

**BOARD OF REVENUE, ODISHA, CUTTACK****NOTIFICATION****The 26th May 2016**

No. 119—XII-32/2016-DE.—In partial modification of Board's Notification No. 1930—XII-60/89-DE., dated the 20th June 1989 under Rules 17 & 18 of Odisha District Revenue Services (Method of Recruitment & Conditions of Services) Rules, 1983, Board of Revenue, Odisha with approval of Government do hereby propose to make amendments to the following Syllabus and Rules for Departmental Training and Examination, refresher training and confirmation in service of the Officers of the District Revenue Service Cadre :—

In the Rule (1.1), the following shall be substituted, namely :—

The figures & words "2 & 1/2 months (seventy- five days) at the end shall be substituted as "45 (forty-five) working days".

In the Rule 1.2, the following shall be substituted, namely :—

The figure "8 A.M." shall be substituted as "2 P.M."

In Rule 1.3, the following shall be substituted, namely :—

The syllabus for practical training and theoretical training shall be as at Appendix-I.

In the Rule 1.4 the following shall be added :—

There shall be one refresher training of one week duration in every five years in order to keep the Amins abreast of the latest Acts/Rules Circulars and Amendments, Judgments coming directly or indirectly under the purview of Revenue Administration issued from time to time keeping pace with the emerging trend.

A member of the services in the Cadre of Amins shall not be allowed to draw the next annual increment, if he/she being sponsored by the authority willfully not attended the refresher training.

In the Rule 2, the following shall be deleted, namely :—

The Syllabus for theoretical and practical examination will be as at Appendix-II

In the Rule 3.1, the following shall be substituted, namely :—

(A) Every Officer appointed as Amin shall be eligible for confirmation, if he/she,—

- (i) has completed 06 (six) years of contractual service uninterruptedly;
- (ii) has undergone the Departmental Training and passed the examination successfully; and
- (iii) availability of CCRs at the time of confirmation.

(B) An officer appointed as Amin shall draw the first annual increment in the Time Scale on completion of one year of regular service. In no case, he/she shall be allowed to draw the second annual increment in the Time Scale until he/she has passed Departmental Training and Examination. Delay in passing the Departmental Training and Examination completely shall not have the effect of postponing the increment cumulatively, but arrear incremental dues shall not be allowed.

In Rule-4, the following shall be substituted, namely :—

Each Revenue Inspector appointed either on promotion or on direct recruitment shall undergo training in Revenue Inspector Training Institute managed by Government for a period of 60 ( sixty) working days except those covered by sub- rule (1) of Rule-17 of ODRS ( Method of Recruitment & Conditions of Service) Rules, 1983.

In the Rule 4.2 the following shall be substituted, namely :—

There shall be one refresher training of one week duration in every five years interval in order to keep them abreast of the latest Rules, Circulars and Amendments, Judgements coming directly or indirectly under the purview of Revenue Administration issued from time to time keeping pace with the emerging trend.

A member of the Service in the Cadre of Revenue Inspector shall not be allowed to draw the next annual increment, if he/she being sponsored by the authority willfully not attend the refresher training.

In the Rule 4.3 the following shall be substituted, namely :—

The Syllabus for imparting theoretical training and practical training shall be as shown in Appendix-III.

In the Rule-5.2, the following shall be substituted, namely :—

The examination on theory shall be three papers, namely : Paper-I, Paper-II and Paper-III and examination on " practical" shall be one paper, namely : Paper-IV as per the Syllabus at Appendix-IV.

The Rule 5.4 be deleted

In Rule 5.6, the following shall be substituted, namely :—

(A) Every Officer appointed as Revenue Inspector shall be eligible for confirmation if he/she,

(i) has completed 06 ( Six) years of contractual service uninterruptedly;

(ii) has undergone the Departmental Training and passed the examination successfully; and

(iii) availability of CCRs at the time of confirmation.

(B) An officer appointed as Revenue Inspector shall draw the first annual increment in the Time Scale on completion of one year of regular service. In no case, he/she shall be allowed to draw the second annual increment in the Time Scale until he/she has passed Departmental Training and Examination. Delay in passing the Departmental Training and Examination completely shall not have the effect of postponing the increment cumulatively, but arrear incremental dues shall not be allowed.

In the Rule 8 the following shall be substituted ,namely :—

8.1 The words "Collection Mohork" shall be substituted by "Assistant Revenue Inspector". Each Assistant Revenue Inspector appointed either on promotion or on direct recruitment shall undergo training in Revenue Inspector Training Institute managed by Government for a period of 45 ( forty-five) working days as per syllabus appended.

8.2 (a)- The training programme will be of two parts, namely "Theory" and "Practical". The practical training will be imparted on each working day of the duration of training commencing from 8 A.M. to 12.00 NOON in the field and theoretical training will be imparted in the classes in the Training Institute from 2 P.M. to 5 P.M.

(b) there shall be one refresher training of one week duration in every five years interval to keep them abreast of the latest Rules, Circulars and Amendments, Judgements covering directly or indirectly under the purview of Revenue Administration issued from time to time keeping pace with emerging trend.

A member of the Service, in the Cadre of Assistant Revenue Inspector shall not be allowed to draw the next annual increment, if he/she being sponsored by the authority willfully not attend the refresher training.

8.3 The syllabus for both the practical and theoretical training shall be as at Appendix-V

8.4 After completion of training each Assistant Revenue Inspector will appear Departmental Examination to be conducted by the Board of Revenue. The Departmental Examination shall be conducted on both "Theory and Practical" as per Syllabus in Appendix- VI

8.5 The examination in theory shall be in three papers, namely : Paper-I, Paper-II and Paper- III and examination on practical shall be one paper, namely : Paper-IV as per the Syllabus at Appendix-VI.

8.6 (A) Every Officer appointed as Assistant Revenue Inspector shall be eligible for confirmation, if he/she,—

- (i) has completed 06 ( six) years of contractual service uninterruptedly;
- (ii) has undergone the Departmental Training and passed the examination successfully; and
- (iii) availability of CCRs at the time of confirmation.

(B) An officer appointed as Assistant Revenue Inspector, shall draw the first annual increment in the Time Scale on completion of one year of regular service. In no case he/ she shall be allowed to draw the second annual increment in the Time Scale until he/she has passed the Departmental Training and Examination. Delay in passing the Departmental Training and Examination completely shall not have the effect of postponing the increment cumulatively, but arrear increment dues shall not be allowed.

By order of Member  
Board of Revenue, Odisha, Cuttack

G. C. SETHY

Secretary

## APPENDIX-I

## (SYLLABUS FOR DEPARTMENTAL TRAINING OF AMINS)

(45 working days)

**Practical—**

Intensive Practical Training on the following aspects shall be imparted :—

1. Study of printed village maps, the demarcating of alamats and identification of plots with help of the printed village maps.
2. Concept of demarcation, khaka, traverse, mustakil, chanda, stone kit
3. Concept of kistwar, khandapuri
4. Village boundary demarcation
5. Extraction of area through acre-comb, hector-comb
6. Ground Control Points—importance, planning and acquaintances
7. Handling of DGPS and ETS in field condition
8. Village boundary checking with Sabik maps
9. Preparation of preliminary RoRs - Steps to be followed
10. Study of Technical Manual for undertaking Hi-Tech. Survey Operation using Modern Technology.
11. Crop cutting experiment.

**Theory—**

1. Orissa Mutation Manual
2. Orissa Survey and Settlement Act, 1958 and Rules framed thereunder
3. Orissa Special Survey and Settlement Act, 2012 and Rules framed thereunder.
4. Study of Satellite, Imagery, Aerial photography, Cadastral map digitization, modern survey equipments, like DGPS & ETS.
5. Odisha Consolidation of Holding and Prevention of Fragmentation of Land Act and Rules framed thereunder.
6. Right to Fair Compensation, Rehabilitation & Resettlement Act and Rules framed thereunder
7. Odisha Irrigation Act and Rules

## APPENDIX-II

## SYLLABUS FOR DEPARTMENTAL EXAMINATION OF AMINS

**Theory****Paper-I (with Books)**

Full Marks—100

Pass Marks—50

Time—3 hours

1. Orissa Mutation Manual
2. Orissa Survey & Settlement Act, 1958 and Rules framed thereunder
3. Orissa Special Survey & Settlement Act, 2012 and Rules framed thereunder
4. Study of Satellite imagery, Aerial photography, Cadastral map, digitization, Modern Survey equipments, like DGPS & ETS.
5. Orissa Consolidation of Holding and Prevention of Fragmentation of Land Act and Rules framed thereunder.
6. Right to Fair Compensation, Rehabilitation & Resettlement Act and Rules framed thereunder
7. Orissa Irrigation Act and Rules

**Practical****Paper-II**

Full Marks—100

Pass Marks—50

Time—3 hours

1. Study of printed village maps, the demarcating of alamats and identification of plots with help of the printed village maps.
2. Concept of demarcation, Khaka, Traverse, Mustakil, Chanda, Stone kit
3. Concept of Kistwar, Khanapuri
4. Village Boundary Demarcation
5. Extraction of area through Acre-comb, Hector-comb
6. Ground Control Points - importance, planning and acquaintance
7. Handling of DGPS and ETS in field condition
8. Village Boundary Checking with Sabik maps
9. Preparation of preliminary RoRs- steps to be followed
10. Study of Technical Manual for undertaking Hi-Tech. Survey Operation using modern technology.
11. Crop Cutting Experiment.

## APPENDIX-III

## SYLLABUS FOR DEPARTMENTAL TRAINING OF REVENUE INSPECTORS

(60 working days)

**A. Thorough and detail training shall be imparted on the following Acts/Rules/Manuals—**

1. Manual of Tahasil Accounts
2. Orissa Mutation Manual
3. Orissa Survey and Settlement Act, 1958 and Rules framed thereunder
4. Orissa Prevention of Land Encroachment Act, 1972 and Rules framed thereunder
5. Orissa Public Demand Recovery Act, 1962 and Rules framed thereunder
6. Orissa Minor Mineral Concession Rules, 2004 and amendments thereof
7. Jagannath Temple Trust Act
8. Orissa Hindu Religious Endowment Act
9. Orissa Relief Code
10. Orissa Special Survey & Settlement Act, 2012 and Rules framed thereunder
11. Study of Satellite, Imagery, Aerial photography, Cadastral map digitization, Modern Survey equipments like DGPS & ETS.
12. Service of notice/ summons under Civil Procedure Code
13. Use of Information Technology in Tahasil Administration
14. Important circulars and selected judgments of High Courts/Supreme Court.

**B. Training to have elementary knowledge on the following Acts and Rules may be imparted—**

1. Orissa Irrigation Act & Rules, framed thereunder
2. Orissa Government Land Settlement Act, 1962 and Rules framed thereunder
3. Orissa Estate Abolition Act, 1951 & Rules framed thereunder
4. Orissa Land Reforms Act, 1960 & Rules framed thereunder
5. Orissa Consolidation of Holdings and Prevention of Fragmentation of Land Act, 1972 and Rules framed thereunder.

6. Orissa Cess Act and Rules framed thereunder
7. Reservation Proceedings
8. Right to Fair Compensation Rehabilitation & Resettlement Act, 2013 and Rules framed thereunder.
9. Forest Conservation Act, 1980
10. Forest Rights Act, 2005
11. Orissa Right to Public Services Act, 2012
12. Right to Information Act, 2005
13. Orissa Caste Certificate Rules, 1980
14. Orissa Miscellaneous Certificate Rules, 1984
15. Wakf Board Act

#### SYLLABUS FOR PRACTICAL TRAINING OF REVENUE INSPECTORS

1. Study of printed village maps, the demarking of alamats and identification of plots with help of the printed village maps.
2. Concept of demarcation, khaka, traverse, mustakil, chanda, stone kit
3. Concept of Kistwar, Khanapuri
4. Village boundary demarcation
5. Extraction of area through Acre-comb, Hector-comb
6. Ground Control Points - importance, planning and acquaintances
7. Handling of DGPS and ETS in filed condition
8. Village boundary checking with Sabik maps
9. Preparation of preliminary RoRs - Steps to be followed
10. Study of Technical Manual for undertaking Hi-Tech. Survey Operation using Modern Technology.
11. Crop cutting experiment

## APPENDIX-IV

## (SYLLABUS FOR DEPARTMENTAL EXAMINATION OF REVENUE INSPECTORS)

## Paper-I (Theory)

(With Books)

Full Marks—100

Pass Marks—50

Time—3 hours

1. Manual of Tehasil Accounts
2. Orissa Mutation Manual
3. Orissa Prevention of Land Encroachment Act, 1972 and Rules framed thereunder
4. Orissa Public Demand Recovery Act, 1962 and Rules framed thereunder
5. Orissa Government Land Settlement Act, 1962 and Rules framed thereunder
6. Orissa Estate Abolition Act, 1951 & Rules framed thereunder
7. Orissa Minor Mineral Concession Rules, 2004 and amendments made thereof
8. Orissa Land Reforms Act, 1960 & Rules framed thereunder
9. Orissa Cess Act, 1962 & Rules made thereunder

## Paper-II (Theory)

(With Books)

Full Marks—100

Pass Marks—50

Time—3 hours

1. Orissa Irrigation Act & Rules framed thereunder
2. Orissa Survey and Settlement Act, 1958 and Rules framed thereunder
3. Orissa Consolidation of Holdings and Prevention of Fragmentation of Land Act, 1972 and Rules framed thereunder.
4. Reservation Proceedings
5. Orissa Special Survey and Settlement Act, 2012 and Rules framed thereunder
6. Study of Satellite, Imagery, Aerial Photography, Cadastral Map, Digitization, Modern Survey equipments, like DGPS & ETS.
7. Service of notices/ summons under Civil Procedure Code
8. Use of Information Technology in Tehasil Administration.



**Paper-III****(With Books)**

Full Marks—100

Pass Marks—50

Time—3 hours

1. Orissa Relief Code
2. Right to Fair. Compensation, Rehabilitation & Resettlement Act, 2013 and Rules framed thereunder.
3. Jagannath Temple Trust Act
4. Orissa Hindu Religious Endowment Act
5. Forest Conservation Act, 1980
6. Forest Rights Act, 2005
7. Orissa Caste Certificate Rules, 1980
8. Orissa Miscellaneous Certificate Rules, 1984.

**Paper-IV (Practical)**

Full Marks—100

Pass Marks—50

Time—3 hours

1. Study of printed village maps, the demarking of alamats and identification of plots with help of the printed village maps.
2. Concept of demarcation, khaka, traverse, Mustakil chanda, stone kit
3. Concept of kistwar, khanapuri
4. Village Boundary demarcation
5. Extract of area through Acre-comb, Hector-comb
6. Ground Control Points - importance, planning and acquaintances.
7. Handling of DGPS and ETS in field condition
8. Village Boundary checking with Sabik maps
9. Preparation of preliminary RoRs - Steps to be followed
10. Study of Technical Manual for undertaking Hi-Tech. Survey Operation using Modern Technology.
11. Crop cutting experiment.

## APPENDIX-V

**(Syllabus for Departmental Training of Assistant Revenue Inspectors)  
(45 working days)****SYLLABUS FOR THEORETICAL TRAINING OF ASSISTANT REVENUE INSPECTORS****A. Thorough and detail training shall be imparted on the following Acts/Rules/Manuals—**

1. Manual of Tahasil Accounts
2. Orissa Mutation Manual
3. Orissa Survey & Settlement Act, 1958 and Rules framed thereunder
4. Orissa Relief Code
5. Study of Satellite, Imagery, Aerial photography, Cadastral map digitization, Modern Survey equipments like DGPS and ETS.
6. Orissa Special Survey and Settlement Act, 2012 and Rules framed thereunder
7. Record Manual
8. Service of notices/summons under Civil Procedure Code
9. Right to Fair Compensation, Rehabilitation & Resettlement Act, 2013 and Rules framed thereunder.

**B. Training to have elementary knowledge on the following Acts/Rules may be imparted—**

1. Orissa Irrigation Act and Rules framed thereunder
2. Orissa Prevention of Land Encroachment Act, 1972 and Rules framed thereunder
3. Orissa Public Demand Recovery Act, 1962 and Rules framed thereunder
4. Orissa Government Land Settlement Act, 1962 and Rules framed thereunder
5. Orissa Land Reforms Act, 1960 and Rules framed thereunder
6. Orissa Consolidation of Holdings & Prevention of Fragmentation of Land Act, 1972 and Rules framed thereunder.
7. Orissa Minor Mineral Concession Rules, 2004 and amendments thereof
8. Forest Rights Act, 2005
9. Orissa Caste Certificate Rules, 1980
10. Orissa Miscellaneous Certificate Rules, 1984
11. Crop cutting experiment.

**SYLLABUS FOR PRACTICAL TRAINING OF ASSISTANT REVENUE INSPECTORS**

1. Study of printed village maps, the demarking of alamats and identification of plots with help of the printed village maps.
2. Concept of demarcation
3. Concept of Kistwar & Khanapuri
4. Extraction of area through Acre-comb, Hector-comb
5. Ground Control Points—importance, planning and acquaintances
6. Handling of DGPS and ETS in field condition
7. Village boundary checking with Sabik maps
8. Preparation of preliminary RORs—Steps to be followed
9. Study of Technical Manual for undertaking Hi-Tech Survey Operation using Modern Technology.
10. Crop Cutting Experiments.

**APPENDIX-VI****SYLLABUS FOR DEPARTMENTAL EXAMINATION OF ASSISTANT REVENUE INSPECTORS****Paper-I (Theory)****(With Books)**

Full Marks—100

Pass Marks—50

Time—3 hours

1. Manual of Tahasil Accounts
2. Orissa Mutation Manual
3. Orissa Prevention of Land Encroachment Act, 1972 and Rules framed there under.
4. Orissa Public Demand Recovery Act, 1962 and Rules framed thereunder
5. Orissa Government Land Settlement Act, 1962 and Rules framed thereunder
6. Orissa Minor Mineral Concession Rules, 2004 and amendments thereof
7. Orissa Land Reforms Act, 1960 & Rules framed thereunder
8. Record Manual.

**Paper-II (Theory)****(With Books)****Full Marks—100****Pass Marks—50****Time—3 hours**

1. Orissa Survey & Settlement Act, 1958 and Rules framed there under
2. Orissa Consolidation of Holdings and Prevention of Fragmentation of Land Act, 1972 and Rules framed thereunder.
3. Orissa Special Survey & Settlement Act, 2012 and Rules framed there under
4. Study of Satellite, Imagery, Aerial photography, Cadastral map, Digitization, Modern Survey equipments like DGPS and ETS.
5. Orissa Irrigation Act, 1959 and Rules framed thereunder
6. Service of notice/ summon under Civil Procedure Code.

**Paper-III (Theory)****(With Books)****Full Marks—100****Pass Marks—50****Time—3 hours**

1. Orissa Relief Code
2. Orissa Public Demand Recovery Act, 1962 and Rules framed thereunder
3. Right to Fair Compensation Rehabilitation & Resettlement Act, 2013 and Rules framed thereunder.
4. Forest Rights Act, 2005
5. Orissa Caste Certificate Rules, 1980
6. Orissa Miscellaneous Certificate Rules, 1984

**Paper-IV (Practical)****Full Marks—100****Pass Marks—50****Time—3 hours**

1. Study of printed village maps, the demarking of alamats and identification of plots with help of the printed village maps.
2. Concept of demarcation
3. Concept of Kistihar & Khanapuri
4. Extraction of area through Area-comb, Hector-comb
5. Ground Control Points - importance, planning and acquaintances
6. Handling of DGPS and ETS in field condition
7. Village boundary checking with Sabik maps
8. Preparation of preliminary RORs- Steps to be followed
9. Study of Technical Manual for undertaking Hi-Tech Survey Operation using Modern Technology.
10. Crop Cutting Experiment.