

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK

Letter No. 2557 /Estt Dt. 3.11.2020

XXIX-04/2020

From

Sri Bijay Kumar Khandayat Ray, OAS(S)
Additional District Magistrate, Cuttack

To

PD, DRDA, Cuttack/ Commissioner, CMC, Cuttack/
All Sub-Collectors/All Tahasildars/ All BDOs/ All CDPOs of Cuttack,
All Head of Office/ All District Level Officers of Cuttack
All Branch Officers of Collectorate, Cuttack

Sub - Holding of Annual Departmental Examination on Accounts & Office Procedure etc. for the year - 2020.

Sir/Madam,

With reference the subject cited above, I am to intimate that, the Annual Departmental Examination- 2020 on "Accounts & Office Procedure etc." for Ministerial Staffs, Law & Statutory Rules (for Senior Assistants (Clerks) of Registration Offices) and Special Examination in Odia for Revenue Inspectors is scheduled to be held from 28.12.2020 to 30.12.2020.

Therefore, you are requested to publish the enclosed copy of Letter No. 441/Exam, Dtd. 28.10.2020 of the Secretary Board of Revenue, Odisha, Cuttack in the Office Notice Board for wide circulation among the employees. All employees concerned, who intend to appear the said examination, may 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 the employees in the format enclosed and forward the applications so received by them along with copy of Admit-Cum-Identity Card to this Office **latest by 20.11.2020 positively** for necessary action at this end. Intimations received beyond the date-line will not be entertained. The venue for conduct of the Departmental Examination will be notified later on.

Yours faithfully,

Encl- Letter No. 441/Exam dt. 28.10.2020 of BOR
Prescribed format of Admit-Cum-Identity Card

Addl. District Magistrate
Cuttack

3.11.2020

Memo No. 2558 /Estt Date 3.11.2020

Copy submitted to the Secretary, Board of Revenue, Odisha, Cuttack for kind information and necessary action with reference to letter number 441/Exam dt. 28.10.2020.

M. D. Dash
3.11.2020

Deputy Collector (Estt.)
Collectorate, Cuttack

Memo No. 2559 /Estt. (Exam.) Dated 3.11.2020

Copy forwarded to the D.I.P.R.O, Collectorate, Cuttack for information and necessary action. He is requested to endorse copy of this letter to the DIO, NIC, Cuttack for publication in the official website of Cuttack District.

M. D. Dash
3.11.2020

Deputy Collector (Estt.)
Collectorate, Cuttack

Memo No. 2560 /Estt. (Exam.) Dated 3.11.2020

Copy forwarded to the D.I.O, NIC District Unit, Collectorate, Cuttack with a request to publish/upload this letter in the District Website with the captioned subject as "Notification for conduct of Annual Departmental Examination on Accounts and Office Procedure etc. for the year 2020" under the module "DOCUMENTS>NOTIFICATION" with last date of visibility till 31.01.2021. ଓଡ଼ିଆ ଶିରୋନାମା- "ବିଭାଗୀୟ ବାର୍ଷିକ ପରୀକ୍ଷା -୨୦୨୦ ବିଷୟରେ ।

Copy forwarded to the PA to Collector, Cuttack/Steno to ADMs for kind information of the Collector/ADM.

Copy to Office Notice Board for information of all concerned.

M. D. Dash
3.11.2020

Deputy Collector (Estt.)
Collectorate, Cuttack



Examination Matter
Top Priority

BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଯ୍ୟବେକ, ଓଡ଼ିଶା, କଟକ)

File No.XI-10/2020- 441 /Exam., Dated 28.10.2020

From :

Dr. Bijay Ketan Upadhyaya, IAS
Secretary, Board of Revenue, Cuttack.

To

All Collectors.

Sub : Holding of Annual Departmental Examination on Accounts & Office Procedure etc., for the year, 2020.

Sir,

The Annual Departmental Examination, 2020 on "Accounts & Office Procedure etc." for Ministerial Officers, Law & Statutory Rules (for Senior Clerks of Registration Offices) and Special Examination in Odia for Revenue Inspectors will be held as per the programme given below.

Date of Examination	1 st Setting 10:00 A.M to 1:00 P.M (3 Hours)	2 nd Setting 02:00 P.M to 5:00 P.M (3 Hours)
28.12.2020 (Monday)	Group-A Accounts Paper-I	Group-B Accounts Paper-II
29.12.2020 (Tuesday)	Group-B Accounts Paper-III	Group-B Accounts Paper-IV
30.12.2020 (Wednesday)	i) Law & Statutory Rules (for Sr. Clerks of Registration Offices)	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 & 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 24.11.2020 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. Further you are instructed to conduct Annual Departmental Examination on Accounts & Office Procedure as per COVID-19 Guidelines prescribed by Govt. of India Ministry of Human Resource Development Department vide No.16-16/2020-U1A dated 06.07.2020.

Yours faithfully,

[Signature]
28.10.20
Secretary,

Board of Revenue, Odisha, Cuttack.

7/c

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

1. Name of the Employee:

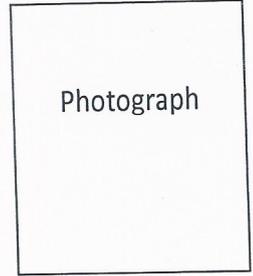
(in BLOCK letters)

2. Designation:

3. Scale of Pay with Level :

4. Name of the Office:

Department where working:



Signature of the Employee

Certified that Sri/Smt./Miss/Mr..... 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 of 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 & Time of Examination	Select Papers to be appeared by putting(√) mark	Signature of the Invigilator is taken on verification of the identity and attendance
01	Accounts Paper-I Group-A	28.12.2020 10.00AM to 1.00 PM		
02	Accounts Paper-II Group-B	28.12.2020 02.00PM to 5.00 PM		
03	Accounts Paper-III Group-B	29.12.2020 10.00AM to 1.00 PM		
04	Accounts Paper-IV Group-B	29.12.2020 02.00PM to 05.00 PM		
05	Law & Statutory Rules (For Sr. Asst. (Clerk) of Registration Offices) Asst. Rev. Inspector(CM)	30.12.2020 10.00AM to 1.00 PM		
06	Special Examination in Odia for Revenue Inspector	30.12.2020 02.00PM to 05.00 PM		