

REVENUE OFFICERS' TRAINING INSTITUTE, GOTHAPATANA, BHUABESWAR.

Manual-1

Particulars of Organization, functions and duties

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

01	The Particulars of its Organization, 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&DM dtd 26.04.2016 of Govt. in Revenue & Disaster Management Department.</p> <p>Functions of the Institute encompass training & capacity building activities taken up for Officers of various cadre including the Odisha Revenue Service, Odisha Administrative Service, Odisha Judicial Service, Indian Forest Service and Indian Administrative Service. The variety of trainings imparted range from Induction training of ORS, OAS & IAS Officers, training on Revenue Laws for officers of almost all cadres, mid level refresher courses, Survey & Settlement Training for all Revenue Officers, Training on Special Survey & Settlement (Hi-tech Survey) for Revenue Officers, Licensed Surveyor and other stake holders and also RTTI has been established vide Resolution No. 11242/R&DM dtd 08.04.2019 of Govt. in Revenue & Disaster Management Department for the training of RI, ARI & Amins.</p> <p>Duties of the Institute include organizing 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> <p>For Protection and improvement of all the campus environment plantation drive is organized on regular basis.</p> <p>This Institute is one of the premier one with state of the art facilities.</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
18	Publish all relevant facts while formulating important policies or announcing the decisions which affect public U/s- 4(1)(c)	Not Applicable

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	Joint Director	Training and Administration	Overall supervision	-	-	-
3	Additional Director (Accounts)	-	Advising the Director in financial matters	-	-	-
4	Deputy Director-1	-	-	-	-	Training, Library, Licensed Surveyor, Study Room, Record Room
5	Deputy Director-2	-	D.D.O of ROTI & RITI, Bill Budget Accounts, Audit	-	-	RTI, Gen & Misc
6	Administrative Officer	Administration	-	-	-	Stock & Store, Stationary, EM, Outsourcing agency
7	Deputy IGR	-	-	-	-	Rajaswa Paathsala (Both Revenue & Registration wing)
8	Assistant Director-1	-	-	-	-	LE, Hostel No.1 & 2, Lawn & Garden, Hi-tech, & Guest House, Game & Gym
9	Assistant Director-2	-	-	-	-	RITI, IT
10	Assistant Director-3	-	-	-	-	Training, OE
11	Section Officer	-	-	-	-	Supervision and monitoring of Office Work
12	Senior Revenue Assistant	-	-	-	-	Files and correspondences, Bill, Budget, Audit
13	Junior Revenue Assistant	-	-	-	-	Issue, Diary, Despatch and other subject
14	Peon	-	-	-	-	To carry files from seat to seat, distribution of Dak and attend to the Guest Faculties.
15	Librarian	-	-	-	-	Supply of Books

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-6

A statement of the categories of documents that are held by it for under its control

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

A statement of the categories of documents held

Sl. NO.	Nature of Record	Details of information available	Unit/ Section where available	Retention period where available
1	Allotment, Bill, Contingent, U.C Registers	Details of funds received and expenses	D.A Concerned	Permanent
2	Correspondence files	Correspondence & note sheets	D.A Concerned	As per provision of Orissa Records Manual, 1964

Manual-7

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 of implementation

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

Sl. NO.	Subject/ Topic	Is it mandatory to ensure public participation(Yes/ No)	Arrangements for seeking public seeking public participation
1	2	3	4
Not Administered			

Manual-8

A statement of boards, council, committees and other bodies constituted

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

Sl. No.	Name and addresses of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meeting	Remarks
1									

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	Shri Jyoti Prakash Das, IAS, Director	9937169310	rotigothapatana@gmail.com
2	Sri Manoja Patra, OAS(S), Joint. Director (Gen)	8763069804	-
3	Mrs. Lusi Swain , OFS (S), Addl. Director, Accounts	9337386117	-
4	Smt. Sujata Patra, OAS(SB), Deputy Director, ROTI	9439347237	-
5	Smt. Aneeta Panda, OAS (I) JB, Administrative Officer	9437313919	-
6	Sri Biranchi Narayan Behera, OAS, Deputy Director	9438304852	-
7	Sri Srikanta Behura, Deputy IGR	6372607258	-
8	Sri Soumyakanta Soumyadarshi, OAS, Assistant Director	9861858684	-
9	Miss Anindita Acharya, OAS, Assistant Director	9861128901	-
10	Smt. Shatabdee Das, OAS, Assistant Director	8847852578	-
11	Sri Tapan Kumar Mahapatra, Section Officer On Deployment	9438012286	-
12	Sri Manab Keshari Dash, Section Officer On Deployment	9040058555	-
13	P. Subrat Kumar, Sr. Revenue Assistant On Deployment	9437765353	-
14	Smt. Lafa Rani Pradhan, Sr. Revenue Assistant On Deployment	9438606765	-
15	Smt. Gayatri Behera, Sr. Revenue Assistant On Deployment	9668289057	-
16	Sri Diptiprakash Nanda, Sr. Revenue Assistant On Deployment	7008257619	-
17	Miss Truptimayee Panda, Jr. Clerk	7064667056	-
18	Miss Susmita Patnaik, librarian, ROTI	8917406772	-
19	Sri Haladhar Biswal, Traverser Gr.I On Deployment	9861119197	-
20	Sri Sarbeswar Maharana, Revenue Inspector on Deployment	9938674063	-
21	Sri Santosh Kumar Mohapatra, Peon On Deployment	8327798762	-
22	Sri Lalita Mallick, Peon On Deployment	7008377792	-
23	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	Shri Jyoti Prakash Das, IAS	Additional Charge
2	Joint. Director	Sri Manoja Patra, OAS(S)	Level – 14
3	Additional Director (Accounts)	Mrs. Lusi Swain , OFS (I) SB	Level – 14
4	Deputy Director	Mrs. Sujata Patra, Deputy Director, ROTI	Level-13
5	Administrative Officer	Aneeta Panda, OAS (JB)	Level – 12
6	Deputy Director	Biranchi Narayan Behera, OAS (JB)	Level – 12
7	Deputy IGR(S.R)	Sri Srikanta Behura, Deputy IGR	On Deployment
8	Assistant Director	Soumyakanta Soumyadarshi, OAS	Level – 12
9	Assistant Director	Anindita Acharya, OAS	Level – 12
10	Assistant Director	Smt. Shatabdee Das,OAS	Level – 12
11	Section Officer	Sri Tapan Kumar Mahapatra	On Deployment
12	Section Officer	Sri Manab Keshari Dash	On Deployment
13	Sr. Revenue Assistant	P. Subrat Kumar	On Deployment
14	Sr. Revenue Assistant	Smt. Lafa Rani Pradhan	On Deployment
15	Sr. Revenue Assistant	Smt. Gayatri Behera	On Deployment
16	Sr. Revenue Assistant	Sri Diptiprakash Nanda	On Deployment
17	Jr. Revenue Assistant	Smt. Truptimayee Panda	Level – 4
18	Librarian	Miss Susmita Patnaik	Level – 9
19	Traverser Gr.I	Sri Haladhar Biswal	On Deployment
20	Revenue Inspector	Sri Sarbeswar Maharana	On Deployment
21	Peon	Sri Santosh Kumar Mohapatra	On Deployment
22	Peon	Sri Lalita Kumar Mallick	On Deployment
23	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- 2024-25**

Sl. No	Minor Head	Allotment Received	Expenditure for the Year-2024-25	Balance
1.	136-Pay	₹ 84,79,000	₹ 82,22,686	₹ 2,56,314
2.	156-DA	₹ 46,63,000	₹ 42,78,306	₹ 3,84,694
3.	403-HRA	₹ 243000	₹ 2,34,214	₹ 8,786
4.	6001-TE	₹ 1,34,000	₹ 1,32,320	₹ 1,680
5.	07001-LTC	₹ 3,00,000	₹ 0	₹ 3,00,000
6.	074-Electricity	₹ 40,00,000	₹ 23,95,411	₹ 6,04,589
7.	149-Water	₹ 1,00,000	₹ 37,910	₹ 62,090
8.	154-Telephone	₹ 5,00,000	₹ 3,99,406	₹ 1,00,594
9.	397-MV	₹ 3,70,000	₹ 2,48,882	₹ 1,21,118
10.	506-OC	₹ 1,75,78,000	₹ 1,75,72,564	₹ 5,436
11.	943-Hiring	₹ 8,50,000	₹ 7,72,428	₹ 77,572
12.	9001-RRT	₹ 0	₹ 0	₹ 0
13.	12001-Consultation Charges	₹ 50,000	₹ 24,725	₹ 25,275
14.	20002-Other charges	₹ 0	₹ 0	₹ 0
15.	33011- Spare & Service	₹ 1,00,000	₹ 33,852	₹ 66,148
16.	78012- Computer Conl.	₹ 1,00,000	₹ 76,000	₹ 24,000
17.	78107-Training Expenditure	₹ 25,00,000	₹ 25,00,000	₹ 0
18.	78118-Up-Gradation Computer	₹ 4,22,000	₹ 4,21,988	₹ 12

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 : www.rotiodisha.nic.in /https://roti.odisha.gov.in	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	tapanmahapatra1969@gmail.com	-

List of Assistant Public Information Officer

Sl. No.	Designation of the Officer designated as APIO	Postal Address	Telephone No.	E-mail Address
1	Truptimayee Panda	RTI Cell, R.O.T.I, Gothapatna, Bhubaneswar	7064667056	truptimayeepanda123@gmail.com

First Appellate Authority

Sl. No.	Designation of the Officer designated as 1st 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	bnbehera67@gmail.com	-

List of Public Information Officer
REVENUE INSPECTOR'S TRAINING INSTITUTE

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.I.T.I, Gothapatna, Bhubaneswar	9438012286	tapanmahapatra1969@gmail.com	-

List of Assistant Public Information Officer

Sl. No.	Designation of the Officer designated as APIO	Postal Address	Telephone No.	E-mail Address
1	Lafarani Pradhan	RTI Cell, R.I.T.I, Gothapatna, Bhubaneswar	9438606765	lafaranipradhan@gmail.com

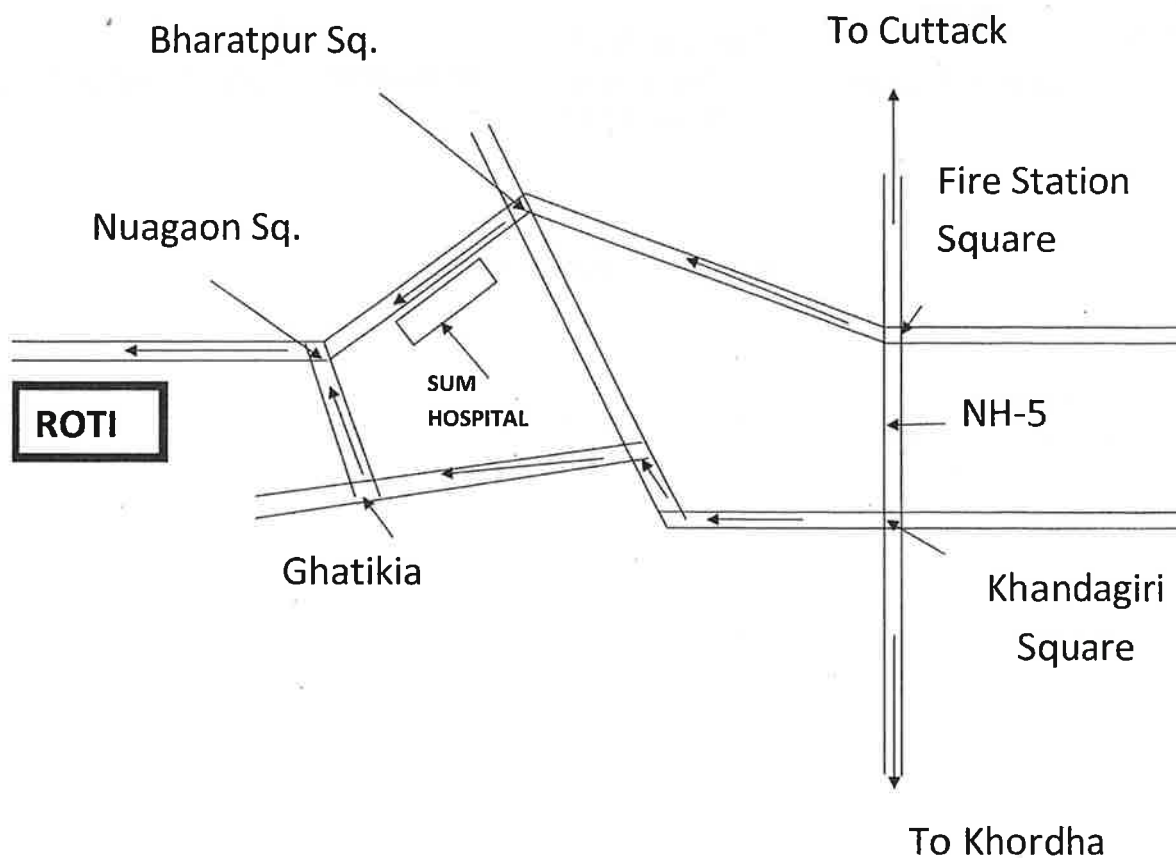
First Appellate Authority

Sl. No.	Designation of the Officer designated as 1st 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.I.T.I, Gothapatna, Bhubaneswar	9438304852	bnbehera67@gmail.com	-

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
	Total			97
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
	Total			1035
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. Tahasidars, 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
		Total		

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	RIs	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
Total			1896	
	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, Bhunaksa and Online Saltamami Application	01day	Tahasildar/ Addl.Tahasildars and Asst. Programmer of PMU of RDC (CD)	132
	Training on RCCMS, Bhunaksa and Online Saltamami Application	01day	Tahasildar/ Addl. Tahasildars and Asst. Programmer of PMU of RDC (ND)	102
	Training on RCCMS, Bhunaksa and Online	01day	Tahasildar/ Addl. Tahasildars and Asst. Programmer of PMU of RDC (SD)	112

2018	Saltamami Application			
	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
Total				1443
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
			Total	666
2020	NIL			
2021	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
	Survey & Settlement Training	03.11.2021 to 16.11.2021	IAS Probationers (2020 Batch)	05
	Hi-Tech Survey	24.02.2021 to 09.03.2021	Land & Lease officers	06
			Total	69
2022	Training of newly recruited RIs & Amins of W.R. Department	55 days	Revenue Inspectors of Water Resource Department	09
	Professional training on forest Survey	15 days	Forest Range Officer Trainees	57
	Survey & Settlement Training	8 days	OJS Officers in the cadre of Civil Judge (on Probation)	47
	Survey & Settlement Training	02.06.2022 to 04.06.2022 (3 days)	OJS Officers in the cadre of Civil Judge (on Probation)	18
	Survey & Settlement Training	04.06.2022 to 13.06.2022 (10 days)	OJS Officers in the cadre of Civil Judge (on Probation)	40
	Survey & Settlement Training	15.09.2022 to 17.09.2022 (3 days)	IAS Probationaries	6

	Hi-Tech Survey	29.11.2022 to 25.12.2022 (21 days)	OAS –A (JB) (On Probation)-2019 & 2016	31
			Total	208
2023	Survey & Settlement Training	06.02.2023 to 08.02.2023 (3 days)	OJS Officers in the cadre of Civil Judge (on Probation)	19
	Survey & Settlement Training	21.03.2023 to 30.03.2023 (10 days)	OJS Officers in the cadre of Civil Judge (on Probation)	47
	Hi-Tech Survey	29.06.2023 to 26.07.2023 (21 days)	OAS –A (JB) (On Probation)-2020	131
	Survey & Settlement Training	16.07.2023 to 22.07.2023 (6 days)	OJS Officers in the cadre of Civil Judge (on Probation)	1
	Survey & Settlement Training	28.07.2023 to 08.05.2023	IAS Probationers	06
	Survey & Settlement Training	28.08.2023 to 02.09.2023	OJS Officers in the cadre of Civil Judge (on Probation)	50
	Institutional Training of Amins of Water Resource Department	03.10.2023 to 24.11.2023	Amins	43
	Revisional Courts of Board of Revenue	27.09.2023 to 28.09.2023	Court Officer and Presiding Officer	30
	Training on Revenue matters	01.12.2023 to 08.12.2023	Institutional Training to Officials of OPTCL	18
	Institutional Training of Revenue Officers of Himachal Pradesh	11.12.2023 to 16.12.2023	Revenue Officers of HIPA	15
	Institutional Training of Revenue Officers of Himachal Pradesh	17.12.2023 to 22.12.2023	Revenue Officers of HIPA	22
Survey & Settlement Training	12.12.2023 to 30.12.2023	IAS Officers, 2021	6	
			Total	388
2024	Survey & Settlement Training	08.01.2024 to 10.01.2024	OJS Officers in the cadre district Judge	10
	Survey & Settlement Training	25.11.2024 to 30.11.2024	IAS Officers DR-2023 Batch	7
	Survey & Settlement Training	08.01.2024 to 10.01.2024	OJS Officers in the cadre district Judge	10
	Survey & Settlement Training	16.11.2024 to 22.11.2024	OJS Officers-DR-2021 Batch	55
	Survey & Settlement Training	16.12.2024 to 18.12.2024	OJS Officers in the cadre district Judge	16

	Institutional Training on Revenue Laws, Survey & Settlement	20.08.2024 to 09.10.2024	OAS Officers DR-2021	48
	Institutional Training of H & UD Amin	06.05.2024 to 17.05.2024	HUD AMIN	39
	Election training	08.01.2024 to 12.01.2024	Training program of AROs of PCs and ROs & AROs of ACs	140
	Election training	18.01.2024 to 22.01.2024	Training program of AROs of PCs and ROs & AROs of ACs	126
	Election training	31.01.2024 to 03.02.2024	Certification Programme of DLMTs	211
	Election training	25.02.2024 to 01.03.2024	Training program of AROs of PCs and ROs & AROs of ACs	35
	Election training	09.03.2024	One day online Refresher Course on 09.03.2024 for AROs of PC and RO/AROs	36
	OSEPA	02.05.2024 TO 04.05.2024	SRG OF BARNALI	120
	MO SCHOOL	14.05.2024 to 17.05.2024	Master Trainers on Aspirational Curriculum	53
	MO SCHOOL	20.05.2024 to 23.05.2024	Master Trainers on Aspirational Curriculum	55
	MO SCHOOL	24.04.2024 to 27.04.2024	Master Trainers on Aspirational Curriculum	30
	MO SCHOOL	29.04.2024 to 02.05.2024	Master Trainers on Aspirational Curriculum	30
	MO SCHOOL	01.05.2024 to 04.05.2024	Master Trainers on Aspirational Curriculum	30
	MO SCHOOL	06.05.2024 to 09.05.2024	Master Trainers on Aspirational Curriculum	30
			Total	1081
			Grand Total	7668

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 st Batch
2	28.08.2016	16.11.2016	12 weeks	54	2 nd Batch
3	21.12.2016	17.03.2017	12 weeks	39	3 rd Batch
4	06.04.2017	02.06.2017	45 days	39	4 th Batch
5	07.06.2017	19.07.2017	30 days	44	5 th Batch
6	01.08.2017	15.09.2017	30 days	51	6 th Batch
7	22.9.2017	28.11.17	45 days	38	7 th Batch
8	07.12.2017	08.02.2018	45 days	26	8 th Batch
9	15.02.2018	28.03.2018	30 days	29	9 th Batch
10	06.03.2018	02.05.2018	45 days	40	10 th Batch
11	16.4.2018	3 Weeks	3 Weeks	35	11 th Batch (First 03 Weeks)
12	15.5.2018	28.5.2018	2 Weeks	41	12 th Batch
13	21.5.2018	13.6.2018	3 Weeks	33	13 th Batch (First 03 Weeks)
14	30.5.2018	13.6.2018	2 Weeks	48	14 th Batch
15	29.06.2018	20.07.2018	3 weeks	18	15 th Batch (First 03 Weeks)
16	02.07.2018	23.07.2018	3 weeks	30	16 th Batch (First 03 Weeks)
17	24.07.2018	14.08.2018	3 Weeks	29	17 th Batch (First 03 Weeks)
18	26.07.2018	17.08.2018	3 Weeks	28	18 th Batch (First 03 Weeks)
19	20.08.2018	11.09.2018	3 Weeks	32	19 th Batch (First 03 Weeks)
20	23.08.2018	15.09.2018	3 Weeks	38	20 th Batch (First 03 Weeks)
21	04.10.2018	02.11.2018	03 Weeks	12	21 st Batch (First 03 Weeks)

22	04.10.2018	02.11.2018	03 Weeks	23	22 nd Batch (First 03 Weeks)
23	26.11.2018	17.12.2018	03 Weeks	26	23 rd 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 st Batch (Second 02 Weeks)
29	05.07.2019	20.07.2019	02 Weeks	46	33 rd Batch (Second 02 Weeks)
30	08.07.2019	19.10.2019	72 working days	11	32 nd Batch (Induction Training)
31	05.09.2019	08.11.2019	45 working days	19	35 th Batch (Induction Training)
32	21.10.2019	02.11.2019	02 Weeks	18	38 th Batch (Second 02 Weeks)
33	07.12.2020	17.02.2021	45 working days	61	40 th Batch (Induction Training)
34	15.02.2021	08.06.2021	72 working days	51	41 st Batch (Induction Training)
35	21.10.2021	27.12.2021	45 working days	37	42 nd Batch (Induction Training)
36	02.08.2022	11.10.2022	45 working days	70	43 rd Batch (Induction Training)
37	29.10.2022	17.12.2022	45 working	69	44 th Batch

			days		(Induction Training)
38	27.12.2022	15.04.2023	72 working days	51	45 th Batch (Induction Training)
39	19.04.2023	29.07.2023	72 working days	61	46 th Batch (Induction Training)
40	21.08.2023	26.10.2023	45 working days	70	47 th Batch (Induction Training)
41	25.06.2024	22.08.2024	45 working days	131	48 th Batch (Induction Training)
42	05.09.2024	08.11.2024	45 working days	111	49 th Batch (Induction Training)
43	05.09.2024	21.12.2024	72 working days	35	50 th Batch (Induction Training)
TOTAL				1885	
GRAND TOTAL				9553	

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**INFORMATION ON INDUCTION TRAINING FOR RI, ARI, AMIN AT RITI, GOTHAPATANA AS
PER LETTER NO. 11242/DT: 08.04.2019**

Sl. No.	Period of Training		Duration	No. of RI, ARI. Amin participated	Categories of Trainee	Remarks
	From	To				
1	26.08.2019	11.11.2019	55	21	1st Batch (RI)	
			Total	21		
2	20.01.2020	15.03.2020	55	19	2nd Batch(ARI)	
			Total	19		
3	23.08.2021	25.10.2021	40	25	3rd Batch(AMIN)	
4	22.11.2021	01.02.2022	55	20	4th Batch(ARI)	
			Total	45		
5	04.04.2022	16.06.2022	49	63	5th Batch(RI)	
	27.04.2022		36	19		
6	04.02.2022	28.03.2022	55	113	6th Batch(RI)	
7	20.06.2022	10.08.2022	40	88	7th Batch(AMIN)	
8	16.08.2022	12.10.2022	40	79	8th Batch(AMIN)	Revenue Amin-32, MCL-47.
9	20.12.2022	02.03.2023	55	44	9th Batch(ARI)	
			Total	406		
10	17.01.2023	01.06.2023	55	65	10th Batch(RI)	Revenue Amin-63, OSCDC-2.
11	05.06.2023	31.07.2023	40	52	11th Batch(AMIN)	Revenue Amin-42, Consolidation Wing Amin-8, OSCDC-2
12	02.08.2023	18.10.2023	55	54	12th Batch(ARI)	
13	25.10.2023	04.01.2024	55	51	13 th Batch(RI)	
14	19.06.2024	31.08.2024	55	55	14 th Batch(RI)	

15	05.09.2024	22.11.2024	55	45	15 th Batch(ARI)	
16	02.12.2024	12.02.2025	55	51	16 th Batch (RI)	
			Total	373		
			Grand Total	864		

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