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BOARD OF REVENUE, ODISHA, CUTTACK

NOTIFICATION

The 30th December 2019

No. 453—XII-23/2019-DE.—In supersession to Board's Notifications issued earlier vide No. 1930-XII-60/89-DE., dated the 20th June 1989, No. 119- XII-32/2016-DE., dated the 26th May 2016 and No.91-XII-17/2018-DE., dated 1st March 2019, under Rules 17 & 18 of Odisha District Revenue Services (Method of Recruitment & Conditions of Service) Rules, 1983, the Board of Revenue, Odisha with the approval of Government in Revenue & D.M. Department do hereby prescribe the following syllabus and rules for Departmental Training and Examination of the Officers of District Revenue Service Cadre :—

CHAPTER - I

1. Every officer appointed as an Amin either by promotion or by direct recruitment shall undergo training in Revenue Inspector's Training Institute for a period of 40 (forty) working days.

1.1. Training course will be of two types, such as practical training and theoretical training. The practical training will be conducted in the field on all working days for duration of 180 minutes per class and the theoretical training of 75 minutes per class.

1.2. The syllabus for imparting practical training and theoretical training as shown in the Appendix-I and revised curriculum for departmental training with number of classes and days assigned as shown in the Appendix-II.

1.3. 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, 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 services in the cadre of Amins shall not be allowed to draw the next annual increment, if he/she being sponsored by the authority wilfully not attended the refresher training.

2. On successful completion of forty days training, each Amin will have to appear in the departmental examination to be conducted by Board of Revenue. Each such examination will form two parts-the 1st being theoretical having one paper, namely Paper-I and 2nd being practical having two papers, namely Paper-II and Paper-III. The syllabus for theoretical and practical examination will be as at Appendix-III.

3. The Amins who are in service on the date of issue of these rules and have not undergone training and have not appeared in departmental examination stated in foregoing paragraphs will have to undergo the said training and pass the departmental examination.

3.1. (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.

4. Each Revenue Inspector appointed either on promotion or on direct recruitment shall undergo training in Revenue Inspector's Training Institute managed by Government for a period of 55 (fifty-five) working days except those covered by sub-rule (1) of Rule 17 of O.D.R.S. (Method of Recruitment & Conditions of Service) Rules, 1983.

4.1. Training programme will be of two types, such as practical training and theoretical training. The practical training will be conducted in the field on all working days for duration of 180 minutes per class and the theoretical training of 75 minutes per class.

4.2. There shall be one refresher training of one week duration in every five years in order to keep the Revenue Inspector abreast of the latest Acts/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 services in the cadre of Revenue Inspector shall not be allowed to draw the next annual increment, if he/she being sponsored by the authority wilfully not attended the refresher training.

4.3. The syllabus for imparting practical training and theoretical training as shown in the Appendix-IV and revised curriculum for departmental training with number of classes and days assigned as shown in the Appendix-V.

5. After completion of the training, each Revenue Inspector will have to appear in the departmental examination to be conducted by Board of Revenue. The departmental examination shall be conducted on both theory and practical as per syllabus in Appendix-VI.

5.1. The examination on theory shall be of three papers, namely Paper-I, Paper-II and Paper-III and examination on practical shall be of two papers, namely Paper-IV and Paper-V as per the syllabus at Appendix- VI.

5.2. Besides the above departmental training and examination each Revenue Inspector shall have to pass the Preliminary Accounts Examination conducted by Board of Revenue as per provisions contained under Rule 24 of O.M.S. (Method of Recruitment and Conditions of Service) Rules, 1963.

5.3. The Revenue Inspectors who have not undergone above training and have not passed the departmental examination prescribed in these rules unless exempted shall have to undergo such training and pass the departmental examination.

5.4. (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.

6. Each Revenue Supervisor shall have to pass the Final Accounts Examination conducted by Board of Revenue as per provisions contained under Rule 24 of O.M.S. (Method of Recruitment and Conditions of Service) Rules, 1963.

6.1. The Revenue Supervisor who on the date of publication of the rule has not passed the Final Accounts Examination shall have to pass the same.

7. Each Assistant Revenue Inspector appointed either on promotion or on direct recruitment shall undergo training in Revenue Inspector's Training Institute managed by Government for a period of 55 (fifty-five) working days.

7.1. The syllabus for imparting practical training and theoretical training as shown in the Appendix-IV and revised curriculum for departmental training with number of classes and days assigned as shown in the Appendix-V.

7.2. (A) Training programme will be of two types, such as practical training and theoretical training. The practical training will be conducted in the field on all working days for duration of 180 minutes per class and the theoretical training of 75 minutes per class.

(B) There shall be one refresher training of one week duration in every five years in order to keep the Assistant Revenue Inspector abreast of the latest Acts/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 services, 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 wilfully not attended the refresher training.

7.3. After completion of the training, each Assistant Revenue Inspector will have to appear in the departmental examination to be conducted by Board of Revenue. The departmental examination shall be conducted on both theory and practical as per syllabus in Appendix-VI.

7.4. The examination on theory shall be of three papers, namely Paper-I, Paper-II and Paper-III and examination on practical shall be of two papers, namely Paper-IV and Paper-V as per the syllabus at Appendix- VI.

7.5. (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 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.

8. The result of the departmental examination prescribed for Amins, Revenue Inspectors and Assistant Revenue Inspectors will be published in the manner stated below:—

- (a) Name of those who passed the examination completely.
- (b) Name of those who passed in particular papers only.
- (c) Name of those who passed in practical training.

The Board of Revenue shall appoint suitable officers of State Government to set question papers and to examine answer books thereof in all cases of departmental examination stated in foregoing paragraphs for each category of officers of Odisha District Revenue Service.

9.1. No person who is appointed to set question on any paper shall be appointed as to set any other paper and to examine answer books of the paper on which he sets questions.

9.2. Every question setter shall send the question paper to the Secretary, Board of Revenue by name in double cover properly sealed, so as to reach him on or before the date fixed.

9.3. The Board of Revenue shall be responsible for making all arrangements for the departmental examinations and shall be competent to give instructions for guidance of question paper setter, invigilators and examiners and for regulating the supply of books if any to the examinee for use in the examination.

10. The Secretary, Board of Revenue will be competent to inflict penalties if an examinee is found to have adopted unfair means in examination by cancelling the result of the examination.

11. Board of Revenue will have the power to clarify any point of doubt in these rules.

By order of Member
Board of Revenue, Odisha, Cuttack

SUBRAT SATAPATHY

Secretary

APPENDIX-I

(SYLLABUS FOR DEPARTMENTAL TRAINING OF AMINS)

(40 Working Days)

Theory:-

1. Odisha Mutation Manual.
2. Odisha Survey & Settlement Act, 1958 and Rules framed thereunder.
3. Odisha Special Survey & Settlement Act, 2012 and Rules framed thereunder.
4. Study of Modern Survey Equipment like DGPS & ETS.
5. Right to Fair Compensation, Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder (an overview).
6. Odisha Irrigation Act & Rules (an overview)
7. Submission of Misc. Certificate Report (an overview).
8. Relief Code (an overview), Relief, Restoration.
9. Boundary change proceedings.
10. Manual of Tahasil Accounts.
11. e- governance initiatives.
12. Theory Exam.

Practical:—

Intensive Practical training on the following aspects shall be imparted:

1. Study of printed village maps, the demarcation 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, village boundary checking with sabik maps, boundary change proceeding.
5. Extraction of area through acre-comb, hector-comb.
6. Ground control points- importance, planning and acquaintances.
7. Handling of DGPS & ETS in field condition.
8. Preparation of Preliminary RoRs under hi-tech survey-steps to be followed.
9. Study of technical manual for undertaking Hi-tech Survey Operation using Modern Technology.
10. Crop cutting experiment.
11. Concept of demarcation using tradition as well as hi-tech method, creation of plot, mapping, chain triangulation & plain table survey.
12. Miscellaneous class.
13. Visit to nearby R.I. Office.
14. Visit to nearby Tahasil Record Room.
15. Practical Exam.

APPENDIX-II

(REVISED CURRICULUM FOR DEPARTMENTAL TRAINING OF AMINS)

(40 Working Days)

Theory:-

Topics to be covered	No. of classes assigned (75 Mins. per class)	Days assigned
(1)	(2)	(3)
Odisha Mutation Manual	02 Classes	0.5
Odisha Survey & Settlement Act, 1958 and Rules framed thereunder.	06 Classes	1.5
Odisha Special Survey & Settlement Act, 2012 and Rules framed thereunder.	06 Classes	1.5
Study of Modern Survey Equipment like OGPS & ETS	04 Classes	1
Right to Fair Compensation Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder (an overview).	04 Classes	1
Odisha Irrigation Act & Rules (an overview)	02 Classes	0.5
Submission of Misc. Certificate Report (an overview)	02 Classes	0.5

(1)	(2)	(3)
Relief Code (an overview), Revenue Cases, Relief, Restoration.	02 Classes	0.5
Boundary change proceedings	04 Classes	1
Manual of Tahasil Accounts	04 Classes	1
e-governance initiatives	04 Classes	1
Theory Exam.		1
	Total ..	<u>11</u>

Practical:—

Intensive practical training on the following aspects shall be imparted :

Topics to be covered	No. of classes assigned (180 Mins. per class)	Days assigned
(1)	(2)	(3)
Study of printed village maps, the demarcation of alamats and identification of plots with help of the printed village maps.	08 Classes	4
Concept of demarcation, khaka, traverse, mustakil chanda, stone kit.	04 Classes	2
Concept of kistwar, khanapuri.	04 Classes	2
Village boundary demarcation, village boundary checking with Sabik Maps, boundary change proceeding.	04 Classes	2
Extraction of area through acre-comb, hector- comb	04 Classes	2
Ground control points- importance, planning and acquaintances.	02 Classes	1
Handling of DGPS & ETS in field condition.	08 Classes	4
Preparation of Preliminary RoRs under hi- tech survey-steps to be followed.	04 Classes	2
Study of technical manual for undertaking Hi-tech Survey Operation using Modern Technology.	02 Classes	1
Crop cutting experiment	02 Classes	1
Concept of demarcation using tradition as well as hi-tech method, creation of plot, mapping, chain triangulation & plain table survey.	08 Classes	4
Visit to nearby R.I. Office.		1
Visit to nearby Tahasil Record Room.		1
Practical Exam.		2
	Total ..	<u>29</u>

APPENDIX-III**(SYLLABUS FOR DEPARTMENTAL EXAMINATION OF AMINS)****THEORY****PAPER- I (With Books)**

Full Marks-100

Pass Mark-50

Time-03 Hours

1. Manual of Tahasil Accounts.
2. Odisha Mutation Manual.
3. Odisha Survey & Settlement Act, 1958 and Rules framed thereunder.
4. Odisha Special Survey & Settlement Act, 2012 and Rules framed thereunder.
5. Study of modern survey equipment like DGPS & ETS.
6. Right to Fair Compensation, Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder.
7. Odisha Irrigation Act & Rules.
8. Misc. Certificate Rules.
9. Relief Code.
10. Boundary change proceedings.
11. e- governance initiatives.

PRACTICAL**PAPER-II**

Full Marks-100

Pass Mark-50

Time-03 Hours

1. Study of printed village maps, the demarcation 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, Village boundary checking with Sabik Maps, boundary change proceeding.
5. Extraction of area through acre-comb, hector-comb
6. Crop cutting experiment.

Full Marks-100

Pass Mark-50

Time-03 Hours

1. Ground control points- importance, planning and acquaintances.
2. Handling of DGPS & ETS in field condition.
3. Village boundary checking with Sabik Maps
4. Preparation of Preliminary RoRs -steps to be followed.
5. Study of technical manual for undertaking Hi-tech Survey Operation using Modern Technology.

APPENDIX-IV

(SYLLABUS FOR DEPARTMENTAL TRAINING OF REVENUE INSPECTORS/ASSISTANT
REVENUE INSPECTORS)
(55 Working Days)

Theory :—

1. Manual of Tahasil Accounts.
2. Odisha Mutation Manual.
3. Odisha Survey & Settlement Act, 1958 and Rules framed thereunder.
4. Odisha Prevention of Land Encroachment Act, 1972 and Rules framed thereunder.
5. Odisha Public Demand Recovery Act, 1962 and Rules framed thereunder.
6. Odisha Minor Mineral Concession Rules, 2016.
7. Distribution of *ex gratia* and input subsidy crop cutting.
8. Odisha Special Survey & Settlement Act, 2012 and Rules framed thereunder.
9. Study of modern survey equipment like DGPS & ETS.
10. Use of Information Technology in Tahasil Administration (e-district, e-governance initiative)
11. Odisha Irrigation Act & Rules framed thereunder.
12. Odisha Government Land Settlement Act, 1962 and Rules framed thereunder.
13. Bebandobasta Cases (submission of report).
14. Odisha Land Reforms Act, 1960 and Rules framed thereunder (Sec. 8-A, 19(1)(C), 22)
15. Reservation Proceedings.
16. Right to Fair Compensation, Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder
17. Forest Conservation Act, 1980.
18. Forest Rights Act, 2005.
19. Odisha Right to Public Services Act, 2012.
20. Right to Information Act, 2005/Odisha Caste Certificate Rules, 1980/Odisha Misc. Certificate Rules, 2017.
21. Theory Exam.

Practical :—

Intensive Practical Training on the following aspects shall be imparted :

1. Study of printed village maps, the demarcation 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, village boundary checking with Sabik Maps, boundary change proceeding.
5. Extraction of area through acre-comb, hector-comb.
6. Ground control points- importance, planning and acquaintances.
7. Handling of DGPS & ETS in field condition.
8. Preparation of Preliminary RoRs under Hi-tech survey-steps to be followed.
9. Study of technical manual for undertaking Hi-tech Survey Operation using Modern Technology.
10. Crop cutting experiment.
11. Concept of demarcation using tradition as well as Hi-tech method, creation of plot, mapping, chain triangulation & plain table survey.
12. Bhunaksha/LRMS.
13. e-district.
14. Filling of DCB, Saltamami, Posting of Touzi Ledger, Manual of Tahasil Accounts.
15. Submission of Demo Report for crop loss, lease alienation, demarcation.
16. Visit to nearby R.I. Office.
17. Visit to nearby Tahasil.
18. Practical Exam.

APPENDIX-V

**(REVISED CURRICULUM FOR DEPARTMENTAL TRAINING OF REVENUE
INSPECTORS/ASSISTANT REVENUE INSPECTORS)
(55 Working Days)**

Theory :—

Topics to be covered (1)	No. of classes assigned (75 Mins. per class) (2)	Days assigned (3)
Manual of Tahasil Accounts	04 Classes	1
Odisha Mutation Manual	04 Classes	1
Odisha Survey & Settlement Act, 1958 and Rules framed thereunder.	04 Classes	1
Odisha Prevention of Land Encroachment Act, 1972 and Rules framed thereunder.	04 Classes	1
Odisha Public Demand Recovery Act, 1962 and Rules framed thereunder.	02 Classes	0.5
Odisha Minor Mineral Concession Rules, 2016.	04 Classes	1
Distribution of <i>ex gratia</i> and input subsidy crop cutting.	06 Classes	1.5
Odisha Special Survey & Settlement Act, 2012 and Rules framed thereunder.	04 Classes	1
Study of Modern Survey Equipment like DGPS & ETS.	02 Classes	0.5
Use of Information Technology in Tahasil Administration (e-district, e-governance initiative)	06 Classes	1.5
Odisha Irrigation Act & Rules framed thereunder	02 Classes	0.5
Odisha Government Land Settlement Act, 1962 and Rules framed thereunder.	04 Classes	1
Bebandobasta Cases (submission of report)	02 Classes	0.5
Odisha Land Reforms Act, 1960 and Rules framed thereunder [Sec. 8-A, 19(1)(C), 22].	06 Classes	1.5
Reservation Proceedings	02 Classes	0.5
Right to Fair Compensation, Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder.	04 Classes	1
Forest Conservation Act, 1980	02 Classes	0.5
Forest Rights Act, 2005	02 Classes	0.5
Odisha Right to Public Service Act, 2012	02 Classes	0.5
Right to Information Act, 2005/Odisha Caste Certificate Rules, 1980/Odisha Misc. Certificate Rules, 2017.	02 Classes	0.5
		2

Theory Exam.

Total	..	<u>19</u>
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Practical :—

Intensive Practical Training on the following aspects shall be imparted :

Topics to be covered	No. of classes assigned (180 Mins. per class)	Days assigned
(1)	(2)	(3)
Study of printed village maps, the demarcation of alamats and identification of plots with help of the printed village maps.	08 Classes	4
Concept of demarcation, khaka, traverse, mustakil chanda, stone kit.	04 Classes	2
Concept of kistwar, khanapuri.	02 Classes	1
Village boundary demarcation, village boundary checking with Sabik Maps, boundary change proceeding.	04 Classes	2
Extraction of area through acre-comb, hector-comb	02 Classes	1
Ground control points- importance, planning and acquaintances.	02 Classes	1
Handling of DGPS & ETS in field condition.	06 Classes	3
Preparation of Preliminary RoRs under Hi-tech survey-steps to be followed.	04 Classes	2
Study of technical manual for undertaking Hi-tech Survey Operation using Modern Technology.	02 Classes	1
Crop cutting experiment	02 Classes	1
Concept of demarcation using tradition as well as Hi-tech method, creation of plot, mapping, chain triangulation & plain table survey.	08 Classes	4
Bhunaksha/ LRMS	04 Classes	2
e-district	02 Classes	1
Filling of DCB, Saltamami, Posting of Touzi Ledger, Manual of Tahasil Accounts.	08 Classes	4
Submission of Demo Report for crop loss, lease alienation, demarcation.	06 Classes	3
Visit to nearby R.I. Office		1
Visit to nearby Tahasil		1
Practical Exam.		2
	Total	36

APPENDIX- VI

(SYLLABUS FOR DEPARTMENTAL EXAMINATION OF REVENUE
INSPECTORS/ASSISTANT REVENUE INSPECTORS)

THEORY**PAPER- I (With Books)****Full Marks-100****Pass Mark-50****Time-03 Hours**

1. Manual of Tahasil Accounts.
2. Odisha Mutation Manual.
3. Odisha Prevention of Land Encroachment Act, 1972 and Rules framed thereunder.
4. Odisha Public Demand Recovery Act, 1962 and Rules framed thereunder.
5. Odisha Government Land Settlement Act, 1962 and Rules framed thereunder.
6. Odisha Minor Mineral Concession Rules, 2016.
7. Odisha Land Reforms Act, 1960 and Rules framed thereunder [Sec. 8-A, 19(1)(C), 22]

PAPER- II (With Books)**Full Marks-100****Pass Mark-50****Time-03 Hours**

1. Odisha Irrigation Act & Rules framed thereunder.
2. Odisha Survey & Settlement Act, 1958 and Rules framed thereunder.
3. Reservation Proceedings.
4. Odisha Special Survey & Settlement Act, 2012 and Rules framed thereunder.
5. Study of Modern Survey Equipment like DGPS & ETS.
6. Use of Information Technology in Tahasil Administration.
7. Odisha Right to Public Services Act, 2012.

PAPER-III (With Books)

Full Marks-100

Pass Mark-50

Time-03 Hours

1. Right to Fair Compensation, Rehabilitation & Resettlement Act, 2013 & Rules framed thereunder.
2. Forest Conservation Act, 1980.
3. Forest Rights Act, 2005.
4. Odisha Caste Certificate Rules, 1980.
5. Odisha Miscellaneous Certificate Rules, 2017.
6. Distribution of *ex gratia* and input subsidy crop cutting.
7. Bebandobasta.

PRACTICAL

PAPER- IV

Full Marks-100

Pass Mark-50

Time-03 Hours

1. Study of printed village maps, the demarcation 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. Crop cutting experiment.

PAPER-V

Full Marks-100

Pass Mark-50

Time-03 Hours

1. Ground control points- importance, planning and acquaintances.
2. Handling of DGPS & ETS in field condition.
3. Village boundary checking with Sabik Maps.
4. Preparation of Preliminary RoRs.
5. Study of technical manual for undertaking Hi-tech Survey Operation using Modern Technology.