odisha Estate Abolition Act,& Rules - Dealing with "Bebandobast" holding / Odisha Land Grabbing Prohibition Act, & Rules 2015.	3
8	Odisha Mutation Manual.	3
9	The Odisha Consolidation of Holdings & Prevention of Fragmentation of Land Act, 1972 (Odisha Act, 21 of 1972) & Rules.	2
10	Odisha Prevention of Land Encroachment Act. & Rules with reference to case Laws and Amendments.	2
11	The Odisha Public Premises Eviction of Un-authorized Occupants Act, 1972.	2
12	Conversion of Agricultural Land for Non-Agricultural propose. U/s 8(A) of OLR Act.	2
13	Revenue Recovery Act, Agricultural Credit Operations (By Banks) Act.	1
14	The Land Acquisition Act, 1894 (Act, 1 of 1892) & Private Land Acquisition.	2
15	Right to Fair compensation and Transparency in Land Acquisition Resettlement & Rehabilitation Act, 2013 (RFCTLARR ACT, & Rules	4
16	Rehabilitation & Resettlement Policy	4
17	The Odisha Public Demands Recovery Act, 1962 (Odisha Act, 1 of 1963) and the Rules & Executive Instruction there under.	3
18	Odisha Record Manual	3
19	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 .	3
20	The Odisha Cess Act, 1962 (Odisha Act, 2 of 1962)	1
21	Manual of Tahasil Accounts.	4
22	Maintenance of Land Records and Initiatives taken under NLRMP.	3

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23	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.	5
24	Roles & Responsibilities of different stake holders during Hi-tech Survey Operation.	5
25	Concept of DGPS, ETS, Hi-Resolution Satellite Imagery and Aerial Photography and their acquaintance.	5
26	Practice & Procedure of Revenue Courts, Civil Courts & Criminal Courts	3
27	Recording of Evidence and Writing Orders in Revenue Cases – Issue of Certified Copies.	3
28	Odisha Board of Revenue Act. 1951.	1
29	Odisha Development Authority Act. 1982 & Rules. with up to date amendments.	2
30	Litigation Management -Preparation of Para-wise comment & filing of counter affidavit to Defend Govt. Cases.	3
31	Prevention & Detection of Fraud in Land Settlement with Court Judgements.	3
32	Odisha Bhoodan Yagna Act.	1
33	Odisha Apartment Ownership Act 1982.	1
34	Settlement of Sairats Sources under the Manual of Tahasil Accounts	3
35	Mines & Mineral (Development and Regulation) Amendment Act. 2015 and Odisha Minor Mineral Concession Rules, 2015.	3
36	Issue of Certificates under Miscellaneous Certificate Act. & Rules 1984 – Executive Instructions.	2
37	Landmark Judgments of Hon'ble Supreme Court, High Courts and Member, Board of Revenue in important Revenue Cases.	2
38	Interaction with Trainees on the above basics of Revenue Law with the Resource Person.	3
39	Odisha Relief Code & Basic concept in Disaster Management, The Odisha Disaster Management Act. 2005 & The Odisha Disaster Management Rules 2010	2
40	Field Training on Plain Table Survey & Theodolite Survey (Periods - 1.30 Hours Each)	20
41	Field training on DGPS and ETS on Hi-tech Survey Operation, by Technical Staff of ROTI (Periods - 1.30 Hours Each)	20
42	Practical Exam on Plain Table Survey & Theodolite Survey	5
43	Practical Exam on HI-Tech Survey Operation	5
44	Theory Examination on the above Subjects (Revenue Laws-Written Test Obejctive Type)	12
45	Presentation on Recent circulars / Notifications on Revenue & DM Department	2
	TOTAL	175
II	<u>CRIMINAL JUSTICE ADMINISTRATION</u>	
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.	3
3	Section 133 – 148 of Chapter X relating to removal of Public Nuisance and apprehension of danger and breach of peace.	1
4	Mode of Recording Evidence during Inquiries.	1
5	The Oaths Act, 1969 - Affidavits & Verifications, Loudspeaker & Fireworks Act & Rules.	1
6	Search and Seizure – Concept and Procedure.	1
7	Cr.P.C Sections 129 – 132 relating to Unlawful Assemblies read with Sections 141 – 145 of IPC - Law & Order Management.	2
8	Power & Functions of Revenue Officers as Executive Magistrate with Special Emphasis on Dealing with Law & Order, Dying declaration, Inquest Procedure.	2
9	Knowledge Test on the above subjects (Written Test Obejctive Type)	2
	TOTAL	15
III	<u>FOREST CONSERVATION ACT & RULES</u>	
1	Odisha Forest Act. 1972 & Forest Conservation Act. 1980 with Provision of PESA	2
2	Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Right) Act. & Rules 2006.	2
3	Environmental Project Clearance and Functioning PCB. & CRZ Act. & Related Environmental Laws. (Visit to the O/o OSPCB, Bhubaneswar and Intraction with Officials. ✓)	2
4	Knowledge Test on the above Subjects (Written Test Obejctive Type)	1
	TOTAL	7
IV	FINANCIAL MANAGEMENT IN GOVERNMENT	
1	Odisha General Financial Rules & Relevant provisions of the Odisha Treasury Code.	2
2	Procedure for Procurement of Goods & Services and Transparency there of.	1
3	Delegation of Financial Power Rules & related Circulars	2
4	The Odisha Travelling Allowance Rules & The Odisha Leave Rules 1966.	1
5	Official Cash & Bank transaction and Maintenance of Cash Books.	2
6	Audit & Audit Compliance – AG Audit, Internal Audit & Local Fund Audit.	1
7	Knowledge Test on the above subjects (Written Test Obejctive Type)	1
	TOTAL	10
V	PERSONNEL MANAGEMENT IN GOVERNMENT	
1	The Odisha Service Code.	2
2	The Orissa Government Servant's Conduct Rules 1959 & Govt. Servants Interface with public & Book Circular No. 47.	2
3	Accountability in Govt. Work Process.	1

4	Odisha Civil Services Classification, Control & Appeal Rules (CCA) and Disciplinary Proceedings.	2
5	ORV Act. & Rules.	1
6	Issues Relating to Sexual Harassment at the Work Place – Visakha Judgment and Central Law.	1
7	Performance Appraisal --- e-PAR & Recording of CCR for Sub-ordinate Officers	1
8	Total Quality Management in Public Service.	1
9	Knowledge Test on the above subjects (Written Test Obejctive Type)	1
TOTAL		12
VI GENERAL AND CIVIL LAW		
1	Basics of Indian Constitution & Quasi Judicial and Administrative Power.	2
2	The Registration Act. 1908, Registration Fees & Stamp duty & Transfer of Property Act, 1882.	10
3	The Hindu Marriage Act, 1955 & The Hindu Succession Act. 1956	1
4	Odisha Hindu Religious Endowment Act, and Rules.	1
5	Ancient Monument and Archeological Remains Act.	1
6	The Odisha Scheduled Area Money Lenders Regulation Act. 1967.	1
7	The Code of Civil Procedure, 1908 (Order V, Rules 1 to 30 & order VI-A Rules 1 to 7)	2
8	The Court Fees Act. 1870 & The Indian Stamp Act, 1899	1
9	Orisha Municipal Act. 1950 and Municipal Corporation Act : Provision of Municipal Services.	2
10	The Odisha General Clauses Act. 1937	1
11	The Contract Act. 1872 & The Limitation Act, 1963	2
12	Registration of Birth & Death Act. 2004.	1
13	The Contempt of Courts Act.- Respect and Obedience of Courts Orders	1
14	Knowledge Test on the above subjects (Written Test Obejctive Type)	1
TOTAL		27
VII GOOD GOVERNANCE & OTHER RELATED MATTERS		
1	The Idea of Good Governance – Concept and Dimension, Citizen Charter etc.	2
2	E-Governance.	2
3	Concept of Modern Office Management.	1
4	Anti-Corruption Vigilance.	1
5	The Prevention of Corruption Act, 1988	1
6	The Prevention of Black Marketing & Maintanance of Supplies of Essential Commodity Act, 1980	1
7	S.C & S.T. (Prevention of Atrocities) Act. 1989.	1
8	Knowledge Test on the above subjects (Written Test Obejctive Type)	1
TOTAL		10
VIII SELF HELP & PERSONALITY DEVELOPMENT		
1	Challenges for an Administrator in present day context	1
2	Team Building & Motivation.	1

3	Office Procedure – Opening of Files, Maintaining of Log Book, Noting and Drafting, Record Book, Record Keeping, Receipt of DAK and Tracking of Letters – Maintaining Forward Diary, Preparation of Agenda and Recording Minutes of Meetings	4
4	Transaction Analysis	1
5	Leadership Quality.	1
6	Time Management.	1
7	Stress Management.	1
8	Communication Skill.	1
9	Work Culture.	1
10	Knowledge Test on the above subjects (Written Test Obejctive Type)	1
	TOTAL	13
IX	RIGHT BASED APPROACH IN GOVERNANCE	
1	Foundation of our Democracy – The Electoral System of India and the Conduct of Election to Parliament and State Assemblies.	2
2	Three-tier Panchayati Raj System – 73 rd Amendment.	2
3	Conduct of PRI & ULB Elections	1
4	Right to Public Services Act, 2012 & Manner of Disposals 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.	2
5	Right to Education Act, 2009, Girl Child Education in India / Women Empowerment.	2
6	Freedom of Information & Right to Information Act. 2005 and Rules 2006.	2
7	Protection of Human Rights Act. 1993.	2
8	Knowledge Test on the above subjects (Written Test Obejctive Type)	1
	TOTAL	14
	GRAND TOTAL	283

SCHEDULE FOR DISTRICT TRAINING OF ORS OFFICERS

SL NO	NAME OF THE OFFICE	NO. OF DAYS
1	Office of the Collector & DM	5
2	Office of The Sub-Collector	2
3	Office of the Tahasildar	5
4	Officer of the Sub-Registrar	3
5	Office of Land Acquisition Officer	1
6	District Rural Development Agency	2
7	Office of the Block Development Officer	2
8	District HRP Cell	1
9	Police Station	1
10	District Treasury	1
	Total in Days	23

Total Schedule of Training for ORS Officers

1	Total Nos of Days Alloted	113
2	Total Non-Working Days	23
3	Total Working Days	90
4	Total Weeks	16 week & 1 Day

* **90 Days Institution Training Includes 23 Days of District training and 10 Days of Exposure Visit & Other related training.**