



हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान  
HCM RAJASTHAN STATE INSTITUTE OF PUBLIC  
ADMINISTRATION

जवाहरलाल नेहरू मार्ग, जयपुर-302017 (राजस्थान) J.L.N. Marg, JAIPUR-302 017 [Rajasthan]  
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No.: 16035-120

Dated: 18-12-2017


**OFFICE ORDER**

The Institutional-Professional Course for the Rajasthan Administrative Service Batch 2015 officers will commence from 26th December, 2017 onwards. For the first week of Institutional-Professional Course i.e. 26 December to 29 December, 2017. The Officer Trainees are hereby assigned with the following tasks to be undertaken at the District HQ as designated in the enclosed list:-

S.No.	Work Assigned	Period
1.	(a) Overview of functioning in Collectorate applications/letters grievances being received in Collectorate	Half day
	(b) Visit Sadar Quanungo Office at District Headquarter	Half day
2.	Overview working of Tehsil office - (a) Inspection of Khasra Girdawari, Mutation Register, Jamabandi and other revenue records. (b) Requirement about various kinds of Zareeb, Area conversion between Bigha, acre, hectare and vice-versa.	One day
3.	Understanding and overview of Court work etc. SDM/ACEM	Two day
	a. Overview of provisions mostly being used in revenue court	
	b. the overview procedural laws	
	c. the preventive laws being used	

(details of activities to be undertaken-enclosed)

The Officer Trainees will visit the assigned districts and undertaken the assignments with the guidance of respective officers. Probationers will complete the work assigned and will prepare a write up for discussion and presentation in the class on date and time as notified by the Course Directors. They should report for their Institutional-Professional Course on 1st January, 2018 at 9.30 AM in Room No. 108, Nehru Bhawan, HCM RIPA, Jaipur.

  
Additional Director (Admn.) &  
Course Director

26.12.17  
13.05h