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HOME DEPARTMENT

RESOLUTION

The 30th May, 2019

SUBJECT: Revised Scheme of Training for OSS Officers of the Secretariat.

The Government of Odisha in Home Department vide its Resolution No. 2420/A-STCE-24/59., dated 08.02.1960 constituted a training institute called Odisha Secretariat Training Institute (OSTI) with a view to increase the efficiency of erstwhile Assistants of Secretariat. Accordingly, a scheme for training of Assistants was formulated. In the meanwhile, the administrative set-up of Secretariat has witnessed structural as well as directional changes brought about in keeping with the emerging challenges to public administration. The antiquated structures, practices and processes which has until recently dominated the methods of public administration are being progressively re-engineered by applications of IT and ITES. Therefore, the State Government have re-designated the erstwhile entry level posts of Junior Assistants and Senior Assistants in Ministerial Service Cadre in the Secretariat as Assistant Section Officer vide Home Department Resolution No 44874-CC-PSC, dated 30.09.2008.

2. Besides, Government in General Administration & Public Grievances Department have made it mandatory for Group A, B and C categories of employees of the entire State to undergo foundation and mid-career training programmes with linkage to the career progression vide its Resolution No. 18651/Gen., dated 01.07.2014. Therefore, keeping abreast with the developments in the field of public administration, the need to formulate an appropriate scheme of training for the OSS Officers was under active consideration of the Government for some time past. The State Government, after careful consideration, have been pleased to adopt a computer efficient, result oriented training programmes for OSS Officers and to formulate the following scheme for their training.

3. This Scheme of Training for the OSS Officers of the Secretariat shall be operational with immediate effect. The Odisha Secretariat Training Institute (OSTI) shall be reconstituted accordingly.

4. The Institute shall impart training in following categories namely:—

(a) Induction Training; (b) Refresher Training and (c) Orientation Training.

(a) INDUCTION TRAINING:

The Induction Training is intended to impart training to all directly recruited Assistant Section Officers including those selected through induction. All such newly recruits after appointment in the Secretariat shall have to undergo a course of training ordinarily for a period of ten weeks, full time and to pass the final examination to be conducted in the Institute after the completion of the course of training.

- (i) The course of syllabus for the Induction training is given at the ***Annexure- I***.
- (ii) The class hours of the training will be from 10.30 AM to 5.00 PM with two tea breaks of 15 minutes each and a lunch break of one hour in the middle or in the manner to be revised by the Govt. from time to time.
- (iii) The Principal as well as the regular faculties will impart training by means of lectures, practical lessons, power point presentations and exercises on the subjects and e-books as per approved syllabus. In addition to the above, talks on general matters of interest may be given by officers and persons of distinction. The total number of guest lectures in a batch shall not exceed 96 and the remuneration to the guest lecturers shall be paid at the rate to be fixed by the State Government from time to time.
- (iv) The Principal, in consultation with Home Department, shall arrange field visit for the trainees to different Districts within Odisha to make them well conversant with the working pattern of the District offices once for every batch. The cost of the said visit shall be borne by the Training Institute.
- (v) The final examination shall consist of four papers of 100 marks each. Besides, there will be an internal assessment of 50 marks which will include 10 marks for attendance and rest 40 marks for the assignment/ project work assigned to the trainees during their course of training.
- (vi) The order of merit of passing the examination shall be prepared basing on the aggregate marks secured by the trainees in both the examination and internal assessment. The minimum mark to successfully complete the training is 50% of the total marks. Trainees after successful completion of the training will be given a Certificate to that effect and the names of such trainees will be published in the

Odisha Gazette. Trainees who fail to obtain the required percentage of marks in any one or more papers shall have to appear and pass the next or any subsequent examination in those papers only.

- (vii) At least 75 percentage of attendance in classes is required to make a trainee eligible to appear in the examination. Any shortage in attendance of a trainee may be condoned by the Government in Home Department for good and sufficient reasons on the recommendation of the Principal. The trainees may avail C.L. and other leaves as per their entitlements under leave rules of the State Government by taking approval of the Principal during their training period. Their leave applications shall be forwarded to their respective Departments for sanction and debit against their leave account.
- (viii) If a trainee abstain from any examination, he/she will, normally be regarded as having utilised that chance. If the Government in Home Department satisfies that a trainee was unable to appear in the examination and to utilise any chance or chances due to a reason beyond his control, he may be allowed such equal number of chances to pass the examination.
- (ix) Any such Assistant Section Officer who desires to appear at an examination shall have to apply the Home Department through his/ her own Department in which he/ she is working.
- (x) There shall be a Library in the OSTI containing reference books and study materials. Books and study materials available in the Library will be issued to the trainees for the full period of the training by depositing an amount of Rs. 500 as caution money with the Principal which is refundable at the end of the training. If a trainee fails to return the above books before relief on completion of the training, his/her result will be withheld. Books so issued shall be used by the trainees with care and returned at the end of the prescribed period failing which the cost of the book as assessed will be realised from him/her either in cash or recovered from his/her caution money deposits besides any other departmental action as deemed proper may be taken against him.

(b) REFRESHER TRAINING:

The Refresher Training is intended to impart training to all Assistant Section Officers/ Section Officers/ Desk Officers for a duration of one week or such duration as would be decided by the Government from time to time.

- (i) The course of syllabus for the refresher training is given at the **Annexure- II**.
- (ii) The Principal as well as the regular faculties will impart training by means of lectures, practical lessons, power point presentations and exercises on the subjects and e-books as per approved syllabus. In addition to the above, talks on general matters of interest may be given by officers and persons of distinction. The remuneration to service persons, retired persons and other experts for their lectures will be paid at the rate as prescribed by the State Govt. from time to time.
- (iii) At the end of the training, there will be a test in maximum 50 marks carrying 25 multiple choice type questions of 2 marks each. A trainee securing a minimum of 25 marks will be treated to have completed the training successfully and a Certificate to that effect will be provided to him/her.

(c) ORIENTATION TRAINING:

The orientation training on different subjects like service conditions, pension matters, financial rules and regulations etc. shall be provided for such duration as would be decided by the Government from time to time.

5. The Assistant Section Officers who have already undergone secretariat training prior to the issue of this resolution shall be deemed to have completed the induction training as per the above revised scheme.

6. The Notification/ Resolution/ Office Order issued earlier in this context are hereby superseded.

ORDER

Ordered that this Resolution be published in the Extraordinary issue of the *Odisha Gazette* for general information of the public and copies thereof be supplied to all Departments of the Government/ all Heads of the Department/ Accountant General (A&E), Odisha/ Registrar, Orissa High Court, Cuttack/ Secretary, Odisha Public Service Commission, Cuttack for information.

By Order of the Governor

ASIT TRIPATHY

Additional Chief Secretary to Government

**SYLLABUS FOR INDUCTION TRAINING OF
ASSISTANT SECTION OFFICERS**

PAPER-I**1. Odisha Secretariat Instructions**

(Duties and responsibilities of ASOs, maintenance of different kinds of registers, opening and classification of files, noting and different forms of Government communications, periodical inspection, periodical returns, maintenance of accounts and service records)

2. Odisha Rules of Business

(Introduction, subjects to be referred to the minister & chief minister, conduct of business in different departments, procedure for cabinet, departmental activities)

3. Odisha Legislative Assembly Rules

(Procedures & conduct of business in the OLA, standing committees & their functions, departmental committees, motions, assembly questions etc)

4. Organizational Behaviour

(Behavioral study, citizen centric behavior, team work, leadership, time management, stress management etc.)

PAPER II**1. Constitution of India**

(Fundamental rights, directive principles of state policy, Governor, council of ministers, executives, money bill, legal matters - Supreme Court/ High Court/ Tribunals/ Advocate General/ Law Department, Tribal Sub Plan Areas, Services under the Union & States- Recruitment/ Training/ Tenures/ Removal/ dismissal/of Civil Servants, List of Subjects Union, State and Concurrent List)

2. Miscellaneous Acts, Rules

(PESA act, RTI act, role of gram sabha, OPSC- functions & limitations, Right to fair compensation and transparency in land acquisition, rehabilitation and resettlement act, human rights, Basic knowledge on the Code of Civil Procedure, Indian Evidence Act, Cr.PC, IPC, Prevention of Corruption Act, ORTPS Act, Food Security Right Act, Laws relating to women & girl child, Right to Education Act, National Disaster Management Act, Juvenile Justice Act, POCSOA Act)

PAPER III**1. Odisha Service Code**

(Service period & retirement on superannuation, pay- temporary and permanent government servant, pay fixation, personal pay, compensatory allowances of different types, joining time, foreign service conditions, pension and leave salary contribution etc.)

2. Odisha Leave Rules

(Special leave, Ordinary leave- Different Types of Leave)

3. Odisha Pension Rules

(Different kinds of pension, conditions for qualifying service, family pension, re-employment of government servant, National Pension Scheme)

4. Odisha T.A. Rules**5. Odisha G.P.F. Rules****6. Odisha Classification, Control, Appeal Rules****PAPER IV****1. Odisha Budget Manual**

(Constitutional Provisions, Ideas on Head of Account, Consolidated Fund, Contingency Fund, Public Account, Finance Commission, FRBM Act, Control over Expenditure, Appropriation Accounts, Public Accounts Committee)

2. Odisha General Financial Rule

(Financial Management and Control, Revenue & Other Receipts, Power of Sanction, Establishment, Contingencies, Works/ Stores, grant-in-aid etc, Debt & Miscellaneous Obligation of the Government, Local Funds, Loans and Advances etc)

3. Delegation of Financial Rules

**SYLLABUS FOR REFRESHER TRAINING OF
ASSISTANT SECTION OFFICERS/ SECTION OFFICERS/ DESK OFFICERS**

- (i) Draft for Communication
(Resolution, Notification, Official & Demi-Official letter, Memorandum, Press Communiqué, Un official reference of files to other Departments)
- (ii) Rules of Business
(Minister, Chief Minister, Cabinet, Governor, Law Department and Finance Department)
- (iii) Legislative Assembly Rules
(Motions and Questions)
- (iv) Important Acts
(ORTPS Act, RTI Act, Prevention of Corruption Act)
- (v) Pay Fixation, Pension and NPS
- (vi) CCA Rules and Conduct Rules
- (vii) Foreign Service, General Conditions of Service, Promotion
- (viii) Leave Rules
- (ix) Head of Account, Accounting Classification
- (x) Re-appropriations, General Financial Rules
- (xi) Delegation of Financial Power Rules.
- (xii) Leadership & Stress Management