

INDUCTION TRAINING PROGRAMME FOR ORS OFFICERS

TOPICS
<u>REVENUE LAWS & ADMINISTRATION</u>
History & Structure of the Land Revenue Administration.
System of Land tenure and tenancy Laws in different Areas
The Odisha Estate Abolition Act, & Rules - Dealing with “Bebandobast” holding / Odisha Land Grabbing Prohibition Act, & Rules 2015.
Odisha Survey & Settlement Act. 1958 (Odisha Act, 3 of 1959) & Rules and the Odisha Special Survey & Settlement Act & Rules 2012.
Odisha Land Reforms Act, 1960 (Odisha Act, 16 of 1960).
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.
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.
Odisha Mutation Manual.
The Odisha Consolidation of Holdings & Prevention of Fragmentation of Land Act, 1972 (Odisha Act, 21 of 1972) & Rules.
Odisha Prevention of Land Encroachment Act. & Rules with reference to case Laws and Amendments.
The Odisha Public Premises Eviction of Un-authorized Occupants Act, 1972.
Conversion of Agricultural Land for Non-Agricultural propose. U/s 8(A) of OLR Act.
Revenue Recovery Act, Agricultural Credit Operations (By Banks) Act.
The Land Acquisition Act, 1894 (Act, 1 of 1892) & Private Land Acquisition.

Right to Fair compensation and Transparency in Land Acquisition Resettlement & Rehabilitation Act, 2013 (RFCTLARR ACT, & Rules
The Odisha Public Demands Recovery Act, 1962 (Odisha Act, 1 of 1963) and the Rules & Executive Instruction there under.
Odisha Record Manual
The Odisha Irrigation Act, 1959 (Odisha Act, 14 of 1959) & Rules there under with special reference to determination of a Yakut area and assessment of water rate.
The Odisha Cess Act, 1962 (Odisha Act, 2 of 1962)
Manual of Tahasil Accounts.
Maintenance of Land Records and Initiatives taken under NLRMP.
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 Vectorization, Obscured Gharabari Areas Survey (Ground Trothing), Draft Map Preparation, Different Stages of ROR Preparation including dispute resolve Mechanics.
Roles & Responsibilities of different stake holders during Hi-tech Survey Operation.
Concept of DGPS, ETS, Hi-Resolution Satellite Imagery and Aerial Photography and their acquaintance. Scientist ORSAC
Practice & Procedure of Revenue Courts, Civil Courts & Criminal Courts
Recording of Evidence and Writing Orders in Revenue Cases – Issue of Certified Copies.
Odisha Board of Revenue Act. 1951.
Odisha Development Authority Act. 1982 & Rules. With up to date amendments.
Litigation Management -Preparation of Para-wise comment & filing of counter affidavit to Defend Govt. Cases.

Prevention & Detection of Fraud in Land Settlement with Court Judgements.
Odisha Bhoodan Yagna Act.
Odisha Apartment Ownership Act 1982.
Settlement of Sairats Sources under the Manual of Tahasil Accounts
Mines & Mineral (Development and Regulation) Amendment Act. 2015 and Odisha Minor Mineral Concession Rules, 2015.
Issue of Certificates under Miscellaneous Certificate Act. & Rules 1984 – Executive Instructions.
Landmark Judgments of Hon'ble Supreme court, High courts and Member, Board of Revenue in important Revenue Cases.
Odisha relief Code & Basic concept in Disaster Management, The Odisha Disaster Management Act. 2005 & The Odisha Disaster Management Rules 2010
Field Training on Plain Table Survey & Theodolite Survey
Field training on DGPS and ETS on Hi-tech Survey Operation, by Technical Staff of ROTI
Practical Exam on Plain Table Survey & Theodolite Survey
Practical Exam on HI-Tech Survey Operation
Theory Examination on the above Subjects (Revenue Laws-Written Test Objective Type)
<u>CRIMINAL JUSTICE & ADMINISTRATION</u>
The Broad Outline of IPC / Cr.P.C. Indian Evidence Act.
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.

Section 133 – 148 of Chapter X relating to removal of Public Nuisance and apprehension of danger and breach of peace.

Mode of Recording Evidence during Inquiries.

The Oaths Act, 1969 - Affidavits & Verifications, Loudspeaker & Fireworks Act & Rules.

Search and Seizure – Concept and Procedure.

Cr.P.C Sections 129 – 132 relating to Unlawful Assemblies read with Sections 141 – 145 of IPC - Law & Order Management.

Power & Functions of Revenue Officers as Executive Magistrate with Special Emphasis on Dealing with Law & Order, Dying declaration, Inquest Procedure.

FOREST CONSERVATION ACT & RULES

Odisha Forest Act. 1972 & Forest Conservation Act. 1980 with Provision of PESA

Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Right) Act. & Rules 2006.

Environmental Project Clearance and Functioning PCB. & CRZ Act. & Related Environmental Laws. (Visit to the O/o PCB, Bhubaneswar for having a conceptual knowledge on the issues.

FINANCIAL MANAGEMENT IN GOVERNMENT

Odisha General Financial Rules & Relevant provisions of the Odisha Treasury Code.

Procedure for Procurement of Goods & Services and Transparency thereof.

Delegation of Financial Power Rules & related Circulars

The Odisha Travelling Allowance Rules & The Odisha Leave Rules 1966.

Official Cash & Bank transaction and Maintenance of Cash Books.

Audit & Audit Compliance – AG Audit, Internal Audit & Local Fund Audit.

PERSONNEL MANAGEMENT IN GOVERNMENT

The Odisha Service Code.

The Orissa Government Servant's Conduct Rules 1959 & Govt. Servants Interface with public & Book Circular No. 47.

Accountability of Govt. Officers towards Govt.

Odisha Civil Services Classification, Control & Appeal Rules (CCA) and Disciplinary Proceedings.

ORV Act. & Rules.

Issues Relating to Sexual Harassment at the Work Place – Visakha Judgment and Central Law.

Performance Appraisal --- e-PAR & Recording of CCR for Sub-ordinate Officers

Total Quality Management in Public Service.

GENERAL AND CIVIL LAW

Basics of Indian Constitution & Quasi Judicial and Administrative Power.

The Registration Act. 1908, Registration Fees & Stamp duty.

The Hindu Marriage Act, 1955 & The Hindu Succession Act. 1956

Odisha Hindu Religious Endowment Act, and Rules.

Ancient Monument and Archeological Remains Act.

The Odisha Scheduled Area Money Lenders Regulation Act. 1967.

The Code of Civil Procedure, 1908 (Order V, Rules 1 to 30 & order VI-A Rules 1 to 7)

The Court Fees Act. 1870 & The Indian Stamp act. 1899

Odisha Municipal Act. 1950 and Municipal Corporation Act: Provision of Municipal Services.

The Odisha General Clauses Act. 1937

The Contract Act. 1872 & The Limitation Act, 1963

Registration of Birth & Death Act. 2004.

The Contempt of Courts Act.- Respect and Obedience of Courts Orders

GOOD GOVERNANCE & OTHER RELATED MATTERS

The Idea of Good Governance – Concept and Dimension, Citizen Charter etc.

E-Governance.

Concept of Modern Office Management.

Anti-Corruption Vigilance.

The Prevention of Black Marketing & Maintenance of Supplies of Essential Commodity Act, 1980

The Prevention of Corruption Act, 1988

S.C & S.T. (Prevention of Atrocities) Act. 1989.

SELF HELP & PERSONALITY DEVELOPMENT

Challenges for an Administrator in present day context

Team Building & Motivation.

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

Transaction Analysis

Leadership Quality.

Time Management.

Stress Management.

Communication Skill.

Work Culture.

RIGHT BASED APPROACH IN GOVERNANCE

Foundation of our Democracy – The Electoral System of India and the Conduct of Election to Parliament and State Assemblies.

Three-tier Panchayati Raj System – 73rd Amendment.

Conduct of PRI & ULB Elections

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.

Right to Education Act, 2009, Girl Child Education in India / Women Empowerment.

Freedom of information & Right to Information Act. 2005 and Rules 2006.

Protection of Human Rights Act. 1993.