

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA**

No. 1301 -XXII-04/19-Estt.III Dated: ...14.../10/2019

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 2019.

Madam/ Sir,

Secretary, Board of Revenue, Odisha, Cuttack, vide his Letter No.691/Exam. Dated 10.09.2019 has communicated the programme of the Annual Departmental Examination, 2019 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 <sup>st</sup> Sitting (10 A.M. to 1 P.M.) (03 Hours)	2 <sup>nd</sup> Sitting (2 P.M. to 5 P.M.) (03 Hours)
26.12.2019 (Thursday)	<u>Group - A</u> Accounts Paper - I	<u>Group - A</u> Accounts Paper - II
27.12.2019 (Friday)	<u>Group - B</u> Accounts Paper - III	<u>Group - B</u> Accounts Paper - IV
30.12.2019 (Monday)	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 to this Office by 31<sup>st</sup> October, 2019 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.

Addl. District Magistrate,  
Nuapada

Memo No. 1302 / Estt. III Date: 14 / 10 / 2019

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

Addl. District Magistrate,  
Nuapada

Memo No. 1303 / Estt. III Date: / 10 / 2019

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

## 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 2019.)

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 2019.**

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	26.12.2019		
2	Group-A Accounts Paper-II	26.12.2019		
3	Group-B Accounts Paper-III	27.12.2019		
4	Group-B Accounts Paper-IV	27.12.2019		
5	Law & Statutory Rules (for Sr. Clerks of Registration Offices)	30.12.2019		
6	Asst. Revenue Inspector (CM)	30.12.2019		
7	Special Examination in Odia for Revenue Inspectors	30.12.2019		