



Examination Matter  
Top Priority (By e-mail/FAX)

BOARD OF REVENUE : ODISHA : CUTTACK  
(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

File No.IV-01/2018- 556 /Exam., Dated 29.09.2018

2463  
24-6/09/18

From :

Shri G.G. Debata, IAS  
Secretary, Board of Revenue, Cuttack.

To

All Collectors.

Sub: Holding of Annual Departmental Examination on Accounts and Office Procedure etc., for the year 2018.

Sir,

The Annual Departmental Examination, 2018 on "Accounts and Office Procedure" for Ministerial Officers, Law & Statutory Rules (for Sr. Clerks of Registration Offices), Asst. Revenue Inspector (Collection Moharirs) and Special Examination in Odia for Revenue Inspectors will be held as per the programme given below.

Date of Examination	1 <sup>st</sup> Sitting 10.00 AM to 1.00 PM (03 Hours)	2 <sup>nd</sup> Sitting 2.00 PM to 5.00 PM (03 Hours)
1	2	3
27.12.2018	Group - A Accounts Paper-I	Group- A Accounts Paper-II
28.12.2018	Group - B Accounts Paper-III	Group - B Accounts Paper-IV
29.12.2018	i) Law & Statutory Rules (for Sr. Clerks of Registration Offices) ii) Asst. Revenue Inspector (CM)	Special Examination in Odia for Revenue Inspectors.

Necessary sitting arrangement for the aforesaid Examination may please be made in the District Headquarters at your level as done in the previous year.

All Examinees should be instructed to produce "Admit-cum-Identity Card" during the Examination for verification by the invigilators as per the procedure laid down in Board's letter No.2185/Exam., dated 03/06/1990 or else they will not be admitted into the Examination Hall. The Examinees should be instructed to write their "Name, Designation and Official Address" (in capital letters) on the top of the Answer Sheets. In spite of repeated instructions from Board, the examinees are not writing the same in their Answer Papers for which inconvenience is caused in tabulation & publication of results. If they fail to write the same, their result would be held up henceforth.

Requirement of Question Papers (in each paper) for each Centre of Examination as arranged at your level should be sent to the undersigned on or before 24/11/2018 positively.

In view of the above circumstances, I would, request you to take all necessary steps in advance for the said Examination and intimate all concerned in the District accordingly.

Yours faithfully,

Board's FAX No.- 0671-2508006/2509820

Secretary,

Board of Revenue, Odisha, Cuttack.

OFFICE OF THE COLLECTOR, CUTTACK

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Memo No. 3786 /Estt.(Exam) Dated 13.10.2018

Copy along with Board's letter No. 556 /Exam. dated 29.09.2018 forwarded to All Sub-Collectors/ All Tahasildars/ All B.D.Os/D.E.O of Schools, Cuttack/ D.S.R., Cuttack/ All CDPOs/ All District Level Offices/ All Head of Offices of Cuttack district for information and necessary action. They are requested to publish copy of this letter in their office notice board for wide circulation among the employees. All employees concerned, who are intended to appear the said examination, may kindly be advised to submit their application through their concerned Head of Office. The Head of Offices shall issue the Admit-cum-Identity Card in favour of their concerned employee in the format enclosed and forward the applications so received by them along with copy of Admit-cum-Identity Card to this office for necessary action at this end.

**Intimation regarding candidates to be appeared the above examination should reach this office latest by 20.11.2018 positively and intimations received beyond the date line will not be entertained.** The venue of the Departmental Examination will be notified later on.

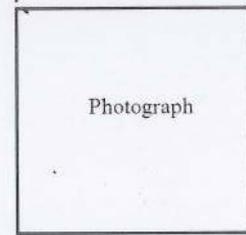
Encl- **Prescribed format of Admit-cum-Identity Card.**

*Steven B/10/18*

Deputy Collector (Estt)  
Collectorate, Cuttack

**ADMIT-CUM-IDENTITY CARD FOR DEPARMENTAL EXAMINATION ACCOUNTS  
AND OFFICE PROCEDURE  
(BOARD OF REVENUE, ODISHA, CUTTACK)**

1. Name of the Employee:  
(in BLOCK letters)
2. Designation:
3. Scale of pay:
4. Name of the office:  
Department where working:



Signature of the employee

Certified that Sri.....as stated above is an employee of this office of the undersigned. I attested on the body of the photograph pasted herewith and allowed him/ her to appear at the Departmental examination on account and office procedure conducted by the Board Revenue, Odisha, Cuttack.

Signature of the Head of Office

**PARTICULAR OF EXAMINATION**

Sl No.	Name of the Papers of examination of Accounts/ Office Procedure	Date of Examination	Select Papers to be appeared by putting (✓) mark	Signature of the Invigilator is taken on verification of the identity and attendance
1	Paper-I Group-A	27.12.2018		
2	Paper-II Group- A	27.12.2018		
3	Paper-III Group-B	28.12.2018		
4	Paper-IV Group-B	28.12.2018		
5	Law & Statutory Rules (For Sr. Clerks of Registration Offices) Asst. Revenue Inspector (CM)	29.12.2018		
6	Special Examination in Odia for Revenue Inspectors	29.12.2018		