

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

\*\*\*


**ORDER**

**Bhubaneswar, Dated the 20 SEP 2021**

No. RDM-CON-PM-0001-2019 28712/R&DM, The module of institutional training for ORS Group-B officers was last revised vide this Department Order No. 18004/R&DM, dated 27.06.2019. Taking into account the direction of Hon'ble High Court in WP(C) No. 18564 of 2021 for giving appropriate direction/ training to the Tahasildar/ Additional Tahasildar regarding the manner of disposal of the proceedings at their end and the manner of taking note of the name of the parties involved in the proceeding, Government have been pleased to order revision of the institutional training modules of ORS, Group-B officers. Copies of revised training modules are enclosed herewith.

2. These revised modules will also be applicable for officers who have not undergone institutional training at ROTI, Gothapatna, Bhubaneswar so far.

By order of the Governor,

  
Principal Secretary to Government  
17/9/21


Memo No. 28713/R&DM, dated: **20 SEP 2021**

Copy forwarded to the Director, Revenue Officers' Training Institute (ROTI), Gothapatana, Bhubaneswar for information and necessary action.

  
Deputy Secretary to Government  
18/09/21

Memo No. 28714/R&DM, dated: **20 SEP 2021**

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

  
Deputy Secretary to Government  
18/09/21



Memo No. 28715 /R&DM, dated: **20 SEP 2021**

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.

*POCML*  
*18/09/21*

Deputy Secretary to Government

Memo No. 28716 /R&DM, dated: **20 SEP 2021**

Copy forwarded to the Addl. Secretary to Government, e-Governance Cell/ GOE (A)/ GOE (B) for information and necessary action.

The Addl. Secretary, e-Governance Cell is requested to take necessary steps for uploading of the same in the Department website.

*POCML*  
*18/09/21*

Deputy Secretary to Government

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

**Course Period: 72 working days** (excluding day of reporting and day of relieve)

Each Working day: 04 nos. of classes

Each Class: 75 Minutes

Practical Class: 3 Hours

**Course Content:**

- *Revenue Laws & Administration : 149Classes*
- *Criminal Justice & Administration : 27 Classes*
- *Forest Conservation Act & Rules : 06 Classes*
- *Financial Management in Government : 10 Classes*
- *Personnel Management in Government : 10 Classes*
- *General and Civil Law : 30 Classes*
- *Good Governance & Other Relevant Matters : 10 Classes*
- *Self Help & Personality Development : 22 Classes*
- *Right Based Approach in Governance : 6 Classes*
- *Miscellaneous : 18 Classes*

Sl. No.	TOPICS	No. of Periods (75 Mins. Each)
<b>I - REVENUE LAWS &amp; ADMINISTRATION</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 Possessions 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

RDL

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 Acquisition Act, 1894. Determination of Market value and Compensation, Odisha Rehabilitation and Resettlement Policy, 2006	8
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
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 & maintenance 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	5
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	11
29	Field training on DGPS and ETS on Hi-tech Survey Operation by Technical Staff of ROTI	16
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	Quality Disposal of Cases and Preparation & Maintenance of Case Records	3
34	Theory Examination on the above Subjects (Revenue Laws-Written Test)	10
TOTAL		149

## II - CRIMINAL JUSTICE & ADMINISTRATION

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	Quality Disposal of Cases and Preparation & Maintenance of Case Records	3
10	Knowledge Test on the above subjects (Written Test)	2
TOTAL		27

<b>III - FOREST CONSERVATION ACT &amp; RULES</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
TOTAL		6
<b>IV - FINANCIAL MANAGEMENT IN GOVERNMENT</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
TOTAL		10
<b>V - PERSONNEL MANAGEMENT IN GOVERNMENT</b>		
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
TOTAL		10
<b>VI - GENERAL AND CIVIL LAW</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
TOTAL		30
<b>VII - GOOD GOVERNANCE &amp; OTHER RELATED MATTERS</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
TOTAL		10
<b>VIII - SELF HELP &amp; PERSONALITY DEVELOPMENT</b>		
1	Challenges for an Administrator in present day context	2
2	Team Building & Motivation	2
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
9	Work Culture	2
10	Ethics & Governance	2
TOTAL		22
<b>IX - RIGHT BASED APPROACH IN GOVERNANCE</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
TOTAL		6
<b>X - MISCELLANEOUS</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
TOTAL		18
<b>GRAND TOTAL</b>		<b>288</b>

RSU

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

RSU



# **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 : 98 Classes*

b. *Criminal Law : 18 Classes*

c. *Miscellaneous Law : 30 Classes*

d. *Other Relevant Topics : 30 Classes*

e. *Knowledge Test : 04 Classes*

Sl. No.	<u>Topics</u>	No. of Periods (75 minutes each)
	<b>I - Revenue Related Laws</b>	
1	System of Land Tenure and Tenancy Law in Odisha	2
2	The Odisha Estate Abolition Act & Rules- Dealing with Be-bandobasta Holdings	2
3	Odisha Survey & Settlement Act 1958/ Rules	2
4	Odisha Special Survey & Settlement Act 2012/ Rules	2
5	Odisha Consolidation Holding & Prevention of Fragmentation of Land Act 1972/ Rules	2
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	6
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	8
8	The Odisha Scheduled Areas transfer of Immovable Property (by Scheduled tribes) Regulation, 1956 (Odisha Regulation 2 of 1956)	2
9	Odisha Prevention of Land Encroachment Act & Rules with reference to case Laws and Amendments	4
10	The Odisha Public Demands Recovery Act 1962 (Odisha Act, 1 of 1963) and the Rules & Executive Instruction there under	2
11	Odisha Mutation Manual & Online Mutation and LRMS with Hands on training	4
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	7
13	Boundary Change Proceedings & maintenance of Order sheet	2
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	2

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	4
16	Roles & Responsibilities of different Stake holders during Hi-tech Survey operation	2
17	Concept of DGPS, ETS, Hi-Resolution Satellite Imagery and Aerial Photography and their acquaintance	2
18	Exposure to Plain Table Survey	9
19	Exposure to DGPS & ETS Survey operation	10
20	Manual of Tahasil Accounts & e-Saltamami	2
21	Issue of Certificates under Miscellaneous Certificate Act & Rules, 2017, Executive Instructions & e-Districts, Revenue Ministers Help Line & e-Abhijog	4
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	4
23	Odisha Relief Code and Disaster Management Act / Rules, Distribution of Input Subsidy & Ex-gratia	4
24	Odisha Forest Act 1972, Role & Responsibility of FSO, Forest Conversation Act 1980/ Rules, T. N. Godavaran Case	2
25	Schedule Tribes & Other Traditional Forest Dwellers (Recognition of Forest Rights) Act/ Rules, 2006, Issue of FRA Patta	2
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	4
27	Quality Disposal of Cases and Preparation & Maintenance of Case Records	2
Total		98
<b>II – Law for Executive Magistrate &amp; Criminal Laws</b>		
1	The Broad Outline of IPC / Cr.PC, Indian Evidence Act	2
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	2
3	Cr.P.C Sections 129-132 relating to Unlawful Assemblies read with Sections 141-145 of IPC-Law & Order Management	2
4	Sections 133-148 of Chapter-X relating to removal of Public Nuisance and apprehension of danger and breach of peace	2

5	Writing of Order Sheet in Preventive Sections and U/s. 144	2
6	The Oaths Act, 1969-Affidavits & Verifications, Loudspeaker & fireworks Act & Rules, Arms Act-Issue of Gun License	2
7	Inquest, Dying Declaration, Search & Seizure, Oath-Law for Executive Magistrates	2
8	Role & Responsibility of Executive Magistrates during Law & Order Problem, Rule-621 of Police Manual & deployment with Arm Forces	2
9	Quality Disposal of Cases and Preparation & Maintenance of Case Records	2
Total		18
<b>III – Miscellaneous Law</b>		
1	The Registration Act, 1908, Stamp Act, 1899 & Process of e-Registration, BMV & Circulars	6
2	The Hindu marriage Act, 1955 & The Hindu Succession Act, 1956	2
3	Odisha Hindu Religious Endowment Act & Rules and Waqf Board	2
4	Odisha Development Authority Act, 1982 & rules with up to date amendments & Odisha Apartment Ownership Act and Role of ORERA	2
5	Odisha Municipal Act, 1950 and Municipal Corporation Act, Provision of Municipal Services and Schemes of H & UD Department	2
6	Registration of Birth & Death Act, 2004	2
7	The Odisha Service Code & Accountability of Govt. Officers towards Government	2
8	The Odisha Government Servants Conduct Rules, 1959 & Govt. Servants Interface with Public & Book Circular No.47	2
9	Odisha Civil Services Classification, Control & Appeal Rules (CCA) and Disciplinary Proceedings	2
10	Issues relating to Sexual Harassment at the Work Place & Central Laws with reference to Visakha Judgment	2
11	Prevention of Corruption Act 1988 and Sanction of Prosecution	2
12	E-Governance Activities of Revenue & DM Department	2
13	Overview on Civil Procedure Code. Section 1 to 25, Order – V to XXIV	2
Total		30
<b>IV – Other Relevant Topics</b>		
1	Odisha General Financial Rules & Relevant Provisions of the Odisha Treasury Code	2
2	Procedure for Procurement of Goods & Services and Transparency thereof. Discussion on GeM, EPM, DGST etc.	2

3	Delegation of Financial Power Rules & related circulars	2
4	Audit & Audit Compliance – AG Audit, Internal Audit & Local Fund Audit	2
5	The Idea of Good Governance – Concept and Dimension, Citizen Charter etc.	2
6	SC & ST (Prevention of Atrocities) Act, 1989	2
7	Team Building & Motivation	2
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	2
9	Transaction Analysis	2
10	Leadership Quality	2
11	Stress Management	2
12	Communication Skill & Work Culture	2
13	Ethics & Governance	2
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	2
15	Freedom of Information & Right to Information Act, 2005 & Rules, 2006	2
Total		30
<b>V – Knowledge Test</b>		4
<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.*

*B22*



**DISTRICT TRAINING FOR ORS PROBATIONERS (DR/ PR/ SR)**

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

B212