



ଜିଲ୍ଲା କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼ (ସଂସ୍ଥା ଉପ-ବିଭାଗ )

**District Office, Sundargarh (Establishment Section)**

e-mail: dm-sundargarh@nic.in , dceestablishmentsng@gmail.com, hrmsng@gmail.com, FAX- 06622-273166, PIN- 770001

**No.** ୨୨୨୦

**Date:** 13/11/18

Copy to the Superintendent of Police, Sundargarh/ Rourkela/ Addl. District Magistrate, Rourkela/ Project Director, DRDA, Sundargarh/ CDMO, Sundargarh/ Project Administrator, ITDA, Sundargarh/ Panposh/ Bonai/ Sub-Collector, Sadar, Sundargarh/ Panposh/ Bonai/ All Tahsildars/ All Block Development Officers/ District Education Officer, Sundargarh/ Superintendent of Excise, Sundargarh/ DWO, Sundargarh/ DSWO, Sundargarh/ All Sub-Registrars/ Treasury Officer, District Treasury, Sundargarh/ Deputy Director of Agriculture, Sundargarh/ Deputy Director of Horticulture, Sundargarh/ GM, DIC, Sundargarh/ PM, DIC, Rourkela/ Principal, Govt. College, Sundargarh/ Principal, Govt. Women's College, Sundargarh/ DRCS, Sundargarh/ Executive Engineer, RWSS, Sundargarh/ Rourkela/ PHED, Sundargarh/ Rourkela/ PHD, Sundargarh/ Rourkela/ RWD, Sundargarh/ MI Divn, Sundargarh/ Inspector of Ayurveda, Sundargarh for information and necessary action with a request to circulate the same with official staff as well as to their subordinate offices under their administrative control.

The format of "Admit-cum-Identity Card" is enclosed herewith. The "Admit-cum-Identity Card" of the employee(s) (in duplicate), who wants to appear the said examination should reach to this office through proper channel by 20.11.2018 positively. No employee should be allowed to sit in the examination without "Admit-cum-Identity Card".

Copy to the DIO, NIC, Sundargarh for information. He is requested to hoist the letter along with its enclosures in the district website for information of all officers/employees concerned.

Addl. District Magistrate,  
Sundargarh.



BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

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

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 Mohariris) 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)
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,

Secretary,

Board of Revenue, Odisha, Cuttack.

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

ADMIT-CUM-IDENTITY CARD FOR DEPARTMENTAL EXAMINATION ON ACCOUNTS AND OFFICE  
PROCEDURE CONDUCTED BY DIRECTORATE OF EXAMINATION.  
(BOARD OF REVENUE, CUTTACK)

\*\*\*\*\*

1. Name of the employees :-
2. Designation :-
3. Scale of pay :-
4. Name of Office / Deptt. :-  
where working

Please paste the  
passport size  
photograph here

Signature of the Head  
of the Office with seal.

Sir,

Certified that Sri ..... as stated  
above is an employee of the office of the under signed I attested on the body of the photograph pasted  
herewith and allowed him to appear at the departmental examination on Accounts office procedure conduct  
by the Board of Revenue, Orissa, Cuttack.

Signature of the Head  
of the Office with seal.

PARTICULARS OF EXAMINATION

Sl. No.	Name of the papers of Exams. of Accounts office procedure.	Date of Examination	Signature of the Invigilator in token of verification of Identity & Attendance.
1	Group-A, Accounts Paper-I		
2	Group-A, Accounts Paper-II		
3	Group-B, Accounts paper-III		
4	Group-B, Accounts paper-IV		
5	Office procedure Paper-I, Paper-II		

INSTRUCTION TO EMPLOYEE CANDIDATE APPEARING THE DEPARTMENTAL EXAMINATION

1. He / She shall report at the Exam. Hall along with this card before half an hour of the exam. Started as per programme the latecomer shall not be allowed to appear at the said examination.
2. The employee who does not produce this card for verification by the invigilator of the office-in-charge of the Examination center shall not be allowed to Examination Hall.
3. If any employee found using unfair means including giving / receiving half from / to other employee or outsiders from the center concerned his answer paper shall not be evaluated.
4. He shall maintain strict discipline in the Examination Hall. The decision of the office-in-charge of Examination Hall during conduct of Examination shall be final.
5. He may produce this card before his superior authority in proof of his / her attendance of the Examination for the purpose of T.A. or otherwise.