



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

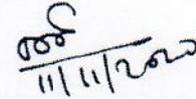
No. 2568

Date: 11/11/2020

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 20.11.2020 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.


11/11/2020

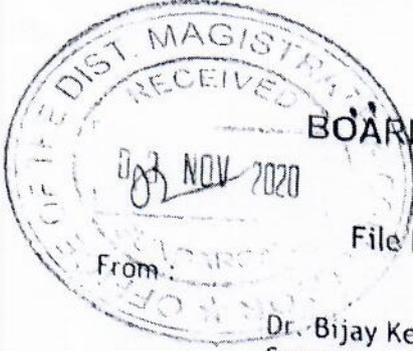
Addl. District Magistrate,
Sundargarh.

(7) dt 5.11.2020

2023
9/11/20

Examination Matter
Top Priority

(1)



BOARD OF REVENUE : ODISHA : CUTTACK
(ଭାଜସ ପକ୍ଷଦ, 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.

Esst.

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,

Secretary,

Board of Revenue, Odisha, Cuttack.

**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

Sir,

Signature of the Head
of the Office with seal.

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.