

## REVENUE OFFICERS' TRAINING INSTITUTE, GOTHAPATANA, BHUABESWAR.

### Manual-1

#### Particulars of Organization, functions and duties

#### [Section 4(1)(b)(i)]

01	The Particulars of its Organisation, functions & duties	<p>Revenue Officers' Training Institute situated near Gothapatana on a picturesque hillock in the outskirts of Bhubaneswar. ROTI has been declared as Heads of Department vide Resolution No. 12629/R&amp;DM dtd 26.04.2016 of Govt. in Revenue &amp; Disaster Management Department.</p> <p>Functions of the Institute encompass training &amp; capacity building activities taken up for Officers of various cadre including the Odisha Revenue Service, Odisha Adminisrvice Service, Odisha Judicial Service, Indian Forest Service and Indian Administrative Service. The variety of trainings imparted range from Induction training of ORS, OAS &amp; IAS Officers, training on Revenue Laws for officers of almost all cadres, mid level refresher courses, Survey &amp; Settlement Training for all Revenue Officers, Training on Special Survey &amp; Settlement (Hi-tech Survey) for Revenue Officers, Licensed Surveyor and other stake holders.</p> <p>Duties of the Institute include organising trainings, making lodging and boarding provisions for the trainees in the hostels of Institute as well as physical education / yoga and other activities. This includes facility management, security, catering, housekeeping services etc.</p>
02	The Powers and duties of Officers and employees	Annexed at Manual-2
03	The procedure followed in the decision making process, including channels of supervision and accountability	Annexed at Manual-2
04	The norms set by it for the discharge of its functions	The Institute conducts training programme as per the mandate, module and schedule, given by the Revenue & DM Department primarily. Besides training of officers of cadres other than those under the control of Revenue & DM Department schedules are customized as per the specific needs of those Cadres / stake holders.
05	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The Director, ROTI is the decision making authority on all matters of the Institution. Annexed at Manual -5
06	A statement of the categories of documents that are held by it or under its control	All staff of the section perform the tasks assigned to them and combined efforts of all result in achieving the mission to impart the immediate services. Annexed at Manual-2
07	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Annexed at Manual- 7

08	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	The information on functioning of the Office is open as per the provisions of Right To Information Act & Orissa Rules. The citizens are free to approach the sections in all working days during Official hours.
09	A directory of its officers and employees	Revenue Officers' Training Institute, Gothapatana, Post-Malipada, Bhubaneswar, Dist- Khordha, Odisha, Pin Code- 751003 Annexed at Manual-9
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Annexed at Manual-10
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Annexed at Manual-11
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Receipt & disposal of grievances within fixed time limit.
13	Particulars of recipients of concessions, permits or authorisations granted by it	Annexed at Manual- 13
14	Details in respect of the information, available to or held by it, reduced in an electronic form	Annexed at Manual-14
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Annexed at Manual-15
16	The names, designations and other particulars of the Public Information Officers	Annexed at Manual-16
17	Such other information as may be prescribed and thereafter update these publications every year	Annexed at Manual-17

**Manual –2**  
**Powers and duties of Officers and Employees**  
**[Section 4(1)(b)(ii)]**

**Powers and duties of Officers and Staff**

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Director	Overall control on functioning of the Institute	Overall control and Sanctioning Authority	The Statutory power given by Administrative Department	-	-
2	Additional Director	Training and Administration	Overall supervision	-	-	-
3	Additional Director (Accounts)		Advising the Director in financial matters as and when required	-	-	-
4	Administrative Officer	Administration	-	-	-	-
5	Assistant Director-1		D.D.O, Bill Budget Accounts, Audit,	-	-	Stock & Store, Lawn & Garden
6	Assistant Director-2			-	-	Training, LE & EM, IT, Library, Hostel & Guest House, Game & Gym
7	Assistant Director-3			-	-	OE, Gen & Misc, Licensed Surveyor, Hi-Tech & Study Room
8	Section Officer			-	-	Supervision and monitoring of Office Work
9	Senior Revenue Assistant		-	-	-	Files and correspondences, Bill, Budget, Audit
10	Junior Revenue Assistant					Issue, Diary, Despatch and other subject
11	Peon					To carry files from seat to seat, distribution of Dak and attend to the Guest Faculties.

**Manual-3**  
**Procedure followed in decision making process**  
**[Section 4 (1)(b)(iii)]**

Sl. No.	Activity	Level of action	Time frame
1	Receipt of application/ letters	Diary clerk	Same day
2	Perusal of Daks	Administrative Officer	Same day
3	Marketing of Daks	Section Officer	Same day
4	Diary and delivery	Diary Clerk	Same day
5	Entering of the letter in the log book and put up in the file	D.A concerned	3 days(Immediately in case of matter of urgent nature)
6	File endorse to Assistant Director	Section Officer	1 day
7	Approval or rejected	Administrative Officer / Addl. Director / Director	Immediately in case of matter of urgent nature
8	If approved, return for dispatch	Dispatch Clerk	1 day

**Manual-4**  
**Norms set for the discharging of functions**  
**[Section 4 (1)(b)(iv)]**

Details of norms and standard set out can be given in respect of various activities.  
Some of the norms are indicated below as an illustration.

Sl. NO.	Activity	Time frame/ Norm	Remarks
1	Diary of letters	3 minutes per letter	
2	Dispatch of letters	5 minutes per letter	
3	Typing of fair copy	20 pages per day	
4	Put up of letter	Within 3 days in ordinary cases. In urgent it is within 24 hours	

**Manual-5**  
**[Section 4 (1)(b)( v)]**

**Rules, regulations, instructions, manuals and records for discharging functions**

Sl. No.	Name of the Act, Rules, Regulations	Brief gist of the contents	Reference no if any	Price in case of priced publications
1	Odisha Records Manual, 1964	Office and File Maintenance Procedure	---	---
2	Odisha Service Code	Establishment and service matter of employee	---	---
3	OGFR	Accounting procedure	---	---
4	Odisha Leave Rule, 1966	Sanction of leave taken by an employee	---	---
5	OCS(Pension) Rules, 1992	Sanction of pension and other pensionary benefits	---	---
6	OCS(CC&A) Rules, 1962	Initiation of Disciplinary Proceedings	---	---



**Manual-9**  
**Directory of Officers and Employees**  
**[Section 4 (1)(b) (ix)]**

Sl. No.	Name of the Officer / Staff	Telephone / Mobile No.	E-mail Id
1	Sri Sitansu Kumar Rout, OAS (SAG), Director	9938619616	<a href="mailto:rotigothapatana@gmail.com">rotigothapatana@gmail.com</a>
2	Sri Ashish Kumar Jena, OAS, Addl. Director (Gen)	9437227504	-
3	Smt. Arundhati Jena, OFS (I) SB, Addl. Director, Accounts	9437554320	-
4	Smt. Aneeta Panda, OAS (I) JB, Administrative Officer	9437313919	-
5	Sri Biranchi Narayan Behera, OAS, Assistant Director	9438304852	-
6	Sri Soumyakanta Soumyadarshi, ORS, Assistant Director	9861858684	-
7	Miss Anindita Acharya, ORS, Assistant Director	9861128901	-
8	Sri Tapan Kumar Mahapatra, Section Officer On Deployment	9438012286	-
9	Sri Mrutyunjay Baral, Sr. Revenue Assistant on Deployment	9438824106	-
10	Sri Manab Keshari Dash, Sr. Revenue Assistant on Deployment	9040058555	-
11	Sri Ashok Kumar Dash, Sr. Revenue Assistant on Deployment	8917427249	-
12	Sri Debasis Tripathy, Jr. Revenue Assistant On Deployment	9124432700	-
13	Sri Manas Mohan Sahoo Jr. Revenue Assistant On Deployment	9348832610	-
14	Miss Truptimayee Panda, Jr. Clerk (Contractual)	7064667056	-
15	Sri Gagan Bihari Tripathy, Head Traverser On Deployment	9437511917	-
16	Sri Nirmal Kumar Das, Traverser Gr.I On Deployment	7735520282	-
17	Sri Haladhar Biswal, Traverser Gr.I On Deployment	9861119197	-
18	Sri Sarbeswar Maharana, Revenue Inspector on Deployment	9938674063	-
19	Sri Santosh Kumar Mohapatra, Peon On Deployment	8908827191	-
20	Sri Simanchala Dakua, Peon On Deployment	7008060876	-
21	Sri Pradipta Kumar Nayak, Peon On Deployment	9337795341	-
22	Sri Ramakanta Sahoo, P.S. On Deployment	8249383742	-

**Manual – 10**

The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations

[Section 4 (1) (b) (x)]

Sl. No.	Designation	Name	Level (as per ORSP Rules 2017)
1	Director	Sitansu Kumar Rout , OAS, (SAG)	Level – 16
2	Additional Director	Ashish Kumar Jena, OAS (SB)	Level – 12
3	Additional Director (Accounts)	Arandhuti Jena, OFS (SB)	Level – 13
4	Administrative Officer	Aneeta Panda, OAS (JB)	Level – 12
5	Assistant Director	Biranchi Narayan Behera, OAS (JB)	Level – 12
6	Assistant Director	Soumyakanta Soumyadarshi, ORS	Level – 10
7	Assistant Director	Anindita Acharya, ORS	Level – 10
8	Junior Clerk	Truptimayee Panda	Contractual
9	Section Officer	Sri Tapan Kumar Mahapatra	On Deployment
10	Sr. Revenue Assistant	Sri Mrutyunjay Baral	On Deployment
11	Sr. Revenue Assistant	Sri Manab Keshari Dash	On Deployment
12	Sr. Revenue Assistant	Sri Ashok Kumar Dash	On Deployment
13	Jr. Revenue Assistant	Sri Debasis Tripathy	On Deployment
14	Jr. Revenue Assistant	Sri Manas Mohan Sahoo	On Deployment
15	Head Traverser	Sri Gagan Bihari Tripathy	On Deployment
16	Traverser Gr.I	Sri Nirmal Kumar Das	On Deployment
17	Traverser Gr.I	Sri Haladhar Biswal	On Deployment
18	Revenue Inspector	Sri Sarbeswar Maharana	On Deployment
19	Peon	Sri Santosh Kumar Mohapatra	On Deployment
20	Peon	Sri Simanchala Dakua	On Deployment
21	Peon	Sri Pradipta Kumar Nayak	On Deployment
22	Process Server	Sri Ramakanta Sahoo	On Deployment

**Manual-11**  
**The Budget allocated to each agency**  
**[Section 4 (1) (b) (xi)]**  
**Non- Plan Budget and Plan Budget**

**Demand No: 03-2052-Secretariate General Services-091-Attached Offices-3001-  
Revenue Officers Training Institute ( ROTI) for the F.Y- 2020-21**

Sl. No.	Unit	Allotment received for the year 2020-21 in Rs	Total Grant	Actual Expenditure
1	136-Pay	7000000	7000000	5639744
2	855-Arrear Pay	496000	496000	22539
3	156- Dearness Allowance	1680000	1680000	1028207
4	403- House Rent Allowance	70000	70000	33208
5	516-Reimbursement of cost of Medicine	16000	16000	0
6	523- Other Allowance	20000	20000	0
7	01004-Salaries for Consolidated pay post	260000	260000	124100
8	06001- Travel Expenses	200000	200000	0
9	07001- Leave Travel Concession	100000	100000	0
10	074- Electricity Dues	2000000	2000000	738957
11	149- Water Charge	200000	200000	18801
12	154- Telephone Charges	500000	500000	394400
13	397- Motor Vehicles	400000	400000	145959
14	506-Other Contingencies	7500000	7500000	5032508
15	943- MV & Hiring Charges of Vehicle	720000	720000	507990
16	78118- Up gradation of Computer facilities	500000	500000	0
17	78012- Computer Consumables	100000	100000	35750
18	33011- Spare and Services	100000	100000	36719
19	12001- Consulting Charges	30000	30000	17096
20	20002- Other Charges	1000	1000	0
21	78107-Training Expenses	2000000	2000000	745485
22	09001- Rent, Rates & Taxes	1000	1000	0
	<b>Total Budgetary Provision &amp; Expenditure 2020-21</b>	<b>23894000</b>	<b>23894000</b>	<b>14521463</b>



**Manual-12**  
**The manner of execution of subsidy program**  
**[Section 4 (1) (b) (xii)]**  
**List of institutions given subsidy**

Sl. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years
Not Administered						

**List of individual given subsidy**

Sl. No.	Name & address of the	Purpose for which subsidy provided	Amount of subsidy	Scheme & Criterion for selection	No. of time subsidy given in past with purpose
Not Administered					

**Manual-13**

**Particulars of recipients of concessions, permits or authorizations granted**  
**[Section 4 (1) (b) (xiii)]**

**List of beneficiaries**

Sl. No.	Name and address of the Beneficiaries	Nature of concession/ permit/ Authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of time similar concession given in past with purpose
Not Admissible					

**Manual-14**

**Information available in an electronic form**  
**[Section 4 (1) (b) (xiv)]**

Sl. No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on web site or is being used as back end data
1	2	3	4	5
1	Training Materials	Information P.P.T. & PDF	No	Yes

Manual-15

Particulars of facilities available to citizens for obtaining information

[Section 4 (1)(b) (xv)]

Facilities available for obtaining information

Sl. No.	Facilities available	Nature of Information available	Working hours
1	R.O.T.I website : <a href="http://www.rotiodisha.nic.in">www.rotiodisha.nic.in</a>	Institute profile & related information	24 hours
2	Office Notice Board	Different notices, Office Orders, Tender Call Notice etc. displayed from time to time as required	During Office hours i.e. 10.00 AM to 05.30 PM

Manual-16

Name, Designation and other particulars of Public Information Officers

[Section 4 )1) (b) xvi)]

List of Public Information Officer

Sl. No.	Designation of the Officer designated as PIO	Postal Address	Telephone No.	E-mail Address	Demarcation of area / activities, if more than one PIO in there
1	Sri Tapan Kumar Mahapatra	RTI Cell, R.O.T.I, Gothapatna, Bhubaneswar	9438012286	<a href="mailto:tapanmahapatra1969@gmail.com">tapanmahapatra1969@gmail.com</a>	-

List of Assistant Public Information Officer

Sl. No.	Designation of the Officer designated as APIO	Postal Address	Telephone No.	E-mail Address
1	Sri Ashok Kumar Dash	RTI Cell, R.O.T.I, Gothapatna, Bhubaneswar	8927427249	<a href="mailto:adash3232@gmail.com">adash3232@gmail.com</a>

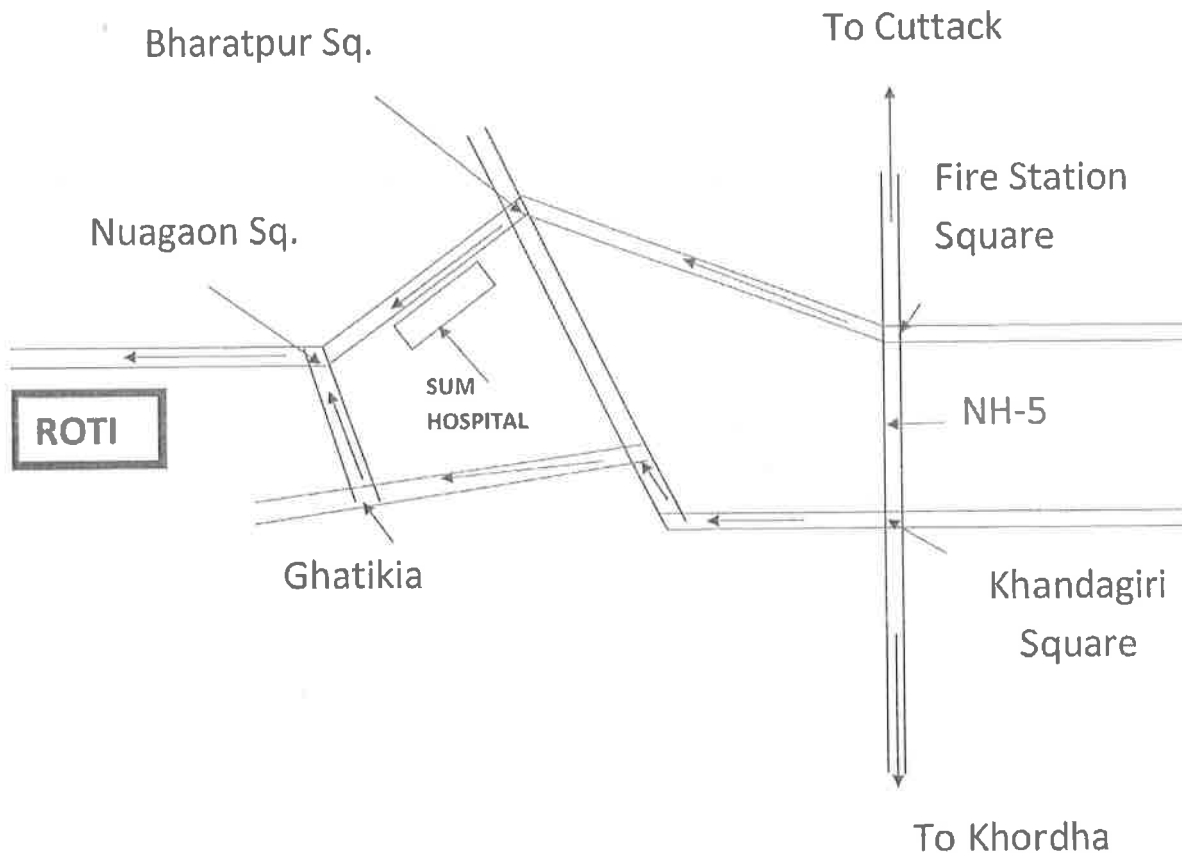
First Appellate Authority

Sl. No.	Designation of the Officer designated as 1 <sup>st</sup> Appellate Authority	Postal Address	Telephone No.	E-mail Address	Demarcation of area / activities, if more than one PIO in there
1	Sri Biranchi Narayan Behera	RTI Cell, R.O.T.I, Gothapatna, Bhubaneswar	9438304852	<a href="mailto:bnbehera67@gmail.com">bnbehera67@gmail.com</a>	-

Manual-17  
Other Information as may be prescribed  
[Section 4 (1) (b) (xvii)]  
GEOGRAPHY & DEMOGRAPHY OF R.O.T.I.

1. Location:- Latitude :  $20^{\circ}17' 33.59655''$ , Longitude :  $85^{\circ}43' 54.78736''$
2. Geographical Area :- 56 Acres
3. Location Map:

**LOCATION MAP**



4. Information on various Training programme conducted by this Institute :

**Information On Induction / Short Term Training / Orientation / Crash Course of all Category Officers / Field Staff**

Calendar Year	Type of training	Training duration	Categories of trainee	No. of Officers attended training
2014	Short Term Training	5 weeks	RI, ARI	97
	<b>Total</b>			<b>97</b>
2015	Short Term / Crash / Orientation Training on Hi-Tech and Plain Table Survey	01 week	RI, ARI, Amin	862
		04 days	Tahasildars. Addl. Tahasildars	63
		03 days	I.F.S.	01
		01 month	O.J.S Probationers	22
	04 days 08 weeks	Enforcement Inspector / Assistant, Chainman, Mate etc. of BDA	69	
	NICSI Training	05 days	Joint Director, Survey & Map Publication, Dy. Secretary, AO, ROTI, Tahasildars, Addl. Tahasildars	18
	<b>Total</b>			<b>1035</b>
2016	Short Term / Crash / Orientation Training	04 days	RI, ARI	163
		04 days	Deputy Collector, Tahasildars, Additional Tahasildars	232
	Training of Trainers (ToT)	01 week	Master Trainers (Addl. Sub Collector, Addl. Tahasildars, RS, RI, ARI, Amin)	82
	Amin Training Prog	02 weeks	Zamadar, Process Server, Peon, Work Sarkar etc of BMC	23
	Hi-Tech Survey Training	01 week	O.J.S. Probationers	51
		02 weeks	O.A.S. Probationers	46
	Short Term Training of ORS Officers (PR / SR)	06 days	ORS, PR & SR	188
	<b>Total</b>			<b>785</b>

2017	Hi-Tech Survey	02 days	I.A.S. Probationers	05
	Hi-Tech Survey	06 days	O.A.S Probationers	48
	Orientation Training	05 days	RIIs	267
	Orientation Training	05 days	ARIs	259
	Orientation Training	05 days	Amins	181
	Short Term Induction Training	15 days	ORS (2015 Recruitee)	186
	Orientation Training	03 days	ORS (2015 Recruitee)	235
	Online Mutation	01 day	Tahasildars & Addl. Tahasildars	534
	Land Acquisition	01 day	Sub-Collector, PD (R&R), LAO, Spl. LAO	95
	Bhunaksha	02 days	Tahasildars, Addl. Tahasildars, DIO	86
	<b>Total</b>			<b>1896</b>
	Survey & Settlement	06 days	OJS (Probationers)	21
	Short Term Induction Training	15 days	ORS (2015 Recruitee)	84
	Short Term Training	06 days	ORS (2011 Recruitee)	30
	Practical Exposure	03 days	O.J.S District Judge Cadre Officers	20
	RCCMS / Automation of Tahasil Office/ On line Mutation Training	01 day	DeGMs, DIO of NIC and Asst. Programmer of PMU	51
	Training on RCCMS, Bhunaksha and Online Saltamami Application	01day	Tahasildar/ Addl.Tahasildars and Asst. Programmer of PMU of RDC (CD)	132
	Training on RCCMS, Bhunaksha and Online Saltamami Application	01day	Tahasildar/ Addl. Tahasildars and Asst. Programmer of PMU of RDC (ND)	102
	Training on RCCMS, Bhunaksha and Online Saltamami Application	01day	Tahasildar/ Addl. Tahasildars and Asst. Programmer of PMU of RDC (SD)	112

2018	Master Trainer Training Programme on Hi-Tech	05 days	RIs, ARIs and Amins	63
	Survey & Settlement	06 days	OJS (Probationers)	70
	Tally Software Training	01 day	Tally Software Personnel of NICSI	28
	Tally Software Training	01 day	Tally Software Personnel of NICSI, LAO, Spl. LAO, PD (R&R)	111
	Outreach Training on SFT	01 day	Registering Officers of the State, IGR, Odisha, Income Tax Department (Intelligence & Criminal Investigation Wing), Odisha	190
	LRMS, RCCMS, Bhunaksha & MTA Training	01 day	Assistant Programmers	32
	Survey & Settlement	09 days	OAS (Probationers)	97
	Survey & Settlement	02 days	Civil Judges (Junior Division) of Jharkhand State	53
	Hi-Tech Survey	06 days	OAS –A (JB) (On Probation)	03
	Hi-Tech Survey	05 days	OAS –A (JB) (On Probation) exclusively posted under Revenue & DM Department	78
	Preparation & submission of Sale Deeds online by Registrant Public	01 day	Registering Officers of the State	166
<b>Total</b>				<b>1443</b>
2019	Survey & Settlement Training	5 Days	IAS (Probationers)	05
	Induction training	12 days	Directed Recruited ASO	16
	Training Programme On Work Flow Automation System On LA & RR	02 days	LAOs / Special LAOs & Others	70
	Licensed Surveyor Training	12 Weeks	Licensed Surveyors (Batch-1)	36
	Licensed Surveyor Training	12 Weeks	Licensed Surveyors (Batch-2)	38

	Licensed Surveyor Training	12 Weeks	Licensed Surveyors (Batch-3)	39
	Training Programme On Survey & Settlement	04 days	OJS Officer	14
	Training Programme On Survey & Settlement	08 days	OJS Officer	55
	Training Programme on Survey & Settlement	03 days	OJS Officer	20
	Training Programme On Delivery Of E – District Programme On Service Plus Platform Training	01 day	DIO, DeGM, Tahasildar / Addl. Tahasildar, RI & Dealing Assistants	330
	Training Programme on delivery of e – District Programme on Service Plus Platform training	12 days	OAS Officer	43
		<b>Total</b>		<b>666</b>
<b>2020</b>	<b>NIL</b>			
<b>2021</b>	Survey & Settlement Training	03 days	OJS Officers in the cadre of District Judge	27
	Survey & Settlement Training	03 days	OJS Officers in the cadre of District Judge	26
	Survey & Settlement Training	05 days	IAS Probationers	05
	Total			<b>58</b>
	<b>Sub-Total</b>			<b>5980</b>

## Information on Induction Training For ORS Officers

SI No	Period of Training		Duration	No. of ORS officer participated	Remarks
	From	To			
1	16.05.2016	06.08.2016	12 weeks	55	1 <sup>st</sup> Batch
2	28.08.2016	16.11.2016	12 weeks	54	2 <sup>nd</sup> Batch
3	21.12.2016	17.03.2017	12 weeks	39	3 <sup>rd</sup> Batch
4	06.04.2017	02.06.2017	45 days	39	4 <sup>th</sup> Batch
5	07.06.2017	19.07.2017	30 days	44	5 <sup>th</sup> Batch
6	01.08.2017	15.09.2017	30 days	51	6 <sup>th</sup> Batch
7	22.9.2017	28.11.17	45 days	38	7 <sup>th</sup> Batch
8	07.12.2017	08.02.2018	45 days	26	8 <sup>th</sup> Batch
9	15.02.2018	28.03.2018	30 days	29	9 <sup>th</sup> Batch
10	06.03.2018	02.05.2018	45 days	40	10 <sup>th</sup> Batch
11	16.4.2018	3 Weeks	3 Weeks	35	11 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
12	15.5.2018	28.5.2018	2 Weeks	41	12 <sup>th</sup> Batch
13	21.5.2018	13.6.2018	3 Weeks	33	13 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
14	30.5.2018	13.6.2018	2 Weeks	48	14 <sup>th</sup> Batch
15	29.06.2018	20.07.2018	3 weeks	18	15 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
16	02.07.2018	23.07.2018	3 weeks	30	16 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
17	24.07.2018	14.08.2018	3 Weeks	29	17 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
18	26.07.2018	17.08.2018	3 Weeks	28	18 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
19	20.08.2018	11.09.2018	3 Weeks	32	19 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
20	23.08.2018	15.09.2018	3 Weeks	38	20 <sup>th</sup> Batch <b>(First 03 Weeks)</b>
21	04.10.2018	02.11.2018	03 Weeks	12	21 <sup>st</sup> Batch <b>(First 03 Weeks)</b>



22	04.10.2018	02.11.2018	03 Weeks	23	22 <sup>nd</sup> Batch (First 03 Weeks)
23	26.11.2018	17.12.2018	03 Weeks	26	23 <sup>rd</sup> Batch (First 03 Weeks)
24	07.01.2019	21.01.2019	02 Weeks	66	24th & 25th Batch (Second 02 Weeks)
25	24.01.2019	07.02.2019	02 Weeks	83	26th & 27th Batch (Second 02 Weeks)
26	11.02.2019	23.02.2019	02 Weeks	45	28th & 29th Batch (Second 02 Weeks)
27	26.02.2019	14.03.2019	02 Weeks	07	30th Batch (Second 02 Weeks)
28	19.06.2019	03.07.2019	02 Weeks	35	31 <sup>st</sup> Batch (Second 02 Weeks)
29	05.07.2019	20.07.2019	02 Weeks	46	33 <sup>rd</sup> Batch (Second 02 Weeks)
30	08.07.2019	19.10.2019	72 working days	11	32 <sup>nd</sup> Batch (Induction Training)
31	05.09.2019	08.11.2019	45 working days	19	35 <sup>th</sup> Batch (Induction Training)
32	21.10.2019	02.11.2019	02 Weeks	18	38 <sup>th</sup> Batch (Second 02 Weeks)
33	07.12.2020	17.02.2021	45 working days	61	40 <sup>th</sup> Batch (Induction Training)
34	15.02.2021	08.06.2021	72 working days	51	41 <sup>st</sup> Batch (Induction Training)
<b>TOTAL</b>				<b>1250</b>	
<b>GRAND TOTAL</b>				<b>7230</b>	

Publish all relevant facts while formulating important policies or announcing the decisions which affect public U/s- 4(1)(c) – Not Applicable.

  
**P.I.O, R.O.T.I**