

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

No. 1403 -XXII-05/18-Estt.III Dated: 25/10/2018

To

The Superintendent of Police, Nuapada/ PD, DRDA, Nuapada/ EO, ZP, Nuapada/ Sub-Collector, Nuapada/CDMO, Nuapada/ CDVO, Nuapada/ DSWO, Nuapada/ DWO, Nuapada/ Dist. Panchayat Officer, Nuapada/ DD, DPMU, Nuapada/ All BDO/ All Tahasildar/ All CDPO/ DDA, Nuapada/ District Treasury Officer, Nuapada/ Dist. Social Securities' Officer, Nuapada/ CSO, Nuapada/DI&PRO, Nuapada/ Dist. Sports Officer, Nuapada/ DLO, Khariar Road/ GM, DIC, Khariar Road/ Spl. Officer, CBDA, Sunabeda at Nuapada/ Sub-Treasury Officer, Khariar/ Dist. Sub-Registrar, Nuapada/ Dist. Education Officer, Nuapada/ All BEO / Spl. LAO, LIIP, Khariar/ PD, R&R, LIIP, Khariar/ Asst. Commissioner of Commercial Taxes, Nuapada Circle, Khariar Road/ All Head Master/ Head Mistress of S.S.D/ Govt./Govt. Aided High Schools of Nuapada District.

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

Madam/ Sir,

Secretary, Board of Revenue, Odisha, Cuttack, vide his Letter No.556/Exam. Dated 29.09.2018 has communicated the programme of the Annual Departmental Examination, 2018 on "Accounts and Office Procedure etc." for Ministerial Officers, Law and Statutory Rules (For Sr. Clerks of Registration Offices), Asst. Revenue Inspectors (Collection Moharirs) and Special Examination in Odia for Revenue Inspectors as details given below.

Date of Examination	1 st Sitting (10 A.M. to 1 P.M.) (03 Hours)	2 nd Sitting (2 P.M. to 5 P.M.) (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

Therefore you are requested to furnish the name of eligible employees in the prescribed application form (sample copy enclosed) intends to appear in the above said examination. The application form duly filled up should reach the Office of the undersigned on or before 17th November, 2018 positively. The Head of Office concerned shall be held responsible if any candidate is debarred from appearing the examination due to delay submission of application. The District Level officers are requested to please inform the programme to their sub-ordinate Offices.

Memo No. 1404 / Estt. III Date 25/10/2018

Copy to all Deputy Collector/ All Asst. Collector of Collectorate, Nuapada for information and necessary action.

Addl. District Magistrate,
Nuapada

Memo No. 1405 / Estt. III Date 25/10/2018

Copy to DIO, NIC, Nuapada for information and necessary action. He is requested to please upload the programme in District website.

Copy to Notice Board of Collectorate, Nuapada for wide publication.

Addl. District Magistrate,
Nuapada

Addl. District Magistrate,
Nuapada

APPLICATION FORM

(Form of application for appearing in the Annual Departmental Examination on Accounts and Office Procedure etc. conducted by Board of Revenue, Odisha, Cuttack for the year 2018.)

1. Name of the Candidate :-
(In Block Letters)
2. Department/ Sub-Ordinate Office
in which he/she is working.

Affix the
passport size
photograph
duly attested
on the front
side by the
H.O.O.

3. The Examination :

Group-A Paper-I & Paper-II

Group-B Paper-III & Paper-IV

Law & Statutory Rules (For Sr. Clerks of Regn. Offices)
Collection Moharirs (ARI)

Special Examination in Odia for Revenue Inspectors

4. Which paper(s) he/she intend
to appear.
5. A general description of the work
in which he/she gained experience.

Seal & Signature of Head of
Office/Institution.

Signature of the applicant.

Declaration by the head of office

I do hereby certify that the above information submitted by the Employee concerned is correct as per the records available in this office.

Seal & Signature of the
Head of Office

**ADMIT-cum-IDENTITY CARD FOR ANNUAL DEPARTMENTAL EXAMINATION
ON ACCOUNTS AND OFFICE PROCEDURE CONDUCTED BY BOARD OF
REVENUE, ODISHA, CUTTACK FOR THE YEAR 2018.**

1. Name of the Employee:
2. Designation:
3. Scale of Pay:
4. Name of the Office/Deptt.
in which he/she is working:

Affix the
passport size
photograph
duly attested
on the front
side by the
H.o.O.

Signature of the Employee

Certified that Mrs./Miss/Sri as stated above is an Employee of the Office of the undersigned. I attested on the body of the photograph pasted herewith and allowed him to appear in the Departmental Examination on Accounts & Office Procedure conducted by Board of Revenue, Odisha, Cuttack.

Seal & Signature of Head of Office/Institution

PARTICULARS OF EXAMINATION

Sl. No.	Name of the paper of Examination of Accounts and Office Procedure	Date of Examination	Signature of the Invigilator in token of verification of Identity and attendance.	Remarks.
1	Group-A Accounts Paper-I	27.12.2018		
2	Group-A Accounts Paper-II	27.12.2018		
3	Group-B Accounts Paper-III	28.12.2018		
4	Group-B Accounts Paper-IV	28.12.2018		
5	Law & Statutory Rules (for Sr. Clerks of Registration Offices)	29.12.2018		
6	Asst. Revenue Inspector (CM)	29.12.2018		
7	Special Examination in Odia for Revenue Inspectors	29.12.2018		