

Unit 13

Course Writer- Dr Manideepa Patnaik , Director, Institute of Language, Literature and Culture (ILLAC)

Topic – Translation of official communication, various types of official forms and formats

13.1 Introduction

Formal as well informal communication through verbal as well as written mode with the help of translators and interpreters have been at least a hundred year old high profiled practice for national and international exchange of agreements and disagreements, conflicts and disputes besides resolution of encounters and clashes. High level of diplomats from countries and states and kingdoms involved in this process had their own technical and inventive ways of documenting these. At one level, the world is divided into two parts i.e. English speaking world and non-English speaking world. Some very powerful nations from Europe, Russia, China, Japan and many more powerful countries have been operating in various parts of the world and communicating among one another with the use of translators and interpreters. These documents have had high locus standi in the area of media connected with world affairs and various activities carried out by United Nations. The non-English speaking world carries out businesses, get into negotiations and takes up various issues at an official delegation level in which translators and interpreters have played the role going up to the extent of saving the world from wars and catastrophes. In this sense, translation has been a high end official and technical communication process.

A large chunk of communication gets carried by translators on a daily basis by various international funding agencies that have been helping many under –developed countries like few African countries and developed countries like India , China etc. which have been carried out by international funding and donor agencies which help the downtrodden poor to avail basic lifesaving facilities. These agencies have been working in India since a long time too. High end officers and programmers at various branch head offices and regional offices do

translation and interpretation work with the heads from the head –offices most of the time. Some such agencies which have always been working in rural areas on poverty alleviation, empowerment, health, women and children, water and electricity are UNICEF, World Bank, DFID, and UNDP etc.

13.2 Let us talk about issues at a national level that involve translation activities in inside India. Due to British invasion and the success story of imperialism and colonization if fixing up India as a country as an official and legal body of a certain standard, English has become to be used as the lingua franca of the country. Most of our laws and acts are still British laws and acts. English language is very different from Indian languages in terms of lexicon, syntax and manner of expressing things. This is called linguistic difference between English and Indian languages. Linguistic problem has been one of the most significant problems translators have been facing in offices of India since a long time now. These linguistic problems include translating words from English to Hindi and other regional languages with accuracy, translation of large long sentences from the source to target and the tone and intention of the original message getting lost in the process of word-for-word translation. This is called literal translation. Literal translation means exact word-for-word translation of the source language to the target language. This has been one of the most common conventional strategies in the field of translating official documents thus far in the document management system. We often see, due to inadequacies of skilful linguistic competence in the source as well as the target language and due to the fact that these documents are related to systems existing in Britain lent to India, few English words have entered Indian languages in the official language documentation process.

13. 3 Document translation is a vast area of study. In this block, we attempt to familiarize students about document translation forms and formats so that they can develop adequate skills and competence in the field of education, media, administration, businesses, tourism and politics etc. which have started requiring large number of translators due to fast modernization, nationalization, globalization and specially profitability based activities such as FDIs etc. in India today. Today, we see the remote and tribal India merging into mainstream India and thus various issues emerging in the area of document translation. Document translation require various kinds of information and data collected for various purposes and various official as well as formal and important information communication carried out in various areas which

include state level activities as well as activities carried out in indigenous communities that need to be translated for the purpose of official and formal documentation for references and progress at a state as well as national level. Sometimes tribal village heads are giving data which need to be converted into reports involving issues and documented in appropriate format in the state language, national language and in English. These kind of multi-lingual document translation process is an emerging trend in India today and this specialized field has entered research to increase its efficiency and standards under a broad term called Document Translation. Document translation thus technically refers to transfer of information from a certain source to another source and target in a multi-layered complex way for the purpose of recording events, issues and data pertinent to a specific project for the purpose of document management in the private sectors for themselves and for the purpose of liaisoning with concerned governments and their own head offices and country offices. Document translation has still not come up as enormously as literal translation. Literal translation mostly happens in various departments of government and offices aided by government for record value purpose which is also roughly called document translation. Large bulk of documents are practically entering office transactions everyday through various ways such as casual conversation translation, unofficial data collection and translation and the like. These are never always literal translation at all. These are happening in typical multi-lingual situations in which representatives of a tribal community, for example, speaks to the catalyst and the catalyst speaks to the office bearer of the local standard regional language which is Odia in case of communities residing in the state of Orissa and then the entire document gets translated and documented in English for the reference of central government and state government. English has always been the ultimate language for final documentation and thus translation from local languages to English cannot even be undermined. English documentation value has the highest authenticity and legitimacy because English is the lingua franca of the country and in a country such as India only 10 % population know this language. Therefore, this entire process involves constant interaction of various people at various levels for various official and semi-official purposes. This entire process is largely unofficial because government cannot afford to hire so many officially designated translators for such mundane purposes which can be done on voluntary basis by locals and officials appointed in various localities. If at any point, state governments and central government can afford it, there would be need of hundreds of certified translators to ensure the technicalities and authenticity of the translated materials for record value. This make take another thirty to forty years. Unemployment in the field of translation studies as a subject of investigation is like unemployment in any subject which is an area of

investigation and research and people go for higher education opting for these various subjects like History, Political science, Geography, Linguistics etc. However, it is important to mention that this field offers more consultancy work to certification holders compared to various certification holders of various other subjects. This is why attaining technical proficiency in document translation and literal translation for official purposes has gained prominence lately.

13.4 Technical proficiency in translation involves linguistic proficiency and proficiency in the area of having adequate knowledge in following official norms, rules and regulations in maintaining the designated forms and formats of the texts from the source language and inserting the details that might be lacking in the original text. For example, district name, block name and village name is essential for documentation of a remote village of a tribal populated district which may not be required for an event or person who lives in mainland Bhubaneswar which is the capital city of Orissa. Here the translator inserts the left out details when expected. This is different from poorly documented original text. A poorly documented text lacks facts and figures and analysis of the same in appropriate style and with expected domain knowledge. For example, a certified translator from English literature background cannot translate or create a document of a mining plant in a district remote hill, nor can he translate such a technical document written in a certain source language to a given target language. This is where, engineers and managers, scientists and technical experts with a certification in translation studies can get better paid than an ordinary certified translator. An expert in the area of translation studies adds value by bringing in accuracy to the translated text by adding technicalities in terms of formalities, statement of facts and analyses and adhering to expected forms and formats of the document under translation.

Self-Check Exercise 1

Why is translation of official communication called technical communication?

Answer – para one, page one

What have been the major problems translators in India facing while translating data from English to Hindi or other regional languages.

Answer- para three, page two

What is literal translation? What has been happening in the field of literal translation of official documents and why?

Answer- para three, page two

What is document translation?

Answer- para four, page three

Why cannot we ignore translation from local language to English?

Answer- page three

Who is certified translator? What is the area of trouble for a certified translator who lacks domain knowledge?

Answer- page 4

13. 5 Usual documents used in a day-today basis in an office environment are – circulars, memos, notices, advertisements, notes, drafts, reports, making and handling queries, various kinds of formal and informal letters of invitations, requests, complaints, adjustments, sales, purchase, tenders, deals, financial transactions, bill making and book keeping and filling up of various forms and formats, emails, proposals, journals, drafts to name a very few. One can write a big fat book on office document set. We will give examples and samples of few forms and formats of official documents due to limitation of time and space. What is important here is to know that the importance of a document or text lies in detailing the document from source

to target with accuracy and completeness of facts and analyses and identifying points that are missing from the source which would be absolutely necessary and important for the target . Having an idea about the domain of text to be translated and excellent communication skills with linguistic expertise meet the purpose of needing an efficient translator and the amount of funds allocated to it. Translation has occupied a large chunk of fund allocation in FDIs and out of the region businesses. Here I do not want to confuse the student of this course about the availability of jobs in the field of translation as it may sound. The points I have laid down here are about the office document translation which technically exists and happen in this world with a reality that people do these translations just voluntarily. Having discussed the importance of translation and guidelines in the previous unit I need to mention that in country such as India in which the government is only 70 years old, we have had only a handful of translators. These jobs have often been created and fallen from time to time depending on the ruling party's policy to run the state within a budget and various requirements the given state may have. Hindi translators are more or less fixed in number and those jobs also remain intact where and once they are created. But, translation as a work, has always been taken out by many people on consultancy basis which have even been at a rate of ten or twenty rupees a day and people do this because this still hasn't become a very small amount in very remote areas of India. We may not see proliferation of translation jobs in the coming thirty/ forty years, but consulting job in the area of translation ranging from ten rupees a day to hundred dollars an hour have been increasing day by day. In the last ten years, the increase of the need of translators have gone far too high. Prior to these ten years, there was a period of five years or so during which people had rather opted to be translators and interpreters for those mega corporates than becoming managers there. Government officials have started paying local people to get their data at affordable price on a private basis.

13.6 Official Language Implementation Review committee – Various departments in the government, banks and private sectors meet from time to time to review official language implementation policy of the government mandate to ensure all forms and formats have been translated perfectly and timely. National Language Policy act is far stricter in this area compared to regional official language policy. Thus, while many Hindi translators' jobs are well attested jobs in all central government departments, nationalized banks and various bodies closely connected to central government, Oriya and other regional languages create these bulk jobs in documentation translation area in phases with contract translators and they do get

advertised from time to time. Oriya as the Official Language of Orissa has been revised and renewed recently and there might a vast number of jobs generated for Oriya translators either for a period of five years or few years or there might even be creation of few more permanent jobs of translators.

13.7- Responsibility of the translator- Translator of official documents has to confirm that the preparation of the documents in the target language have maintained standard and accuracy from the original source and hence can be accountable for the truthfulness of the translation of the material at the time of delivery of the translated materials and ever after for any further clarification and explanations related to the document translation. In case of semantic translation, the translator confirms that policies and judgements converted to the target language have followed the intention and sense of the original document with accuracy and completeness.

The translator has to confirm that documentation translation process had maintained regular on-going accountability every time there has been a change or modification or revision made to the original document.

13.8 Note making as a process of office document translation – The first point that the translator has to recognise in the process of official document translation is that the task to be done gets done where translation plays the vital role in getting the task done, as in tasks in remote rural and tribal areas and the like. This process involves reading the entire source text first before starting the translation, investigate the accuracy of the facts and analyses made in the source document to avoid the poor documentation in the source possibility, taking note of important and crucial points related to the issue and lastly ensuring that the content and structure of the document maintains accuracy and completeness.

Reading the text involves making note of the main idea, original concept, and analyses of various facts and figures, data structure, graphics along with titles and subtitles of the source text. Idea grouping plays a key role in framing the translation. In case of literal translation, reading before translating involves reading to understand so that the translator will not fall short of words available in the target language to convey the idea given in the source language by use of certain technical words. Literal translation had the option to go for various translation

softwares made available these days along with machine translation tools. However, they make serious mistakes and these mistakes can be handled effectively if the translator has read the text before putting it to the software for literal translation.

13.9 Examples of Forms and Formats

13.9.1 Telegrams

Drafting a telegram requires excellent command over words . Excellent command over words can reduce a paragraph to a few words in case of telegrams where lesser the number of words, the more efficient the message. The way a message has been drafted in the source language will always depend on the structure of that language and the kind of vocabulary that exist in the language which might be drastically different from the target language. Literal translation is less preferred in this case. In this case, semantic translation is the best option. The translator can opt for various other various other techniques of translation in this particular case. The translator keeps the option to omit adjectives, adverbs, ornamental words and rules of grammar in case of translating a telegram. See the following example to have an idea about a telegram message –

“The delegation committee from centre shall arrive at the Bhubaneswar Biju Pattanayak air port sharp at 12.40 pm on 20 July, 2016 by Air India and they would leave Bhubaneswar at 6.40 pm on the same day by Air India”

In this example, the underlined words were unnecessary. Here, arrival means arrival at Bhubaneswar and the name of the air port did not need to be mentioned because Bhubaneswar has only air port. These details may not irrelevant in a place where there are several air ports and several flights land in the same air port from the same place and they leave for the same place at the same time from the same of various air ports. This telegram may mean that if the delegation committee may have to be taken to the district head quarter of a state for inspection of an important project or plan then the designated authorities from secretariat at Bhubaneswar

is supposed to make all necessary arrangements for the transportation to and from the field area and arranging the meeting with venue , time and appropriate authorities and ensure relevant convenience required by the team and necessities to be arranged to make the trip successful within the stipulated time.

Assignment

- 1. Translate the above telegram to Oriya.**
- 2. Draft five telegram messages with five different official contexts and translate them to Oriya using various techniques of translation. Give at least one example, where literal translation is possible in case of telegram because this is rare.**

INSERT THE ORIYA TEXT IF THE SAMPLE HAS TO BE GIVEN

The translator may note here that while translating the above example to Oriya, he may not use punctuations and the words not necessary to convey the message. Arrangement of words will definitely differ because English language is very different from Oriya language. Number of words may increase or decrease where the translator may show his talent for technical translation for official purpose. The translator will have to define the context and the purpose of the visit so that the message delivered to appropriate authorities at various places and head quarters can stay prepared to meet the inspection committee and help them complete their task effectively. The style of translation can be completely personal and abbreviations used must follow standard norm of abbreviations. For example, abbreviated form of Bhubaneswar is BBSR or BBS in English whereas no such abbreviation for the name of the place is available in Oriya. On the other hand, while the abbreviation for dated is “dt” in English, in Oriya too there is a short form for the term.

13. 9.2

Official letters are prepared for creating surveys , making queries, seeking information, making complaints , giving information, placing orders, responding to invitations etc. Letters to news paper editors, school authorities and various people are popularly called application which are

also letters. Letters can be formal as well as informal. Depending on their nature various forms and formats are adopted. A typical official letter states the problem, informs about the event or the issue simply by the way of greeting at the very outset. Since these are records of correspondence, therefore, it is advisable to be precise and follow guidelines. Translation as it means, it is about transferring data from one language to another language. Therefore, we restrict the lesson to English. Depending on the language you translate, you take the assignments and translate the documents following the norms and guidelines of various forms and formats.

When you write to officials, you generally start the letter by introducing yourself if you are not using a letter head of your own and mention the purpose of writing at the beginning of the document. Next, you provide details of the purpose by using appropriate words. For example, if you are writing a letter or application to apply for a new telephone connection, you make a request letter to the appropriate authority at BSNL. If you are writing a letter to the editor, you begin with reference to the issue what you are writing about , the details and importance of the event or issue, the context in which you are writing the letter and what would happen if the issue or event is not given adequate attention to by the public and necessary authorities who you try to reach through media. Since, letter to editor is just a way to reach the public , therefore you cannot ask the editor to provide solutions. In stead, you give suggestions. This is the basic difference between writing a letter to an editor and a letter to your school Principal. If you are writing about an on-going issue , then it is preferred that you establish a connection be giving reference to recent developments and steps taken about the issue or event and how have the public been responding to it so that it can be taken up further. Letters to editors can also be about making suggestions, showing concerns, lodging complaints of public interest, criticism or appreciation of a new policy or it can also be about stating a corruption or an erring problems in a certain department etc. If you are writing to your super-ordinate or head of the institution where you are working then it is advised not to do sweet-talk or give any complement as you may do when you are writing to a colleague or an official acquaintance. Every language has a polite style , extra polite style and informal casual impolite style. It advisable to make suggestions seeking action or making a promise or a proposal by using polite form of words and sentence structure in the language at hand. If you writing to a business house complaining about something, it advisable to keep the tone friendly and pleasant. It is important to refer to reference numbers of the letter, order number, cheque, demand draft number, file numbers and

other necessary codes in the format of the letter itself. On the whole, the translation should be reader-centric.

The format of a formal letter always has a heading which contains sender's name, designation and address, then receiver's name, designation and address after a space, date at the right most corner or where the institute has decided to put it, subject line stating the theme of the letter or application, salutation and then the main text.

A sample format of a formal official letter

Dear Sir / Madam

Dear Mr / Ms / Mrs + Name

- For Authorities :

Sir / Madam

BODY OF THE LETTER

Para 1: Your name and purpose of writing

Para 2: Particulars of the problem / issue / dispute

Para 3: Mention your wish from the reader such as what you are hoping, your appeal, if you gave a caution, decision, statement etc.

Para 4: CLOSING THE LETTER

Write YOURS with a capital 'Y' and sincerely/faithfully or truly with a small 's', 'f' or 't' respectively .

REMEMBER : the word YOURS never takes an apostrophe .

SIGNATURE, Full NAME (in capital letters) and DESIGNATION of the person writing the letter is put here

Layout should include date, receiver's designation and address, salutation, subject, complementary close and designation of the writer.

CONTENT

(It includes your creativity in presenting ideas which are relevant to the topic of the letter.)

- If the letter is to THE EDITOR of a newspaper, you should try and present both sides of the picture.
- If the issue raised is one which requires argumentative presentation or highlights a discursive topic, remember to present the pros and cons of the situation. Always give suggestions to overcome the problem or modify/improve the situation or resolve the issue (if any).

EXPRESSION :

- **FLUENCY:** It is your ability to present your ideas in a coherent and organised way. Before answering in the fair you should jot down your ideas. The process to follow before attempting his 'letter' answer is :
 - Think about the letter / topic. Brainstorm to chalk out the points to be written.
 - Use CODER – Collect ideas, Organise them to maintain a fluency, Draft the letter by putting together all the common ideas coherently & logically with a proper transition of paragraphs, Edit the letter and delete all the unnecessary or repeated points and then Revise the letter.
 - End with a positive note.
 - **ACCURACY** – It involves grammatical correctness as well as structuring of sentences. Your effort should to present your content in simple, straightforward language by collating all your ideas coherently.

COMMON MISTAKES IN WRITING LETTERS TO THE EDITOR:

- Mistake in writing the format.

- Sender's address not written.
- Ideas not presented in paragraphs.
- Only problems written, suggested solutions not provided.
- Editor asked to solve the problem.
- Topic not understood.

SAMPLES:

LETTER TO THE EDITOR:

Suppose you are an educationist and feel strongly about the flaws in the existing system of education. You feel that the system neglects the talent and skills of the students and is restricted to classroom teaching. Write a letter to the editor of an English newspaper making a case for education beyond classroom teaching. Sign yourself as Dr. Amit Verma. (Word Limit: 200 Words)

27 University Enclave

New Delhi

The Editor

The Hindu

New Delhi

4 December 2010

Sir

Subject : Education Beyond Classroom Teaching .

The examination season has started. It has now become fashionable for some schools to go over-board with the examinations .The schedule for junior classes resembles that of the Civil Service examination.

Most schools seem to believe that classroom education is the only stepping stone to success. In the process, they overlook other talents and skills of students like music , painting and sports and qualities of head and heart such as courage , chivalry , personality , wit and friendship. What are these schools doing to inculcate these qualities in children? Instead of pushing and prodding the children like beasts of burden and leaving them dazed and flabbergasted, they should aim for the overall development of children.

The main problem is our inability to live peacefully with others and our selfish mentality. The schools should teach the students the age-old values of brotherhood, tolerance , team spirit , satisfaction .Co-curricular activities have a vital role to play in this regard , Thus the schools should pay extra attention to it while designing the curriculum . The interests of the students should be taken into consideration to develop their skills. The education imparted should be practical and relevant to their life. The examination system should stress more on understanding the subject than merely cramming facts.

Through the columns of your newspaper, i request you to create awareness among the public and the concerned authorities so that the education system can be re-vamped ang children start enjoying their studies and their school and college life.

Yours sincerely

Signature

Dr. Amit Verma

LETTERS OF ENQUIRY/ LETTERS OF INFORMATION

Write a letter to M/s Laxmi Stationary Mart, Chawri Bazar Delhi asking them to send their rates and terms of supply of stationary items. You are R. K. Mittal, Office Superintendent, Bundelkhand Public School, Jhansi. (Word limit 125 – 150 words.)

Bundelkhand Public School

Jhansi

The Manager

M/s Laxmi Stationary Mart

Chawri Bazar

Delhi

20 December 2010

Reference No

-
Dear Sir

Subject : Inviting Rates and Terms of Supply

This is to bring to your notice that on behalf of Bundelkand Public School we would like to place a bulk order for the supply of stationary items for our school office and the administrative block for the session 2011-2012. We have selected a few leading stationers for the purpose of supply of these items. We have included your prestigious firm in the list, keeping in view the goodwill it enjoys in the stationery market. Kindly quote your rates and terms of supply and also state your discount rates if any which will also help get due weight and consideration.

We need the following items with their brands and number of items required

S.No	Particulars	Brand	Numbers
1	Pencils HB	Natraj	20 Dozens
2	Pencils HH	Natraj	30 Dozens
3	Type Paper	Star	20 Reams
4	Cyclostyling Paper	Star	20 Reams
5	Computer Paper	Star	40 Reams
6	Carbon Ribbons	Kores	40 Packets
7	Carbon Paper	Kores	20 Packets

Let us remind you once again that maximum discounts and the suitable terms of supply will be important considerations before placing the order. The lists of rates and terms of supply received after 20 April 2010, will not be entertained .Please let us know whether it will be possible for you to supply us the above items. Kindly let us know the maximum time which you will require to supply us these items.

Yours sincerely

Signature

R.K.Mittal

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LETTER TO COLLEGE AUTHORITY – SEEKING INFORMATION

You are Mallika, student of class XII, Townvale Girls' School, Shimla, and are all eager to enter the National Film Academy, Shimla, after your board results. Write a letter to the director of the film academy seeking information regarding admission procedure, eligibility criteria, fee structure, placement opportunities, etc.

BB-101, Townvale Girls' School
Shimla-112233

22 March 2012

The Director
National Film Academy
Shimla-112211

Sir

Subject: Seeking information about admission

I am greatly interested in joining your esteemed academy for the academic year 2012-13. I am a student of class XII at present and hope to be eligible for your admission criteria. Even though I have heard quite a lot about your institution from my friends and advertisements, I would like to clear some of my doubts regarding your admission procedure.

Kindly tell me know when is the right time to apply for a course? Where are the admission forms available? Can I download a form over the internet? I hope your institution welcomes payment of fee in installments. Are there scholarships for eligible students? Any entrance test conducted for the same?

I would also like to know further details such as the course duration, tuition and other fee, study centers and any placement assistance provided after the successful completion of the course.

I am looking forward to an early reply from your side.

Yours truly

signature

Mallika Sharma

SAMPLE LETTER OF ORDER/PURCHASE

As Librarian, Model Secondary School, Neyveli, write a letter to M/s Sohanlal & Bros Booksellers, Agra, placing an order for books (Mention at least 4 titles of the books) to be supplied immediately .

The Librarian

Model Secondary School

Neyveli

The Manager

M/s Sohanlal & Bros

Booksellers

Agra

26 November 2010

-
Dear Sir

Subject : Supply of books for the school library .

This is with reference to your quotation dated 20th October 2010 we are pleased inform you that our management has decided to place an order with your esteemed firm. We want to place a bulk order to you for the supply of books to our school library . We shall not settle for less than 20 % discount on the purchase of the books. Besides, we hope to get another 5 % special discount that is usually granted to the institutional buyers. It goes without saying that you will have to bear the mail and other expenses involved in the despatch and delivery of books

The list of books with their particulars is attached here with .

List of Books

S. No	Name of the books	Authors/Publisher's name	No of copies
1	History of India	L Prasad	20
2	Modern Trigonometry	Bansilal	30
3	Modern Algebra	S K Sen	25
4	The New Atlas of the World	Frank Bros	30
5	Wonder that was India	Bhasham	15
6	India Wins Freedom	M A Q Azad	10

The above books must reach us in proper shape and order not later than 15 December 2010, if our terms and conditions are acceptable to you.

Yours sincerely

Signature

Madan Mohan

Librarian

LETTER OF COMPLAINT

You are Manisha, staying at 22, Kirti Nagar, Delhi. You bought a mobile phone from "Mobile Villa", Roop Nagar, and Delhi. The phone developed a problem within a few days of the purchase. Write a letter to Sales Manager of the showroom complaining about the defect and seeking immediate replacement.

22, Kirti Nagar

Delhi

15 December 2010

The Sales Manager

Mobile Villa

Roop Nagar

Delhi

Sir

Subject : Complaint against defective mobile phone

I bring to your kind notice that I bought NOKIA N73 mobile on 5th December 2010 vide receipt no.SE/099 from your showroom.

I regret to inform that after one week of using it, problems started to appear. The flash of the camera is no longer working. Also, the display screen is getting blurred which makes it difficult for me to see the SMS messages clearly.

Under the terms and conditions of the sale, the phone carries a guarantee of two years towards any defect. You are, therefore, requested to replace it at the earliest so that I would be spared from further inconvenience.

Yours faithfully

Signature

Manisha Thakur

Enclosed: 1) Cash Memo

2) Copy of the warranty

NOTICE

A notice is a formal means of communication. The purpose of a notice is to announce or display information to a specific group of people. Notices are generally meant to be pinned up on specific display boards whether in schools or in public places. Notices issued by the government appear in newspapers.

FORMAT

A notice should be written in the following format:

- the name of the organisation issuing the notice
- the title ‘NOTICE’
- a heading to introduce the subject of the notice
- the date
- the body of the notice
- the writer’s signature, name (in block letters) and designation

Name of organisation/office issuing the notice

Date Notice

Heading

Body of letter

Signature

Name

Designation

Points to remember:

- A well-written notice must inform the readers about the 5 Ws:
 - What is going to happen, (that is, the event)
 - Where it will take place
 - When it will take place (that is, the date and time)
 - Who can apply or is eligible for it
 - Whom to contact or apply to (that is, the issuing authority)
- Only the most important points should be written.
- A.O.D. – that is, any other detail given in the question.
- One is free to add any relevant information not included in the question.
- The sentences should be short and grammatically accurate.
- They should be in the passive voice as far as possible.
- The notice should be presented within a box.

- The word limit for a notice is 40–50 words (only the words in the body of the notice are counted).
- Information given in a notice must be clear and should not cause any misunderstanding or confusion.
- A notice must be catchy and appealing – it should attract the reader's attention at once.
- Increase the visual appeal of your notice by using bold letters, catchy slogans, striking words and phrases, etc.
- Standard abbreviations are allowed.

Marking scheme

The name of the organisation, 'NOTICE', the heading and the date — 2 marks

The name and designation of the person writing — $\frac{1}{2}$ mark

Placing the notice within a box — $\frac{1}{2}$ mark

Content and language — 2 marks

Adherence to the word limit is important:

- If the candidate exceeds the word limit by 2 or 3 words, $\frac{1}{2}$ mark is deducted.
- If he/she exceeds the word limit by 4 or more words, 1 mark is deducted.

Value points in a notice

Meeting

Date:

Time:

Venue:

Agenda:

Purpose:

Who to attend:

Contact Address:

Specific Instructions:

Lost and Found

Article lost/found:

Date:

Time:

Place:

Identification marks:

Contents:

Whom to contact:

When and where:

Events

Name:

Date:

Occasion:

Time:

Venue:

Eligibility:

Contact address:

Specific information:

Tours / Camps / Exhibitions

Name and nature:

Occasion:

Venue:

Date:

Objective-information, invitation, appeal:

Entry fee:

Time duration:

Contact address:

Specific instructions – dos and don'ts:

Sample notices

1. The Residents' Welfare Association, Green Park is organising a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details too.

Notice

10 Jan 2007

Holi Fiesta

The Residents' Welfare Association is organising a Holi bash in the colony as per the following details:

Date : 17 February 2007

Time : 9 am to 5 pm

Venue : Green Park Club

The residents are requested to come along with their families and friends and add colour to the rejoicings.

Ravi

Ravi Kumar

President, RWA

2. On the occasion of National Science and Technology Day, the school has decided to organise a Science Fair. Vikram, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice is not more than 50 words.

Delhi Public School, New Delhi

Notice

13 April 2007

Meeting of Science Society

On the occasion of National Science and Technology Day, the school has decided to organise a fair. All office bearers are requested to attend a meeting in the School Library on 16 April 2005 at 10 am to discuss the arrangements for the fair.

Vikram

Vikram Singh

(Secretary, Science Society)

3. Ram Lakhani is the Head Boy of Bhavan Vidyalaya, Chandigarh. He and some other students of the school are touched by the plight of the poor

and the destitute in the state-run homes, and wish to make a difference in their lives by lessening their sufferings. They decide to raise funds for this purpose. Write a notice, not exceeding 50 words, making an appeal for generous donations.

Bhavan Vidyalaya, Chandigarh

Notice

6 May 2007

Attention Please!

Lend a Helping Hand

Your help and co-operation are required to make a difference in the lives of the less fortunate living in the state-run homes. Donate generously. Deposit your contribution to the undersigned by 13 May 2007. The money so raised will be spent on medicines and clothes for the inmates.

Ram

Ram Lakhani

(Head Boy)

4. You are Parthasarthy Mishra, the Head Boy of St John's High School, Dalhousie. You have been asked to write a notice regarding a sports kit bag found on the school playground. Write the notice in not more than 50 words. Invent necessary details.

St John's High School, Dalhousie

Notice

10 April 2007

Found – A Sports Kit Bag

A sports kit bag was found on the playground on 9 April 2007 during the recess period. Anyone who has misplaced a grey sports bag with huge pockets can collect it from the undersigned within two days, that is, by 12 April 2007.

Parth
Parthasarthy Mishra
(Head Boy)

5. You are the cultural secretary of your school. Write a notice in about 50 words inviting the names of students who would like to participate in the variety programme that you are planning in aid of an old age home in your city. Items may be in the form of solo and group singing, monoacting, magic show, dance performance, etc. Trials for the most suitable participants will be held during the zero period everyday.

Blooming Flowers School

Notice

10 July 2007

Sandhya Tara

Our school is organising a cultural programme to collect funds for ‘Sandhya Tara’, a home for the elderly. We plan to include a dance drama, mono acting, a magic show and other items. Students who wish to participate should submit their names to the undersigned before 20 October 2007.

Trials will be held daily in the zero period.

S Walia

SandeepWalia

Secretary, Cultural Society

Self Check Exercise 1

1. The Hindustan Times Pace Programme is planning to hold fun-filled workshops

on candle making and clay modelling for all Class VIII students on Children’s Day in the school. As Keni Pinto, the Head Boy, write a notice informing students about it. Include necessary details and write the notice is not more than 50 words.

2. The event management company, Altitudes Expeditions, has organised an Adventure Trip of Sitlakhet in the summer vacations for interested students of Classes VIII and IX. As president of the Excursions Committee, write a notice in not more than 50 words informing students about the trip and inviting them to join.

13. 9. 3

Business letters - Formal, Informal, Internal , External, Leaflets, Brochures, etc

Invitation Letter to a Guest Musician – No honorarium

Leave a reply

In this letter of invitation, a musician is invited to perform. It is customary to expect to cover the expenses of any guest speaker or musician you invite, however, there are times when a group cannot possibly afford to cover such cost and the guest speaker or performer may still be willing to honour the invitation. If you have someone to invite, you can always explain your situation to them and who knows, your invited guest may feel passionate about your cause enough to foot his/her own bills.

Whatever the case, always remember to write formal letters on the organisation's letter headed paper and sign at the end.

Sample Letter of Invitation

Student Union Government

University Of Abuja

Gwagwalada, Abuja

November 18 2014

Mr. Frank Edward

Musician

Loveworld Records

Area 3, Garki Abuja

Dear Frank Edward

We are having our “Annual Christmas Carol of Nine Lessons” in the New Law Theater of University of Abuja Main Campus December 9-11. The theme of this year’s event is “Christ Is Come”. We are focusing on the birth of Christ and the lessons that came with his birth.

Would you be our guest artist? We are overwhelmed by the impact your music has made in the lives of everyone both young and old. Your performance will set the tone perfectly for our event. A 10 minute to 15 minute performance will be fine. We expect an attendance of over a thousand students.

Due to financial constraint, we will not be able to pay or cater for your expenses for performing at this event. We are hoping as a means of giving back to the society and mentoring and motivating aspiring young singers and other students will be a sufficient incentive for you to be with us.

I look forward to a favorable reply, and just as soon as I receive it. I will send you complete details. Our meeting place is New Law Theater just east of the university gate.

Yours sincerely

Ade Abolarin

P.R.O (S.U.G)

This entry was posted in Speakers, Special Events on December 5, 2014.

Letter Inviting a Politician as a Guest Speaker

Leave a reply

Here is a sample letter of invitation to a Politician to be a keynote or guest speaker and a conference. Some of the topics to cover are listed so that the speaker has a clear understanding of what is expected of him.

Please be reminded that this letter would be printed on the Organisations Letter Headed Paper, which contains multiple ways of contacting the writer of the letter.

June 5, 2014

Senator	Kate	Briggs
Chairman		
Senate	committee	on
National		Defence
Abuja		Assembly
Nigeria		

Regional Conference: Tackling Unemployment and Terrorism

Dear Sen. Briggs

We are pleased to invite you to the “Regional Conference: Tackling Unemployment and Terrorism.” Scheduled from 12-15 December 2014 at the International Conference Center Area 10 Abuja. This conference will be a joint effort of the Ministry of Defence and Ministry of Labour.

The Minister of Defence Dr. Shamsudeen Usman will inaugurate the conference and the Minister of Labour Emeka Anyaoku is expected to address the Closing Ceremony.

- The Conference deliberations will be on the following themes:
- Causes of Unemployment in Africa
- Factors leading to Terrorism
- What Role should the Government and National Assembly Play
- What are the possible solutions to unemployment as it forms a common bond to Terrorism

It is an honor and privilege to invite you to participate as a speaker for this symposium on “Tackling Unemployment and Terrorism”. We believe that your contribution to this topic will be very beneficial.

We would be glad to answer any questions you may have and provide necessary clarifications where needed. Kindly send in your response by December 5th 2014 to the conference secretary, Ms. Grace Abu, at info@secuployment2014.com.

Yours Faithfully

Dr.	Francis	Samuel
Public	Relations	Officer
Ministry Of Defence		

This entry was posted in [Conference](#), [Speakers](#), [Special Events](#) on [November 20, 2014](#).

Sample Email after Invitation Letter for Guest Speaker is Accepted

Once your invitation has been accepted by a guest speaker, it is important to respond with another letter or email, giving the speaker some more details and requesting some information from them. In some cases, this is the only invitation letter that would be necessary because you would have concluded the invitation verbally over the phone.

Please note that if the invitation has been accepted verbally over the phone, it is still a good idea to send a formal letter or email to the guest speaker or their secretary. The letter below is a sample that can be used either for a regular letter (place it on your letter head and add the address of the speaker) or via email – (add an email title).

This letter or email is also important because it gives the speaker a clear picture of how his day or evening would look like. You always want your speaker to know if you expect them to go with you to lunch or dinner before or after the event or if not at all. This way the speaker is not forced to stay when they had planned to leave earlier.

SAMPLE EMAIL OR LETTER (TO GUEST SPEAKER)

EMAIL TITLE

RE- GUEST SPEAKER INVITATION

Dear Dr Marii,

Thank you for accepting our invitation to be the guest speaker for our meeting on September 22nd 2014 at the **Four Points Hotel, 123 Kings Street, Kingston, Ontario.**

We look forward to your presentation on **the latest developments in the area of International Shipment Tracking.**

We invite you to be our guest for **Lunch at 1:00pm**. The training seminar begins at **3:00pm**, with an hour and a half allocated for your presentation. There will be a question and answer period after your presentation.

Kindly let us know what types of equipment you will need for your presentation. The seminar room is equipped with a computer and a multimedia projector should you require one. Should you prefer to use your own equipment, kindly let us know as well, so that we can ensure that we are well prepared.

I will contact you the first week in September to finalize the arrangements. Once again, thank you for agreeing to speak to us.

Dr. Andre Pastel

Program Cordinator

[organisation name]

This entry was posted in [Conference](#), [Seminar](#), [Speakers](#) and tagged [Guest Speaker](#), [Invitation to speaker](#), [Keynote speaker](#) on April 21, 2014.

Invitation to the Fire Department to be present at a Community Event

Inviting the Fire Department, the Police, or any other government agency to your event is usually a good highlight to your event. Some of these agencies have a form on their websites that you can simply fill out and submit. However some do not have such forms. Should you need to write one of these letters, here is a sample invitation letter sent by a community organisation to the Fire Department to attend a community Barbecue and Family Day. Simply adapt this letter to suit your particular situation.

Sample Invitation Letter to the Fire Department to be present at a Community Event

Name of your Community Association (if Any)
123 York St, Kingston, Ontario, Canada.

www.abccompany.org

Email: admin@abccompany.org Tel:1-800-222-3333

The Fire Chief

Fire Department, Station -222,
123 Street Address,
Kingston, Ontario, Canada

INVITATION TO ATTEND OUR FAMILY DAY EVENT

ABC is a community development center . There are a total 250 households in the Kingston north end most of which are members of ABC. As part of its annual activities, ABC is planning to hold a Family Barbecue on Saturday, 25th January, 2014 at 11:00 am at the John McDonald Park. The main purpose of this Barbecue is to foster community spirit amongst the residents of the

Community.

As part of the activities of the day, we would be honored to have the Community Fire Department with a Fire Engine at the event, so that the children can interact with the firemen and the fire engine. If possible, we would also appreciate a short speech about fire prevention and what to do in the event of a fire. We have scheduled this presentation for 1:00pm on that day.

We are expecting a total of about 200 – 400 people at the event. Kindly let us know as soon as possible if you would be available to attend our event and any other questions you may have.

SUSAN

MILLER

CHIEF COORDINATOR

This entry was posted in [Speakers](#), [Special Events](#) and tagged [Fire Department](#), [Invitation to speaker](#), [Invitation to Special Events](#) on August 4, 2013.

Informal letter

SAMPLE INVITATION TO THE RETIREMENT PARTY ORGANISED BY A COMPANY

Dear John Smith,

Retirement Party for Mr Alexander Dowie

This is to inform you that Dr Alex Dowie our Director of the IT Department is retiring on January 23, 2013. Dr Dowie joined our company 20 years back when the company was in its initial years and was trying to make its place among the top ranked companies in the Mortgage

Industry. Ever since then, he has positively contributed towards the success of this company. We were never short of his advice when it was most needed and his leadership and faith in his fellow colleagues has always been exemplary.

In order to say a formal ‘Good Bye’ and to wish him luck for a relaxed retired life, a farewell dinner is organized by the company at Ramdas Hotel, 45 Johnson st, kingston, Ontario on 23 January, 2013.

You and your spouse are all invited to grace this occasion and express your best wishes to Dr Dowie in person. Kindly RSVP by responding to this email with the name of your guest by 15th of January.

SUSAN MILLER
DIRECTOR HUMAN RESOURCE

This entry was posted in [Retirement](#) and tagged [invitation letter](#), [retirement invitations](#), [sample retirement letter of invitation](#) on [January 27, 2013](#).

Sample Invitation Letter to Grand Opening

There are many different invitation letter samples in various styles and formats on this site. Feel free to use the link on the right to find the one that suits you best. Here is a sample letter used in inviting business owners to the grand opening of a Daycare center.

It is always a great idea (i am sure you know this already) that all business communications be done on Letter headed papers. Even if the business is a new one and you do not want to invest in professionally designed letter headed papers, you can always print one with your word processing software like Microsoft word. Needless to say however, there are companies that print these things for very cheap such as www.vistaprint.com.

SAMPLE INVITATION LETTER FOR INVITING BUSINESS OWNERS TO THE GRAND OPENING OF A DAYCARE CENTER.

The		President
Andola	Copy	Center

123
Masito
New York, USA. 111111

Lane,
Queens,

Dear Sir,

GRAND OPENING OF TINYTOT DAY CARE CENTER

Andola Copy Center is one of the major contributors to the community of Queens New New York, and we are happy to be doing business with you. I am delighted to inform you that ABC group has started another venture under the name “TINY TOT Day Care Center” within the Queens community.

As you are aware that ABC group has always believed in serving its clients, customers, and other stakeholders with the best of services, the main focus of the daycare would be to provide the much need care and training for the little children in the community while their parents are busy with work. With our new facility we will be able to provide care to 100 new kids from 6 months to 5 years of age.

The opening of our day care center is scheduled for Thursday, January 23, 2013 at 11:00 am. The event will be attended by our close business friends, company members and few parents who have already enrolled their children in our first batch.

We would be extremely grateful if you can make it to the occasion and be a part of our celebration. Kindly inform us of your decision as soon as possible.
Your faithfully

Dave Manly

Vice President

ABC GROUP

This entry was posted in [Grand Opening](#) and tagged [Formal Invitation](#), [Grand Openine](#), [invitation letter](#), [Invite](#), [Letter of invitation](#) on [January 25, 2013](#).

Sample Invitation email to a business meeting

A few people have asked about a sample email inviting team members to a business meeting. Here is a sample that you may find useful. At least it will give you an idea of how to start your email. Should you decide to send individual mails to your team members, then you can add some personal touch to it. I don't see a need for that though.

SUBJECT: Business Meeting on Thursday Jan 23rd at 9:00am

Hello team member,

I would like to express my personal gratitude for working so well as a team and being able to achieve last year's targets. I am sure there were valuable lessons learnt from a few mistakes made; however we learn and improve through our mistakes.

This new year brings along new challenges and goals that cannot be achieved without contribution of everyone on this team.

In order to discuss this year's work plan and to highlight each team member's role, a meeting has been scheduled for Thursday, January 23, 2013 in the conference room at 9:00am. The team leads are requested to make a 15-20 minutes presentation that covers last year's achievements and next year's plans. Any additional agenda regarding resource and funds allocation may also be included in the presentation.

Please acknowledge receipt of this email as usual.

Dave Topal

This entry was posted in [Business Meeting](#) on [January 25, 2013](#).

PROJECT WORK

Translate the following documents from government
of Orissa to the language you are acquainted with.

Samples from Government Orissa's Office Document
Section

The	Orissa	Government	Land	Settlement
Rules, 1983				

Whereas the draft of the Orissa Government Land Settlement Rules, 1983 were published as required by Sub-section (1) of Section 8-A of the Orissa Government Land Settlement Act, 1962 (Orissa Act 33 of 1962) in an extraordinary issue of Orissa Gazette No. 1444, dated the 1st November, 1983 under the Notification of the Government of Orissa in the Revenue Deptt. No. 40349-GE-(GL)-S-84/83/R., dated the 22nd June, 1983 inviting objections and suggestions from all persons likely to be affected thereby.

Whereas objections and suggestions received from the public on the said draft have been considered by the State Government. Now therefore in exercise of the powers conferred by Section 8-A, of the Orissa Government Land Settlement Act, 1962 (Orissa Act 33 of 1962) the State Government do hereby make the following Orissa Government Land Settlement Rules, 1983.

1. Short title and Commencement -

- (1) These Rules may be called the Orissa Government Land Settlement Rules, 1983.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions-

- (1) In these Rules, unless the context otherwise requires-
 - (a) **Act** means the Orissa Government Land Settlement Act, 1962;
 - (b) **Communal** with respect to a land means a land which is used by any village community or any section thereof for a communal purpose like burying or cremating dead bodies, celebrating public festivals, holding melas or common worship and the like without any Interference from anybody or paying any fees for the purpose;
 - (c) **Effective area of a village** means the total extent of private agricultural land plus arable Government lands consisting of Gochar, village forests and waste land in the village,
- multiplied by 20/23.

Note - For the purpose of calculating arable Government land under this clause, the following categories of lands shall be excluded, namely :

- (i) lands known as 'char' and 'diara' ;
- (ii) lands subject to the custom of Utabandi Settlement;

(iii) Canal side, road side and other lands considered temporarily surplus by the Works Department and Irrigation and Power Department which are placed at the disposal of the Revenue Department for temporary Settlement;

(iv) surplus railway lands placed by the Ministry of Railways at the disposal of the Revenue Department for being utilised for the purpose of Agriculture; and

(v) lands recorded or used for communal purposes;

(d) Form means a form appended to these Rules;

1[(dd) home-steadless person means a person who together with all the members of his family living in common mess-

(i) does not have an annual income together with the annual Income of all the members of his family from all sources exceeding Rs. 3,600 or any amount as may be notified by Government from time to time;

(ii) does not have any homestead land here in the State; and

(iii) owns less than one standard acre of agricultural land];

(e) Rural area means an area other than urban area;

(f) Schedule means a Schedule appended to these Rules;

(g) Section means a section of the Act;

(h) Urban area means an area constituted into a Municipality or a Notified Area under the Orissa Municipal Act, 1950 and shall include such other areas having urban characteristics which may be notified as such by the Government from time to time.

(2) Words and expressions used but not defined in these Rules shall have the same meaning as are respectively assigned to them in the Act.

3. Plotting of urban lands reserved for house-sites-

(1) Government lands belonging to any urban area reserved for house-sites under Clause (a) of Sub-section (1) of Section 3 shall be divided into convenient plots in accordance with the scale fixed by the consultation with the Municipality or Notified Area Council, as the case may be, subject to the approval of the Revenue Divisional Commissioner with reference to the requirements. In making such Division the principles of Town Planning and hygienic requirements shall be taken into consideration. The plots shall be so arranged as to ensure straightness of streets,

guard against overcrowding and make suitable provisions for drainage. Any future requirement of Government and other public institutions shall also be kept in view.

(2) If a Town Planning Scheme has been approved under the Orissa Town Planning and Improvement Trust Act, 1956 for any urban area, the Collector shall follow the said Scheme in preparing the plan of house-sites for disposal.

(3) The plots in urban area shall be divided into five categories and assigned for the following purposes, namely :

(i) 2[land reserved for poor class people having annual family income of less than Rs.8,400];

(ii) 1[land reserved for middle class people having annual family income between Rs.8,400 and 30,000 having no house-site or having inadequate accommodation in an urban area] ;

(iii) land reserved for future requirements of Government and other public purposes;

(iv) land to be settled by public auction; and

(v) land to be reserved for setting up Small or Medium Scale Industries.

Note - It shall not be necessary that the plots assigned for any of the purposes shall be continuous. The Collector shall obtain the approval of the Revenue Divisional Commissioner to the classification of plots made as above.

4. De-reservation Principles-

(1) Any land which has been reserved under Clause (a) of Sub-section (1) of Section 3 or recorded as Gochar may be de-reserved by any officer not below the rank of Collector authorised by the State Government in that behalf. In making such de-reservation the following procedure shall be followed, namely:

(i) A notice inviting objection to the proposal for de-reservation specifying particulars of the area to be de-reserved and its situation such as village, Gram Panchayat and town, khata or holding and plot number and extent shall be published in the manner prescribed in Sub-rule (5) of Rule 5. A period of thirty days shall be allowed for filing objections, if any, before the concerned Tahasildar. If during the said period no objection is received, the Tahasildar shall submit his proposal for de-reservation giving justification for the same.

(ii) In case of objections filed before the Tahasildar, he shall hear the parties on a date fixed by him and, after such hearing, shall forward his recommendation to the authorised Officer for orders. On receipt of recommendation from the Tahasildar, the authorised Officer may, on being satisfied with the grounds advanced by the Tahasildar for de-reservation, accept and modify to the extent he considers necessary or reject the same. The orders passed by the authorised Officer shall be communicated to the concerned Tahasildar. When the authorised Officer passes orders for de-reservation such order shall be published in the manner prescribed in Sub-rule (5) of Rule 5. The Tahasildar shall thereafter make necessary corrections in the record-of-rights".

(2) While de-reserving any Government land recorded as Gochar the authorised Officer shall assess the reasonable requirements for the purpose of Gochar for use by the community in the following manner :

- (i) in every surveyed village which is not included within the limits of an urban area, five per cent of the effective area of the village shall be set apart for pasturage (Gochar) subject to availability of suitable Government land ;
- (ii) in every un-surveyed village, land for pasturage shall be set apart at the rate of one acre for every fourteen inhabitants of the village, and if the village is un-inhabited ; reservation for pasturage, shall be made at the rate of one acre for every three persons having land in the village, subject to availability of suitable Government land :

Provided that the above provision shall not apply to Gochar situated in an urban area.

5. Manner of settlement of Government land:-

- (1) All applications for settlement of Government land irrespective of the purpose of lease or the extent of area involved, either in rural or in urban area, shall be filed before the Tahasildar having jurisdiction over the area in which the land is situated.
- (2) Application for settlement of land shall be in Form-1.
- (3) On receipt of applications, they shall be forthwith entered chronologically in a register maintained in Form-II. There shall be two such registers, one for the urban area and another for the rural area. The Tahasildar shall, on receipt of the

application, cause a verification to be made in respect of each application with reference to the existing record of-rights and maps, ascertain, if the land applied for is free from encroachment or encumbrance or not, and whether the lease can be granted, and examined whether any de-reservation will be necessary and the applicant is eligible to get the land for the purpose for which he has applied and the like. Such verification shall as far as prescribed, be completed within a period of fifteen days from the date of receipt of the application. If, after such verification, the Tahasildar is of the opinion that settlement of land shall not be granted because of non-availability of land in question or non-eligibility of the person applying for the land or the like, he shall reject the application after recording in writing reasons of such rejection in respect of each application. He shall do so irrespective of the fact whether the sanction of the lease in the said case is within his competence or rests with any other officer.

(2) If after necessary verification, as mentioned in sub-rule (3) the Tahasildar is of the opinion that settlement of land may be granted he shall publish a proclamation in Form No. III and invite objections, fixing a date for hearing the said objections, if any.

(3) The proclamation shall be published by beat of drum and by affixing a copy of the same at a conspicuous place in the village or urban area in which the land is situated in the presence of not less than two persons of the locality. If the village is uninhabited, the notice shall be published in the nearest inhabited village. A copy of the proclamation shall be published by affixing in the Notice Board of the Tahasil office and a copy shall be sent to the Gram Panchayat or Notified Area, Council or Municipality, as the case may be, urban which the land is situated.

(4) On expiry of thirty days from the date of publication of the proclamation, the Tahasildar shall hear objections, if any, received during the proclamation period, after hearing objections or immediately after expiry of thirty days from the date of publication of the proclamation, where no objection has been filed, the Tahasildar shall, if he is satisfied that the applicant is deserving and there is no objection to settlement on any ground, make order granting such settlement of the land applied for or any portion thereof and submit the case record, after expiry of the appeal period, to the Sub-divisional Officer having jurisdiction for approval. If the

settlement has to be granted by an Officer superior in rank to the Tahasildar under these rules the case records shall be submitted to such Officer for disposal. The Tahasildar shall forward a list of leases granted every month to the Collector for his information.

(5) Settlement of land shall be in conformity with reservation, if any, made under clause (a) of sub-section (1) of Section 3.

Provided that no such settlement shall be made, unless the premium fixed for the land is paid:

Provided further that the Government may exempt the premium payable in any case or class or cases for settlement of land.

5-A. Notwithstanding anything contained in Rules 3,5,8,11,12 and 13 lease /settlement of Government land in the Civil Township of Rourkela Notified Area shall be made in the manner prescribed in Schedule IV.

5-B. Notwithstanding anything contained in rules 3,5,5-A, 8,11,12 and 13 ,Settlement of Khasmahal and Nazul land, Gramakantha parambok and Abadi land leased out prior to the 9th day of January ,1991 shall be made in the manner prescribed in Schedule-V.

6. Principles for settlement-

(1) Settlement of Government land for agricultural purposes shall be made village-wise. Every year, applications received in each quarter shall be considered in one batch for disposal in the first month of the succeeding quarter. Applications of each category of applicants specified in sub-section (3) of Section 3 shall be considered together and disposed of in the order of priorities.

(2) Where reclamation schemes are undertaken by Government for agricultural development or for resettlement or rehabilitation of displaced persons of any category including tribes or of weaker sections of the society, settlement of the land reclaimed shall be made according to such scheme in each case.

(3) Char and Diara land which are thrown out of a reservoir or any other irrigation

project temporarily shall be settled for cultivation for a season only.

(4) No Government land shall be settled in urban areas for agricultural purposes.

(5) Land covered by forest growth coming within the purview of clause (ii) of Section 2 of the Forest (Conservation) Act, 1980 or recorded as forest inside village boundary of lands inside village boundary covered by forest shall not be settled for any purpose whatsoever without prior approval of Government. Where areas having sparse tree growth inside village boundary are proposed to be settled under these rules, no intimation slips as provided in Rule 12, shall be issued unless the following formalities are observed, namely -

(a) the Divisional Forest Officer in-charge of the area shall be intimated of the decision to settle the land if there is sparse tree growth on it and he shall be called upon to dispose of the trees within a period of three months from the date of such intimation either by himself or through an officer not below the rank of a Range Officer;

(b) the Divisional Forest Officer shall arrange for disposal of the trees by auction to the village community in the presence of the Tahasildar or his representative not below the rank of a Revenue Supervisor which shall not be less than the royalty at the rates approved by the Forest Department. Only very small growth which is not saleable or which is not worth-selling may be settled with any person at four times the rate of royalty prescribed by the Forest Department.

(c) If within three months the Divisional Forest Officer does not dispose of the trees or remove them, the Tahasildar or any officer authorised by him in this behalf shall do the same through public auction.

(d) On receipt of intimation under clause (a) of sub-rule (5) the Divisional Forest Officer may raise objection to settlement of such lands. In all such cases the area objected to shall not be settled without the orders of the Collector after due consideration of the objection of the Divisional Forest Officer, provided that the grant of lease does not contravene the provisions of clause (ii) of Section 2 of the Forest (Conservation) Act, 1980 and that the proposed lease of land if inside a village boundary, is not recorded as forest or otherwise covered by forests.

7. Settlement of land for homestead purpose in rural areas -

(1) in each village the land for homestead purposes shall be demarcated separately

and for such purposes no settlement shall be made outside the demarcated areas.

(2) The extent of land to be settled in favour of each person having no homestead land shall be such as may be determined by Government from time to time. Where the land is not sufficient to accommodate all such persons, settlement shall be made subject to the limit of availability.

8. Settlement of house-sites in urban areas :-

(1) In respect of each plot of land reserved for house-sites which falls under the categories mentioned in clauses (ii) and (iii) of sub-rule (1) of Rule 3 the Collector shall, with the approval of the Revenue Divisional Commissioner, fix a minimum premium; equal or approximate to the market value of the land prevailing in the urban area for similar lands in the vicinity, for payment by persons for whom such reservation is meant. The premium so fixed shall be reviewed every three years and revised with the approval of the Revenue Divisional Commissioner. For areas where the prices of house-sites rapidly fluctuate, the Collector may get the rate revised at shorter intervals.

(2) Applications for house-sites shall be taken up for consideration once in every half year. All pending applications shall be duly considered by the Collector and leases of plots granted strictly in conformity with the division of plots approved under sub-rule (1) of Rule 3 in consultation with the Committee consisting of two members of the concerned local bodies to be nominated by the Revenue Divisional Commissioner for the purpose;

Provided that such consultation may be dispensed with during the period when Government take over the affairs of the concerned Local Body or Bodies.

(3) Lands falling under the category mentioned in clause (i) of sub-rule (3) of Rule 3 shall be settled in the following order of priority, namely-

(i) Poor persons (inhabitants) of the urban area whose presence in it is necessary in the general interest of the people, but who are unable to acquire house sites and have no adequate living accommodation of at least five cents for each separated family.

(ii) Poor persons belonging to the concerned district who do not have house in the urban area but whose presence in it is essentially necessary any for the general interest of the public or for their business, trade or profession or any other legitimate reasons directly connected with their livelihood;

(iii) Any poor inhabitant of the State other than one belonging to a district in which the urban areas occur who do not have a house-site or whose presence in the urban area is necessary in connection with their trade, business or other avocation and in the general interest of the public.

(4) Lands falling under the category mentioned in clause (ii) of sub-rule (3) of Rule 3 shall be settled in the following order or priority, namely:

(i) inhabitants of the urban area who do not have a house in any urban area and in the urban area in question or who do not have adequate living accommodation of at least five cents for each separated family;
(ii) inhabitants of the district in which the urban area is situated who do not have a house in any urban area and whose residence in the urban area is necessary for the purpose of business, trade or profession or any other justiciable reasons ;
(iii) inhabitants of other districts of the State whose, continued presence in the urban area is necessary for the sake of their trade, business, avocation or any other reasons justifying allotment;

(iv) others whose presence in the urban area is necessary for any justiciable reasons.

Note-Each application for house-sites for middle and poor class people shall accompany an affidavit duly sworn in before a Magistrate in the Form as prescribed in

Schedule-I.

(5) Lands falling under clause (iv) of sub-rule (3) of Rule 3 shall lease out to the highest bidder by public auction in the following manner, namely-

(a) before public auction is held, the Collector shall cause publication of a notice, giving fifteen clear days time from the date of such publication and before the date of auction, fixing the date, hour and place of auction in two daily news papers of the State and in such other manner as he considers necessary for wide publicity;

(b) the auction shall be held by the Collectors;

(c) the highest bid for premium shall, in no case, be less than the minimum premium fixed under sub-rule (1) after taking into account the cost of development, if any, and other incidental expenses;

(d) notwithstanding anything contained in this sub-rule, if-

(i) the Collector for sufficient reasons considers that the land may not be settled with the highest bidder he shall, after recording his reasons, therefore, order settlement of the land with any other bidder who participated in the auction or put the land to fresh auction after recording the reason in that behalf in the case record;

(ii) the application is for small plot adjoining and existing holding of the applicant and the plot is very much necessary for the beneficial enjoyment of the existing holding or residence of, the applicant the Collector may dispense with the settlement by public auction of the site or part thereof and make settlement with the applicant on payment of a premium fixed under sub-rule (1);

(iii) earnest money not less than 5% of the minimum premium fixed under sub-rule (1) shall be deposited by the persons desirous of participating in the auction before the auctions are started. The amounts deposited as such by the person winning the bid or any other bidder in whose favour the land is decided to be settled as provided in clauses (c) and (d) are to be adjusted towards the premium payable by them. The earnest money, deposited by other bidders, in whose favour the land is not decided to be settled as provided in clauses (c) and (d) shall be refunded to them at the end of the bid. The bidders in whose favour the land is decided to be settled as provided in clauses (c) and (d) shall make payment of the balance amount within fifteen days from the date of auction (both days inclusive) to the Collector, failing which the bid will automatically lapse and the earnest money deposited by them shall, after deducting reasonable damages determined by Collector, be refunded.

(6) Where the reservation of plots cannot be finalised within reasonable time, the Collector may, after preparing a tentative plan with the approval of the Revenue Divisional Commissioner, lease house-sites according to the above provisions and shall incorporate the same while finalizing the reservation;

(7) The auction shall be held by the Collector or any officer authorised by him not below the rank of a Deputy Collector on the date fixed in the notice. The auction may be adjourned from time to time for good reasons to any subsequent date with due public notice.

9. Temporary settlement -

Where a plot has been reserved under Section 3 of the Act for any purpose, but no immediate settlement for that purpose is contemplated, the Collector, with the prior approval of the Revenue Divisional Commissioner, may give temporary lease of the whole plot or any portion thereof for any specific purpose, within the terms and conditions as may be prescribed by Government from time to time.

10. Terms and conditions of settlement -

Terms and conditions of settlement of land for purposes other than agriculture, both in rural and urban areas, shall be such as may be determined by the Government from time to time.

11. Authorities competent to dispose of settlement -

Disposal of application for settlement of land for various purposes shall be made by the authorities specified in Schedule II up to the extent mentioned therein. All other cases for settlement of land shall be referred to the Government for orders.

12. Fees-

Fees payable in respect of matters referred to in Clause (d) of Sub-section (1) of Section 3 shall be in accordance with the rates specified in Schedule III: Provided that the Government may exempt the fees prescribed in the said Schedule in any case or class of cases for settlement of land.

13. Intimation slip, lease deed, etc.-

In all cases where a settlement of land is granted an intimation slip in Form IV shall be issued by the Tahasildar in the name of the lessee. Lease deed as wherever necessary, shall be executed and registered at the cost of the lessee.

14. Procedure for disposal of appeals and revisions-

Disposal of appeals and revisions under the Act shall be regulated by the following procedure,

(a) With every appeal or revision a certified copy of the order appealed against or

sought to be revised shall be filed;

(b) Every appeal or revision petition shall be drawn up in the form of a memorandum signed and drafted by the appellant or petitioner or his recognised agent or his counsel. The Memorandum shall set forth concisely and under distinct head the grounds of objection to the order appealed against or sought to be revised and such grounds shall be numbered consecutively;

(c) If an appeal or revision petition is admitted, the authority hearing the appeal or revision petition may call for a report from the Officer against whose order the appeal or revision has been filed;

(d) Pending disposal of the appeal or revision petition, operation of the order appealed against or sought to be revised may, at the discretion of the authority hearing the appeal or revision petition be stayed;

(e) A notice of the appeal or revision petition and date of its hearing shall be served on the respondent, if any; and

(f) reasonable opportunity shall be given to the parties to be heard in person or through Advocate before final order in an appeal or revision is passed.

15.

Repeal-

- (1) The Orissa Government Land Settlement Rules, 1974 is hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action taken under the Rules so repealed shall be deemed to have been done or taken under Rules.

FORM-I

[See Rule 5 (2)]

APPLICATION FOR SETTLEMENT OF LAND

To

The Tahasildar

1. (a) Name of the applicant	
(b) Age	
2. Father's name	
3. (a) Present residential address (in full)	
(b) Permanent home address (in full)	
4. Caste, whether S.C./S.T./others.	
5. Number of family members	
6. Whether belongs to joint family or a member of single family.	
7. Annual income	
(a) From Agriculture	
(b) From other sources ,	
8. Extent of land owned by him in his name or in the name of other members of his family in Urban Area/ Rural Area	
9. (a) Occupation of the applicant	
(b) Occupation of the family Members	

10. Detailed particulars of land applied for:	
(a) Name of village/Name of urban area	
(b) Holding number , If any	
(c) Plot number, if any	
(d) Area applied for	
(e) Boundary	
11. Purpose for which the land is required	
Dated:	Signature of the Applicant

FORM II
(See **Rule** **5(3))**

FORM OF REGISTER

1. Serial number	
2. Date of application	
3. Whether for agriculture, homestead or any other purpose.	
4. Name and residence of applicant	
5. Name of village/Urban area, Khata No. Plot No.of the land applied for	

6. Area of the plot with its boundaries as given in the application.	
7. Area of the plot as ascertained by actual enquiry.	
8. Amount of survey fees paid .	
9. Date of payment. .	
10. Value of forest growth paid	
11. Date of payment	
12. Date of completion of survey	
13. Abstract of final order with date amount of premium fixed.	
14. Amount of premium paid, if any .	
15. Date of payment	
16. Date of settlement area settled	
17. Date of issue of Patta/ execution of agreement, as the case may be,	
18. Remarks- [Here mention the category under which the applicant falls with reference to sub-section [3] of Section 3 and sub-rule [3] of Rule 3 of the Rules)	

FORM-III

[See Rule 5 (4)]

PROCLAMATION OFFICE OF TAHASILDAR

It is hereby informed to the General Public that
Shri..... son of Village

.....P.O....., Districthas applied for lease of Government land mentioned in the Schedule below. Anybody having any objection to such settlement may file objection petition within a period of thirty days from the date of publication of this proclamation affixing Court Fee of Rs.1.30 (Rupees one and thirty paise) only to the undersigned. No objection petition will be entertained after expiry on the schedule period.

SCHEDULE

Village..... Khata No:..... Plot No.Area

TAHASILDAR

FORM

IV

[See Rule 13]

INTIMATION SLIP FOR SETTLEMENT OF LANDS

Office of the Tahasildar	
District	
Case No.	
Name of Village	
Name of Thana	
Thana No. of the village	
Name of the person in whose favour land is ordered for settlement.	
Plot No. and Area in acres	
Annual rent and cess ,	
Purpose of settlement	
Remark.	

**Certified that the above particulars
have been incorporated in the relevant
register .**

TAHASILDAR

SCHEDULE

I

[See Note below Rule 8 (4)]

AFFIDAVIT

In the Court of Shri.....
Magistrate

I, Shri..... aged son of..... village
..... P.O..... P.S..... in the
district of at present by profession do hereby
solemnly affirm as follows-

1. That my Income from all sources is Rs (Rupees).
2. That I or any of my family members do not own or posses any residential house / building or homestead land in the jurisdiction of town
3. That I own or possess a residential house/ building or homestead in the jurisdiction of town but this has inadequate accommodation, the extent of the homestead land being cents.

4. That my family consists of besides myself .	
(i) Husband	
(ii) Wife	
(iii) Sons	
(iv) Unmarried daughters.	
(v) Widowed and dependant daughters.	
(vi) Brothers below years and unmarried sisters.	
(vii) Father	
(viii) Mother,	
(ix) Step Children.	
(x)	
(xi)	

5. That my continued stay in this town is necessary in the interest of my employment business trade profession and avocation,

6. That I have not been considered for any homestead plot in the town earlier and that my application has been rejected.

7. That I solemnly swear and affirm that the above statement are true to my knowledge, and I swear that I have concealed anything regarding existing property, owned either by me or by any of my family members mentioned above.

Identified by me Signature of the deponent

ADVOCATE

Shriagedyears, son of
.....resident of village..... P.O.....

P.Sin the District of at present by profession who is identified by Shri Advocate, appears before me and states on oath that the contents of this affidavit are true to the best of his knowledge.

Deponent

Magistrate

(Strike out whatever is unnecessary)

SCHEDULE

II

[See Rule II]

POWER TO SANCTION SETTLEMENT OF GOVERNMENT LAND

Sl.No.	In whose favour	Officer exercising powers	In rural area	In urban area excluding Bhubaneswar, Rourkela, Sunabeda
1.	In favour of Educational Charitable, Religious ,Cultural Philanthropic, Literary, Social and Financial Institutions.	Collector R.D.C Member, Board of Revenue	Not exceeding one acre Exceeding one acre but not exceeding five acres Exceeding five acres but not exceeding ten acres.	Nil Not exceeding one acre Exceeding one acres but not exceeding five acres.
1A.	In favour of Deptt of Government.	Collector R.D.C Member, Board of Revenue	Not exceeding five acres. Exceeding five acres but not exceeding ten acres Exceeding ten acres but not exceeding fifty acres.	Not exceeding one acre. Exceeding one acre but not exceeding five acres. Exceeding five acres but not exceeding ten acres.
2.	In favour of Local Authorities. Statutory Bodies, and Corporations	Collector R.D.C	Not exceeding one acre. Exceeding one acre but not	Not exceeding one acre. Exceeding one acre but not

	established under any law for the time being in force	Member, Board of Revenue	exceeding five acres. Exceeding five acres but not exceeding ten acres.	exceeding five acres. Exceeding five acres but not exceeding ten acres.
3.	In favour of Small and Medium Industries. Collector	Collector R.D.C	Not exceeding five acres on the recommendation of the Dist. Industries Centre. Exceeding five acres but not exceeding ten acres on the recommendation of the Dist. Industries Centre.	Not exceeding one acre on the recommendation of the Dist. Industries Centre. Not exceeding one acre but not exceeding five acres on the recommendation of the Dist. Industries Centre.
4.	In favour of Live Stock Farms in private sector.	Collector R.D.C	Not exceeding two acres Five acres with recommendation of Director of Animal Husbandry and Veterinary Services. Nil	Not exceeding one acre. Exceeding one acre but not exceeding five acres.

5.	In favour of Orissa Cashew -nut- Development Corporation and Orissa Forest Corporation for Cashew -nut- plantation.	Collector	Any event subject to availability and suitability.	Nil.
6.	In favour of Orissa Industrial Infrastructure Development Corporation for industrial purposes.	Collector	Ditto	Any extent subject to availability and suitability.
7.	In favour of individuals for homestead purposes.	Collector	Nil	As per plottings made in the plan, approved under Rule 3(1).
8.	In favour of landless agricultural labourers for agricultural purposes.	Tahasildar; subject to confirmation by sub-divisional officer.	Up to one standard acre or to the extent to which the land already owned falls short of one standard acre (as defined the O.L.R. Act.1960)	Nil
9.	In favour of homesteadless persons for homesteads	Tahasildar, subject to confirmation by	Not exceeding (ten) decimals.	Nil

		Sub-divisional Officer.		
10.	In favour of Cooperative societies.	Tahasildar, subject to confirmation by Sub-divisional Officer.	Not exceeding one standard acre per each member of the society.	Nil
11.	In favour of ex-servicemen.	Ditto	Up to one standard acre.	Nil
12 .	Any other person not include in the above categories. (i) Displaced persons of irrigation project. (ii) Displaced person of other project or categories. (iii) Any other person	Tahasildar, subject to formulation by confirmation of Government from the Subdivisional Officer .	As per scheme time to time up to one standard acre	Nil
13.	For salt manufacture	Government	Full powers	

14.	For Brackish Water Pisciculture/Prawn Culture	(i)Sub-Collector	Not exceeding ½ hectare.	Nil
		(ii)Collector	Not exceeding one hectare.	Nil
		(iii) Revenue Divisional Commissioner	Not exceeding two and half hectares	Nil
		(iv)Government	Full power	Full Power
15.	For Coffee Plantation	Government	Full power	Full power
16.	Any other purposes Government Full power			

SCHEDULE

III

(See

Rule

12)

Fees payable in course of proceedings under the Act

Serial No.	Nature of documents, etc.	Fees and Premium to be charged
1.	<p>Application for settlement:-</p> <p>(i) Application fees</p> <p>(ii) Proclamation fees</p> <p>(iii) Measurement fee per plot</p>	<p>Rs. 3.00</p> <p>Rs. 3.00 (Up to three persons and Re. 1 for each person exceeding three).</p> <p>Rs. 4.00</p>
2.	<p>Petition of objection to the sanction of any settlement</p>	<p>Rs. 3.00</p>
3.	<p>Fee for service of notice on appropriate parties respondents or dependants on summoning witness-</p> <p>(i) In every case where personal or substituted service of any notice is required for service of the documents</p>	<p>Rs. 3.00</p> <p>Rs.3.00 (On not more than three same persons and additional fee of Re. 1 for every person in excess of three persons).</p> <p>Rs. 3.00 At the rate of 10 per cent of the market value of the land</p>

(ii) Fee for Issue of a general notice
Fee for incidental charges like establishment cost, contingencies etc. in case of lease/alienation of Government land covering 500 Acre and above in favour of any Department of of Government for commercial purposes, in favour of any company, corporation or other organization for industrial mining or commercial purpose and in favour of any individual for the purpose of industry mining or , purposes other than agriculture and homestead.

SCHEDULE

(See Rule IV
5-1)

RULES FOR ALLOTMENT OF GOVERNMENT LANDS IN THE CIVIL TOWNSHIP OF ROURKELA NOTIFIED AREA

1. Definition:-In this schedule, unless there is anything repugnant to the subject or context;-

(a) "Additional District Magistrate" means the Revenue Officer who is appointed by State Government as such with headquarters at Rourkela.

(b) "Authorised Local Representative" means the officer who is duly authorized by a Head Department of the State Government or concerned Ministry of the Union Government, to file requisition for land within the township and receive in its behalf.

(c) "Commissioner" means the Revenue Divisional Commissioner, Northern Division Sambalpur;

(d) "Committee" means the Land Allotment Committee constituted under clause 3 of this Schedule;

(e) "Director of Industries" means the officer appointed as such by the State Government;

(f) "Form" means a form appended to the Schedule;

(g) "Middle class" means families having an income exceeding Rs. 8,400 but not exceeding Rs.30,000 per annum;

(h) "Poor class" means families having an income ,not exceeding Rs. 8.400 per annum.

(i) "Registered Societies, etc." means Societies Associations, etc. registered under the Societies Registration .Act, 1860 or under any other Act for the time being in force;

(j) "Rourkela Civil Township" means the area within the limits of the Rourkela

Civil Notified Area;

(k) "Director, Town Planning, Orissa" means the officer appointed as such by State Government;

(m) "Year" means the financial year.

2. Earmarking of plots to be settled on application and through public auction:-

The Regional Improvement Trust, Rourkela shall, in consultation with the [Director, Town Planning, Orissa]

(a) divide in accordance with the Master Plan approved by Government in the Urban Development Department different areas reserved for different purposes in the said plan into plots of suitable size; and

(b) Earmark the plots, except those reserved for use by Government Departments for allotment on application from private individuals, institutions, Societies of local bodies and for settlement in public auction;

Provided that the plots to be settled on application shall not be more than two-thirds of the total number of plots earmarked for settlement on application and public auction:

Provided further that the area of the plots to be settled on application shall be one-third of the area of the plots earmarked for settlement in public auction;

Provided further that no family should be allotted more than one plot either on application or through public auction.

3. Principles to be followed - In the matter of allotment of land on application the following principles shall be observed, namely :-

(a) There shall be a Land Allotment Committee to consider and dispose of all applications for allotment of land received from private individuals, companies, institutions, societies and local bodies.

(b) 'The Committee shall have five members, namely:-

(i)	(ii)	(iii)	(iv)	(v)	(i)	Commissioner,
(ii)		(iii)	(iv)		Collector,	Sundergarh,
(iii)		Director,	Town	Planning,	Orissa	
(iv)			Director	of	Industries,	
(v)		Additional		District		Magistrate

(c) The Commissioner shall act as the Chairman and Additional District Magistrate shall act as the Secretary and Convener of the Committee.

(d) Decision of the Committee shall, subject to the order of the Government in appeal, be final.

(e) Applications for allotment of land shall be taken up by the Committee which shall meet at least once in every quarter of a year.

(t) All applications duly received in response to the notice issued under sub-clause (1) of clause 4 shall be considered in one batch at a time and application received after the date fixed in the said notice shall be considered in the next quarter along with other applications duly received during that quarter.

(g) In the matter of allotment the applicants shall receive priorities in the following

order .

(i) Applicants who are displaced due to acquisition of land in connection with the establishment of the Steel Plant and Township at Rourkela and have no lands in the (Rourkela Civil Township or Rourkela Steel Township) for the purpose, applied for;

(ii) Industrialists who have set up small or medium industries in the (Rourkela Civil Township or Rourkela Steel Township) and do not posses any land or building I n the said township for the purpose applied to:

(iii) Persons belonging to the poor class or middle class of Sundergarh District who have no lands in the (Rourkela Civil Township or Rourkela Steel Township) for the purpose applied for;

(iv) Registered societies, etc. and permanent residents of the State who belong to the poor class or middle class and have no lands in (Rourkela Civil Township or Rourkela Steel Township) for the purpose applied for ; .

(v) Other applicants who belong to the poor class or middle class who have no lands in (Rourkela Civil Township or Rourkela Steel Township) for the purpose applied for;

(h) Allotment for residential purpose shall not exceed one-tenth of an acre in extent in any individual case. For other purpose not more than one plot as delimited in the approved Master plan shall be ordinarily allotted.

(i) Anyone allotted land on application shall be required to pay a premium as fixed from time to time by the Collector, with the approval of the Commissioner. In addition, he shall be required to pay annual rent at the rate of one per cent of the premium.

(j) All allotments of land to be made on application shall be by way of lease and the lessee shall be required to execute lease deeds in Form No. I and get them registered at his own cost.

(Provided that the Government may exempt or reduce the premium payable in any case or class of cases for settlement of land).

4. Filing of Applications -

(1) In each quarters of the year the Additional District Magistrate, shall invite applications for allotment of lands by publishing a notice in the Official Gazette, in the newspapers having wide circulation in the locality and in the notice boards of his office, Office of the Collector, Sundergarh and other Revenue offices in the district.

(2) Applications shall be made in the form obtainable from the Regional Improvement Trust or the Additional District Magistrate, on payment of a sum of rupees ten or any other sum as may be notified by Government from time to time.

(3) The notice inviting applications shall specify clearly the details required to be furnished by the applicant, the amount of court fee to be affixed, the authority before which and the date on or before, which the application to be filed which date shall not be less than thirty days from the date of issue of the notice.

(4) On expiry of the last date fixed for filing of applications, all applications so received shall be scrutinized and entered in a register arranged according to the purpose for which the land is required, and numbered serially for each purpose.

(5) Enquiry into the applications-
The Additional District Magistrate shall enquire either himself or through any of his Subordinate Revenue Officer into the contents of the applications and about such other matters as are relevant to the question of allotment of land and draw up lists of allottees for different purposes whom he considers most deserving and put up before the Committee constituted for the purpose within a period of thirty days from the last date of receipt of applications.

(6) Consideration by the Committee -
(1) The Committee shall consider the application of persons recommended by the Additional District Magistrate along with those not recommended and after such enquiries as they may consider necessary, draw up final lists of allottees for different purposes within a period of fifteen days from the date of consideration.

(2) While considering the lists under sub-clause (1) the Committee shall abide by the principles enumerated in clause 3.

(7) Publication of the final lists of allottees -
The final list of allottees drawn up by the Committee shall, as soon as possible, be published by the Additional District Magistrate in the notice-board of his office, of the offices of the Commissioner, Collector, Sundergarh, Sub-divisional Officer, Panposh and Tahasildar, Panposh.

(8) Sanction of lease -
(1) After expiry of the appeal period the Additional District Magistrate, Rourkela shall issue orders sanctioning the leases and calling upon the applicants in whose favour allotments have been finally made to deposit the amount of premium payable, execute the lease deed in the prescribed form by a specified date.

Provided that no sanction order shall be issued in cases regarding which appeals have been filed till the appeals are disposed of.

(2) Validity of the sanction order - Allotments unless altered in appeal or where appeals are pending shall remain valid for a period of ninety days from the date of issue of the sanction order. The Additional District Magistrate, may, however, extend the period of validity after duly recording reasons therefore by not more than thirty days.

(3) Failure of the allottee to deposit the premium, due and register the lease deed after execution, within a period of ninety days from the date of sanction of lease or

**in case of extension, within period so extended under sub-clause (2), shall entail
forfeiture of the claim of the allottees to the land allotted.**

9. Appeal

(1) An appeal against the order of the Committee if presented within thirty days from the date of publication of the list of allottees under clause (7) shall lie to Government in the Revenue Department.

(2) The petition of appeal shall bear court-fee stamps worth rupees two and paise sixty only or as may be notified by Government from time to time and state the grounds of appeal clearly and shall be filed before the Additional District Magistrate.

(3) On receipt of the petition of appeal, the Additional District Magistrate shall acknowledge it and within a week of the expiry of the appeal period, forward it along with all relevant papers to the Secretary to Government in the Revenue Department giving his comments if any.

(4) Orders of Government on the petition of appeal shall be final and ordinarily be communicated to the Additional District Magistrate within four months from the date of receipt of the appeal petitions.

(5) On receipt of orders from Government, the Additional Magistrate shall intimate the decision of Government to the applicant and where necessary issue orders sanctioning lease which shall be deemed to have passed under Sub-clause (1) of clause 8 for all purposes.

10. Principles to be observed for allotment of land through public auction -
Plots earmarked for allotment through public auction shall not be disposed of otherwise without specific orders of Government in the Revenue Department.

11. Eligibility for participating in the auction sale -
Any person who is a citizen of India will be eligible for participation in the auction sale.

12. Entitlement to plots -

Successful bidders in whose favour the sale is confirmed shall, subject to the decision in appeal, if any, be entitled to the grant of the lease of the plots auctioned.

13. Annual rent payable in addition to the bid amount-

Bidders in whose favour the leases are sanctioned shall be required to pay, in addition to the bid amount, an annual rent equivalent to one per cent of the premium realized for the plot.

14. Notice for auction sale -

(1) In each quarter of the year the Additional District Magistrate, shall issue a notice starting among other things, the date on which and the time and place at which plots available for allotment for different purposes will be put to public auction.

(2). The date of auction to be fixed shall not be less than thirty days from the date of issue of the notice.

(3) The notice shall be published in the notice boards of all Revenue Offices in the district of Sundergarh, in the Official Gazette and in news papers having wide circulation in the locality.

15. Presiding Officer for the auction sale -

(1) The Collector, Sundergarh shall preside over the auction sale.

(2) Earnest money - Every eligible person intending to participate in the auction sale shall be required to deposit an earnest money with the Additional District Magistrate on the appointed day of auction sale and before the auctions are started a sum calculated at the rate of five hundred rupees per decimal of the acre of the plot for which auction is to be held.

(3) Decisions of the Presiding Officer regarding the priority of Plot , the number of plots whether single or otherwise, etc., to be put to auction shall be final.

16. Successful bidder to furnish an undertaking:-

The successful bidder on completion of the bid shall forthwith deposit with the Additional District Magistrate twenty-five per cent of the bid knocked down in his favour and furnish an undertaking on plain paper to the effect that he shall deposit the balance amount within thirty days from the date of issue of orders sanctioning lease and calling upon him to pay the amount, unless allowed extension of the period on application by the Additional District Magistrate and immediately thereafter execute a lease deed In Form No. 2 get it registered at his own cost or in default, to forfeit his claim to the plot, the earnest money deposited by him and, in case the plot when put to fresh auction because of default in payment of the balance amount, execution of lease deed etc, fetches an amount lower than the amount earlier fixed in bid for, to pay the difference within such period as will be allowed by Additional District Magistrate failing which to agree to the recovery of the dues as a public demand.

17. Confirmation of the sale by the Commissioner:-

(1) As soon as the auction is over, the Additional District Magistrate shall, with the approval of the Collector, Sundergarh, forward the names of the successful bidders along with the bid lists and other relevant records to the Commissioner for confirmation.

19. Sanction of lease:-

After the expiry of the appeal period, the Additional District Magistrate shall issue orders sanctioning the lease in all cases in respect of which the bids are confirmed by the Commissioner and calling upon the successful bidders in whose favour the bjuds have been confirmed to deposit the balance amount payable, execute the lease deed in the prescribed form and get it registered at their own cost. Provided that no such orders shall be issued in respect of plots regarding which appeals have been filed in his office.

20. Appeal:

(1) An appeal by a bidder against the order of the Commissioner confirming or rejecting the highest bid in any case, if presented within thirty days of the date or publication of the lists of Successful bidders, shall lie to Government in the Revenue Department.

(2) The Petition of appeal shall bear court fee stamps worth rupees two and paise sixty only or as may be notified by Government from time to time, stating clearly, the grounds of appeal and shall be filed before the Additional District Magistrate.

(3) On receipt of the petitions of appeal the Additional District Magistrate shall acknowledge it and shall within a week of the expiry of the appeal period, forward them along with the bid lists, order of the Commissioner, etc., in original giving his comments if any, to the Secretary to Government in the Revenue Department.

(4) Orders of Government on the petition of appeal shall ordinarily be communicated, to the Additional District Magistrate within four months from the date of receipt of the appeal petition.

(5) On receipt of orders of Government the Additional District Magistrate shall intimate the applicant and where necessary, issue orders sanctioning lease in the manner indicated in sub-clause (1) of clause 8.

(6) Orders passed on appeal shall be final.

21. Refund of earnest money:-
Earnest money received from the bidder's unless forfeited under clause 16 shall be refunded within fifteen days from the date of expiry of the appeal period or within fifteen days from the date of disposal of the case in appeal, if any.

22. Government to allot lands to departments of Government, Departmental Committee:-

Allotment of lands to offices of State or Union Government shall be made by the Collector to the extent, not exceeding one acre by the Commissioner where the area exceeds one acre but does not exceed 5 acres, by the Member, Board of Revenue where the area exceeds five acres and does not exceed ten acres and by the Government in respect of the area, exceeding ten acres.

23. Additional District Magistrate to administer these Rules:-
The Additional District Magistrate will be responsible for administration of the

provisions made in this Schedule and in all matters connected with allotment of land for different purposes subject to the administrative control of the Collector, Sundergarh and the Commissioner.

24. Clarification of doubts :-

(1) Doubts arising or clarification needed about provisions made in the Schedule shall be referred to Government in the Revenue Department for decision.

(2) In case of any point of reference relating to the approved master plan, the clarifications shall be issued after consultation with the Urban Development Department:

25. Issue of executive instructions:-

All matters relating to maintenance of accounts; payment of dues to the Regional Improvement Trust. Rourkela or any other Organisation shall be regulated by such instructions as would be issued from time to time by the Government in the Revenue Department.

FORM-I

Standard form of lease Deed for Lease of Government Lands Allotted on
Application in the Rourkela Civil Township

THIS INDENTURE made on theday of19 between the Governor of Orissa (hereinafter called the "lessor" which expression shall, where the context so admits or implies, include his Successors in office and assignees) of the one parts.

AND

Shri Son of age Years, resident of village P. S , District (Hereinafter called the "Lessee" which impression shall where the context so admits or implies include his heirs executors administrators and assignees) of the other part.

WHEREAS the land described in the Schedule below is situated within the Rourkela Civil Township.

AND WHEREAS: - the Committee having allotted the land to the leasee for a premium of Rs... Rupees) the Additional District Magistrate has sanctioned the lease by order dated and the lessee has paid the premium in full;

NOT THIS INDENTURE WITNESSETH: that the lessor both hereby grant and the lessee both hereby accept a lease for the purpose of on the land specified in Schedule below with effect from the date of execution of this lease for a period of ninety years subject to the terms and conditions mentioned below:-

1. The lessee shall pay annually to the Additional District Magistrate or such other office authorised by him to receive the same as rent for his holding the sum of Rs till the rent is revised under clause 2.

2. The rent of the holding shall be liable to enhancement at the end of each (20) Twentieth year subject to the maximum limit of (50) fifty per cent over the rate of rent in force in the previous year.

3. The rent shall become payable in two equal half yearly installment, i, e., on the 15th July and 15th January of every year

4. The lessee shall construct a house or other building of such description and dimensions as may be approved by the Regional Improvement Trust, Rourkela within a period of three years from the date of this lease.

**5. (a) The lesses shall not commit any act of waste on his holding so as to render it unfit for the purpose of being used as a house site.
(b) The lesses shall not use the house or building or its premises for any purpose other than the purpose for which the lease is granted.**

6. If no house or building is constructed according to the particulars approved by the Regional Improvement Trust, Rourkela as provided for the Clause - 4 or the lessee contravenes any condition in Clause 5 ; the Additional District Magistrate after giving one month's notice to the party and after hearing him if satisfied, shall determine the lease and the Additional District Magistrate shall have the right to re-enter immediately on the land on behalf of the lessor and take possession of the site.

7. In the event of re-entry by the Additional District Magistrate in pursuance of Clause 6, the lessee shall not be entitled to refund of any premium paid by him and shall not also be entitled to any compensation whatsoever from the lessor for any improvements of construction affected or made by him.

8. In the even of re-entry under clause 6, the lessee shall be entitled to remove the materials collected and construction made, if any from the land at his cost within fifteen days of such re-entry failing which the Additional District Magistrate shall be entitled to clause such materials or constructions removed at the cost of the lessee and to sell the same by auction. The lessee will, in that event, be entitled only to the

balance of the sale proceeds after education of the costs and arrears of rent, if any.

9. Notwithstanding the untimely termination of the lease in accordance with clause 6, the lessee shall be liable for the ground rent fixed for his holding till the date of re-entry.

10. That the lessee shall not by any means or in any way whatsoever bequeath, mortgage, charge, transfer, assign subject or part with possession of his holding or any portion thereof to any person without first obtaining the written permission of the Additional District Magistrate save in case of mortgage of the lease-hold land or any portion thereof in favour of the Life Insurance Corporation of India for obtaining house building loan from the said Corporation for construction of a house on the holding or any ;portion thereof. The lessee shall inform the Additional District Magistrate of the mortgage within fifteen days. Any bequest, transfer, assignment, subletting or parting with possession of the holding or part thereof without permission in writing as aforesaid shall be avoidable at the option of the Additional District Magistrate and he may determine the lease and take possession of the holding or part thereof as the case may be. In case of unauthorized bequest taking effect from the death of the lessee, the option to take possession will accrue on the date of death of the lessee.

11. The lessee shall keep the boundaries of his holding unaltered and well defined and point them out to any officer or person duly authorized by the Additional District Magistrate in writing to inspect them, when so ordered by the Additional District Magistrate.

12. The lessee shall keep the land free from jungle and all sorts of nuisance and if he fails to do so, on notice given to him in writing by the Additional District Magistrate, the land shall be cleared up by the Additional District Magistrate and the expenses incurred hereby shall be recovered from the lessee after notice as a public demand.

13. If at any time the lessee is found to be in occupation of excess land belonging to Government than that is covered by the lease, the Additional District Magistrate

shall be at liberty to dispossess him summarily after notice in writing, from the said excess land held without a lessee or license and dispose of it as he thinks proper and the lessee shall be liable to pay assessment, penalty and fine as provided under the Orissa Prevention of Land Encroachment Act, 1972.

14. In the case of any intestate succession on the lessee's death or that of any subsequent holder holding wholly or partly hereunder, the successor shall give notice of his succession and the manner thereof, and apply to have his name entered in the register of the Additional District Magistrate within six months from the date of death of the person whom he has succeeded. No transfer fee shall be payable in such a case but it shall be incumbent upon such successor to present to the Collector an application for mutation of name bearing court fee as prescribed by law.

15. In the event of the lessee's not paying any instalment or premium or rent in full on or before the dates herein fixed for such payment, he shall, in addition to the arrear, pay interest at the rate of ten per cent annum, such arrear and all such dues shall be recoverable as public demand.

16. The lessee shall pay all municipal and other local rates and taxes, which may be assessed upon his holding under any law for the time being in force whether payable by the owner or occupier.

17. On the expiry of the term of the lease, the lessee shall, if he has duly observed all the conditions thereof, be entitled to its renewal for a further period of ninety years on the same terms and conditions, the rent being liable to enhancement at each renewal.

SCHEDULE

Signature of the Additional District Magistrate
acting in this premises for
and on behalf of the Governor of Orissa

.....
In the presence of witnesses:-

1.

2.

Signature of the lessee.

In the presence of witnesses:-

1.

2.

FORM No.2

Standard Form of Lease-deed for Lease of Government Land allotted through
Public Auction in the Rourkela Civil Township

THIS INDENTURE made on theday of.....
19..... between the Governor of Orissa (hereinafter called the "lessor" which expression shall, where the context so admits or implies include his successors in office and assignees) of the one part,

AND

Shrison of.....aged.....
Years..... resident of village..... P.S.
District (hereinafter called the "lessee" which expression shall where the context so admits or implies include his heirs, executors administrators and assignee) of the other part.

WHEREAS the land described in the schedule below is situated within the Rourkela Civil Township ;

AND WHEREAS the Commissioner has confirmed the bid given by the lessee in the public auction held on and the Additional District Magistrate has sanctioned the lease of the said land to the lessee by his order, dated..... and the lessee

paid the premium and all other dues in full;

NOW THIS INDENTURE WITNESSETH that the lessor doth hereby grant and demises to the lessee ALL THAT plot of land containingacres in the Rourkela Civil Township as described in the Schedule hereto for the purpose of thereon TO HOLD the same to the lessee from theday of 19 for a term of ninety years PAYING therefore during the said term a yearly rent of Rs..... in each year at the office of the Additional District Magistrate or such other officer authorized to receive the same and subject to the terms, conditions and covenants hereinafter appearing, namely :

1 .The rent of the holding is liable to enhancement at the end of I every (20th) Twentieth year subject to the maximum limit of (50) fifty per ent over the rate of rent in force in the previous year.

2. The rent shall become payable in two equal half-yearly instalments, i.e. on the 15th July and 15th January of every year.

3. The lessee shall construct a house or other building of such description and dimensions as may be approved by the Regional Improvement Trust, Rourkela in writing within a period of three years from the date of this lease.

4. (a) The lessee shall not commit any act of waste on his holding so as to render it unfit for the purpose of being used as a house site.

(b) The lessee shall not use the house or building or its premises for any purpose other than the purpose for which the lease is granted.

5. If no house of building is constructed according to the particulars approved by the Regional Improvement Trust, Rourkela as provided for in clause 3 or the lessee contravenes the conditions in clause 4 the Additional District Magistrate shall, after giving one month's notice in writing and after giving a reasonable opportunity of hearing to the party, if satisfied about the breach as aforesaid, ,shall determine the lease and have the right to re-enter immediately on the lands on behalf of the lessor and take possession of the site.

6. In the event of re-entry by the Additional District Magistrate in pursuance of clause 5 the lessee shall not be entitled to any compensation whatsoever from the lessor. for any improvement or constructions effected or made by the lessee except that in the event of such re-entry the lessee shall be entitled to remove the materials collected and construction made, if any, from the land at his cost within, fifteen days of such re-entry, failing which the Additional District Magistrate shall be entitled to cause such materials or constructions removed at the cost of the lessee and to sell the same by auction. The lessee will, in that event be entitled only to the balance of the sale proceeds after deduction of the cost and arrears or rent, up to the date of re-entry

7. The lessee shall not by any means or in any way whatsoever bequeath mortgage, charge transfer, assign, sublet or part with possession of his holding or any portion thereof to any person without first obtaining the written permission of the Additional District Magistrate in case of mortgage of the lease hold or any portion thereof in favour of the Life Insurance Corporation of India for obtaining a house building loan from the said Corporation for the construction of a house on the holding or any portion thereof. The lessee shall inform the Additional District Magistrate. of the mortgage within fifteen days. Any bequest transfer assignment, subletting or parting with possession of the holding or part thereof without the permission of the Additional District Magistrate obtained in writing shall be voidable ail the option of the Additional District Magistrate and ha may determine the lease and take possession of the holding or part thereof. In case of an unauthorised bequest taking effect after the death of the lessee, the options to take possession will accrue on the death of the lessee.

8. The lessee shall keep the boundaries of his holding unaltered and well defined and point them out to any officer or person duly authorized by the Additional District Magistrate in writing to inspect them, when so ordered by the Additional District Magistrate.

9. The lessee shall keep the land free from jungle and all sorts of nuisance and if he

falls to do so on notice given to him in writing by the Additional District Magistrate, the land shall be cleared by the Additional District Magistrate and the expenses incurred thereby shall be recovered from the lessee after notice, as public demand.

10. If at any time the lessee is found to be in occupation of excess land belonging to the Government than that is covered by lease the Additional District Magistrate shall be at liberty to dispossess him summarily after notice in writing, from the said excess land held without a lease of licence and dispose of it as he thinks proper and the lessee shall be liable to pay assessment penalty and fine as provided under the Orissa Prevention of Land Encroachment Act, 1972.

11. In the case of any intestate succession on the lessee's death or that of any subsequent, holder holding wholly or partly there under, the successor shall give notice of his succession and the manner thereof and apply to have his name entered in the register of the Additional District Magistrate within six months from the date of death or the person whom he has succeeded. No transfer fee shall be payable in such a case but it shall be incumbent upon such successor to present to the Collector an application for mutation of name bearing court fee prescribed by law.

12. In the event of the lessee's not paying any instalment or premium or rent in full on or before the dates herein fixed for such payment, he shall, in addition to the arrear, pay interest at the rate of ten per cent annum, such arrear and all such dues shall be recoverable as public demand.

13. The lessee shall pay all municipal and other local rates and taxes, which may be assessed upon his holding under any law for the time being in force whether payable by the owner or occupier.

14. On the expiry of the term of the lease, the lessee shall, if he has duly observed all the conditions thereof, be entitled to its renewal for a further period of ninety years on the same terms and conditions, the rent, being liable to enhancement at each renewal.

SCHEDULE

**Signature of the Additional District Magistrate
acting in his premises for and on behalf of the
Governor of Orissa.**

In the presence of witnesses:-

1.
2.

Signature of the lessee.

.....

In the presence of witnesses:-

1.
2.

SCHEDULE

V

(See rule 5-B)

**RULES FOR LEASE AND SETTLEMENT OF KHASMAHAL AND NAZUL
LAND AND GRAMAKANTHA PARAMBOK AND ABADI LANDS WHICH
WERE LEASED OUT PRIOR TO THE 9TH JANUARY ,1991**

1. Manner of recording of leases, sub-leases etc. in respect of Nazul / Khashmhal lands, payment of Compensation:-
Tahasildar shall record the holder of Kasmahal / Nazul lease hold land as a lessee if such land was leased out prior to the 9th day of January 1991. The holder of such land includes a lessee, sub-lessee and a subsequent sub-lessee. This provision shall not apply to cases of Kasmahal /Nazul lease hold lands utilized for homestead purposes in any urban area.

as such before the said date with reference to record of rights and other relevant records. In each such case, the Tahasildar should make field enquiry and obtain the approval of the Collector.

(c) In the event of sub-lessees and subsequent sub-lessees being recorded as lessees the person immediately under whom they were holding the land as such shall be entitled to a compensation equal to an amount ten times the annual rent stipulated in the lease agreement.

(d) The sub-lessee or the subsequent sub-lessee shall produce a stamp receipt in Form I before the Tahasildar within a period of six months from the date he is recorded as lessee in support of payment of such compensation to the person immediately under whom he held the land.

(e) On failure of production of the stamped receipt in the manner indicated in sub-clause (d), the Tahasildar shall proceed to recover the compensation as an arrear land revenue and shall pay the same to the persons entitled to it.

(f) All the lessees so recorded in the manner indicated in the preceding sub-clauses shall execute a lease deed in Form III.

2. Settlement of Gramakantha Parambok / Abadi land:-

(a) The Tahasildar shall settle Gramakantha Parambok / Abadi land with the person in occupation of such land for a period of not less than five years as on the appointed day on the following manner, namely :-

(i) In urban areas such land used only for the non-homestead purposes shall be settled on lease hold basis subject to execution of a lease deed in Form III.

(ii) In rural areas such land shall be settled on raiyati basis irrespective of the use of land and the rent thereof shall be assessed in accordance with that of similar lands in the vicinity.

(b) The procedure for the settlement of the land under sub-clause (a) shall be as follows :-

(i) The Tahasildar shall initiate a case record suo motu or an application from the occupants of such land and make a detailed enquiry into the possession of such land and ascertain the actual extent of land under possession of any person.

(ii) On the basis of the enquiry, plotting of the land under possession shall be made and after preparing the necessary map, the Tahasildar shall issue proclamation inviting objections for settlement of the land with that individual.

(iii) The proclamation shall be published in the manner provided in sub-rule (5) of rule 5 by giving thirty days, time to file objections, if any.

(iv) Where objections have been received within the period so specified, the Tahasildar shall dispose of the same after notice to the concerned parties and by giving an opportunity of being heard to all such parties.

(v) The Tahasildar after disposing the objections, if any, and where no objections has been received, may settle the land with the person found to be in actual possession of the land after obtaining prior approval of the Collector .

3. Nazul/Khasmahal lands used as homestead in urban area:-
Tahasildar on being satisfied after enquiry that any Nazul / Khasmahal land is used and in occupation by any person as homestead for a period of not less than five years as on the appointed day shall settle the said land in favour of the person holding such land, on execution of lease deed in Form IV. In case of a sub-lessee and subsequent sub-lessee such settlement shall take effect on production of the stamped receipt in Form I from the date of payment of such compensation to the person (s) immediately under whom they held the land : -

Provided that on each such settlement, approval of the Collector shall be obtained.

(b) The amount of compensation shall be equal to ten times of the annual rent as provided in the lease deed.

4. Settlement of Gramakantha Parambok Abadi land, used as homestead in urban area:-

(a) In case of Gramakantha Parambok / Abadi land utilized as homestead in the urban areas, the Tahasildar shall initiate a case record suo motu on application in Form II from the occupants of such land and after making a spot enquiry, shall find out individual occupation of the land, determine area of such occupation and prepare a map of the area assigning separate plot/plots for each such occupation.

(b) After such field inspection and preparation of map, the Tahasildar shall record a finding as to the period of actual occupation by such person if exceeded five years as on the appointed date.

If the Tahasildar is satisfied with regard to eligibility of such person, he shall issue a proclamation inviting objections for settlement of the land.

(c) The procedure laid down in sub-clause (b) of clause 2 shall be followed in the matter of publication of proclamation and disposal of the objections.

(d) Settlement of land shall be made after obtaining prior approval of the Collector and on, execution of a lease deed in Form IV. The rent of such land shall be fixed with reference to that of similar lands in the vicinity.

FORM

I

[See Clauses 1 (d) and 3 (a)]

**RECEIPT FOR RECEIVING THE COMPENSATION AMOUNT BY THE
LESSEE/ SUB-LESSEE FROM THE SUB-LESSEE / SUBSEQUENT SUB-
LESSEE UNDER HIM FOR THE KHASMAHAL/ NAZUL LAND,**

To

The Taliasildar ,

I, Shri:son of Shri, Village
.....PostDistrict
received herewith a. sum of Rs(Rupees) only
as compensation @. ten times of the rent from Shri.....
son of .ShriVillage Post.
..... Districtwho is a sub-lessee/subsequent sub-
lessee under me for the Kasmahal/Nazul land measuringacres bearing
Plot No./Khata No. Holding No. in village/urban area.

Date. Signature of lessee/Sub-lessee

In the presence of two respectable persons
Of the locality who should attest to the fact
of payment.

1(Signature)

2. (Signature)

FORM

II

[See clause 4 (a)]
APPLICATION FOR SETTLEMENT OF GRAMAKANTHA
PARAMBOK AND ABADI LAND

To

The Tahasildar ,

1. (a) Name of the applicant :	
(b) Age :	
2. Father's name :	
3.	
(a) Present residential address (in full) :	
(b) Permanent Home address (in full) :	
4. Occupation of the applicant:	
5. Extent of Gramakantha Parambok/ Abadi land in his occupation (Delete which is not applicable) :	
6. Date from which in occupation :	
7. Detailed particulars of the land applied for-	
(a) Name of village/Urban area :	
(b) Holding No./Plot No./Khata No., if any:	
(c) Area applied for	
(d) Boundary:	

8. Manner of utilisation of larid under occupation. :	
Date	Signature of the applicant

FORM

III

[See clauses 1 (f) and 2 (a) (i))

**STANDARD FORM OF LEASEDEED F9R LEASE OF KHASMAHAL,
NAZUL, GRAMAKANTHA PARAMBOK AND ABADI LAINDS USED FOR
PURPOSES OTHER THAN HOMESTEAD IN URBAN AREA**

This indenture made theday of..... 19..... ...
BETWEEN THE Governor of Orissa (hereinafter called the "Lessor" which expression shall where the context so admits or implies include his successors in office and assigns) of the one part.

AND

Shri.....S/o Shri...aged.....
 years resident of village..... P.S...,District...
(hereinafter called the "lessee" which expression shall where

the context so admits or implies include his heirs/executors and assigns) .of the other part.

NOW THIS INDENTURE .WITNESSETH that the lesser doth hereby accept the aforementioned person as lessee/raiyat in respect of the land in question clearly described in the Schedule below subject to the terms and conditions hereinafter mentioned :

1. The lessee/raiyat shall pay annually to the Tahasildar as rent the sum Rs..... being the rent payable by tenants for similar lands in the vicinity and will also pay cess as per Rules. Such rent is subject to revision at the time of settlement and resettlement operation
2. The above rent shall be paid in one instalment on or before the 31st March of each year. In the event of the lessee failing to pay any instalment of rent on or before the above date, such arrears shall carry interest at the prescribed rates from the date on which the same become payable until payment.
3. That the lessee shall not mortgage or transfer by sale or gift or otherwise his holding or any part thereof without the previous written permission of the Collector and keep the land free from encroachment.
4. The lease held land shall not be utilized for any other purpose except for the purpose for which it has been assigned without specific permission from the Collector nor the land shall be made unfit for such use.
5. In case of any transfer of the holding or part thereof or in case of intestate succession on the lessee's death or that of any subsequent holder holding wholly or partly the lease hold land it will be incumbent upon the person on whom the said land devolves to make an application to the Tahasildar under whose jurisdiction the land is situated for necessary mutation.
6. If the land or any part thereof is required by Government at any time for any

public purpose, the said land or part thereof can be resumed by giving a three month's notice in writing. In such an event the lessee can claim compensation for any building erected or other improvement that he might have done on the said land. The amount of such compensation will be fixed by the Collector whose decision shall be final, Conclusive and binding on the lessee.

7. The lessee shall pay all municipal and other local taxes which may be assessed upon the demised premises under any law for the time being in force.

8. In case of breach of either of the provisions of Clause 3 or 4 of this lease agreement by the lessee, the lease shall be determined and the Collector on behalf of the lessor shall have the right to re-enter immediately and take possession of the said land.

9. That in the event of re-entry provided in clause 8 hereof, the lessor shall not be liable to pay any compensation for any improvement effected or made by the lessee :

SCHEDULE OF THE LAND

Signature of the Tahasildar acting in the premises for and on behalf Government of Orissa.

In the presence of witnesses: Signature of the Lesses
in the presence of the witnesses
1. 1.
2. 2.

FORM

IV

[See clauses 3 (a) and 4 (d)]

**STANDARD FORM OF LEASE DEED FOR LEASE OF KHASMAHAL,NAZUL,
GRAMAKANTHA PARAMBOK AND ABADI LAND USED FOR HOMESTEAD
PURPOSES IN URBAN AREA.**

This indenture made on theday of.....19,
BETWEEN the Governor of Orissa (hereinafter called the 'Iessor' which expression

shall, where the context so admits or implies includes his successors in office and assignees) of the one part,

AND

Shri s/o Shri aged years resident of village P.S District(hereinafter called the assignee which expression shall where the context so admits or implies include his heirs / executors and assigns) of the other part.

NOW THIS INDENTURE WITNESSETH that the lessor do hereby accept the aforementioned person as the assignee on payment basis In respect of the Khasmahal /Nazul/ Gramakantha Parambok / Abadi lands described in the schedule below, subject to the terms and conditions hereinafter mentioned :-

1. The assignee shall pay annually to the Tahasildar as rent the sum of Rs being the rent payable by tenants for similar lands in the vicinity and will also pay cess as per Rules.
2. That the assignee shall not commit any act of waste on his holding so as to render it unfit for the purpose of being used as a homestead.
3. The lessee shall keep the boundaries of his holding unaltered and well defined and point them out to any officer or person duly authorised by the Collector in writing to inspect them when so ordered by the Collector.
4. In the case of any transfer of the holding or part thereof in case of intestate succession on the assignee's death, it will be incumbent upon the person on whom the said land devolves to make an application lo the Tahasildar under where jurisdiction the land situates for necessary mutation.
5. If the land or any part thereof is required by Government at any time for any public purposes, the said land or part thereof can be resumed by giving a three

months notice in writing. In such an event, the assignee can claim compensation for any building erected or other improvement that he might have done on the said land. The amount of such compensation will be fixed by the Collector whose decision shall be final, conclusive and binding on the assignee.

6. The lessee shall pay all municipal and other local taxes which may be assessed upon the demised premises under any law for the time being in force.

SCHEDULE OF THE LAND

Signature of the Tahasildar acting
In the premises for and on behalf of Signature of the Lesses
the Governor of Orissa. in the presence of the witnesses

In the presence of witness

- 1.
- 2.

Annexure

Utilisation Certificate

.....

I have verified the accounts of _____ in respect of the grants of Rs._____ released by the Department of Women and Child Development/Central Social Welfare Board for the period _____ with the help of vouchers and certify that they are correct and that an amount of Rs._____ has been utilized upto _____ for the purpose for which it was sanctioned. The balance of Rs._____ remaining unutilized at the end of the year has been surrendered to the Govt. (vide No._____ dated _____)/ will be adjusted towards the grant-in-aid payable during the next year_____.

(CHARTERED ACCOUNTANT)

Annexure

CENTRAL SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS FOR CRECHES APPLICATION FORM

Note (Application received in an incomplete form will not be entertained.)

PART – I

(To be completed by the applicant)

1. Name of the Institution/organization:
- 2 Objectives of the Institution/Organization:
3. Brief history of the Institution/Organization and its objects and activities:
4. Whether recognized by the State Government:
5. Whether registered under Indian Societies Registration Act, 1860 (ACT XXI of 1860)
6. Whether the institution/organization is of all India character. If so, give the nature of its all-India character:

7. Whether located in its own/rented building:
8. Present number of beneficiaries (i.e. babies in the age group of 0-6 years) and the number of creches run by the organization.
9. Details of the crèches project for which grant is applied (i.e. the number of additional babies to be provided with care in the existing creches, additional creches proposed to be started, the nature of baby care service to be provided, item-wise details of estimated expenditure etc.):
10. Likely dates of commencement and completion of the crèche project:
11. Whether the project is likely to be assisted by some other official or nonofficial sources. If so, give details thereof:
12. Justification for the project indicating its important features which entitle it to central assistance (mentioned the name of the work etc.; the working mothers which will be benefited, and give any other relevant information):
13. Total estimated expenditure on the project for one year:
 - (a) (i) Non-recurring _____ Rs.
 - (ii) Recurring _____ Rs.
- (b) Period for which recurring assistance is required:
14. a) Amount of grant requested (not exceeding 90% of the estimated expenditure);
 - a) i) Non-recurring _____ Rs.
 - ii) Recurring _____ Rs.
- b) Period for which recurring assistance is required:
15. Is accommodation available for running the creches to or temporary shelter is proposed to be improvised?
16. Whether the institution is in a position to meet 10% or balance expenditure? If so, indicate the sources:
17. List of papers/statements to be attached (in duplicate):
 - a) Prospectus/Memorandum of Association or a note giving aims and objects of the institution/organization:
 - b) Constitution of Institution/Organization:
 - c) Constitution of the Board of Management with brief particulars of each member:
 - d) Latest available annual report:
 - e) Audited accounts for last two years along with a copy of their certified

balance sheet for the previous year:

f) A statement giving details (year, purpose, amount etc.) of assistance received during the last two years from the Central/State Government, Central Social Welfare Board, local bodies or any other quasi-Government institutions including requests made there of to any one of these or any other organization for the project under consideration or for any other project:

g) A statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the proposed creche project:

18. List of additional papers, if any:

19. Additional information, if any:

20. Does the institution/organization work of profit to any individual or body of individuals?

Signature of

Secretary/President.

Please affix required stamps before submission

FROM No.III

(See Rule 3)

Office of the Miscellaneous Certificate Case No..... of 200...

RESIDENT/NATIVITY CERTIFICATE

This is to certify that Shri/Smt./Miss son/daughter/wife of Shri Is a native of the District of in the State of Orissa and he/his family ordinarily reside in Village/Town P.S..... Tahasil in the District of

2. This certificate being granted only for the purpose of

Signature of Revenue Officer

Date:

Designation (with seal of office)

1. Signature of the applicant

Odisha Governor promulgates ordinance for official use of Odia

May 24, 2016 [No comments](#)

Odisha Governor Dr SC Jamir has promulgated Odisha Official Language (Amendment) Ordinance, 2016 to ensure use of Odia in all government systems.

The ordinance was promulgated as per provisions of the Article 213 of the Constitution.

It empowers the state government to formulate laws to implement Odisha Official Language Act, 1954.

It will amend the Language Act and use Odia in the official businesses of the Government including in writing files, letters and all other official documents.

Constitutional provision of Official Language

Article 345 of the Constitution deals with Official language or languages of a state which empowers state legislature to adopt ‘any one or more of the languages in use in the State or Hindi as the language or languages to be used for all or any of the official purposes’ of the concerned State.

ORISSA STAFF SELECTION COMMISSION, BHUBANESWAR

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No.2379/ OSSC. Dt.23.10.2007

Sale of application forms w.e.f.: 27.10.2007

Last date of receipt of application: 26.11.2007

Applications are invited for recruitment to the posts of **Inspector of Supplies** in the scale of Pay

of Rs.4750-125-7500/- and **Inspector of Weights & Measure (Legal Metrology)** in the scale of

pay of Rs.4500-125-7000/- and allowances as admissible to each post, to reach the Commission by 26.11.2007. **Separate applications are required to be submitted for each post.**

2. Vacancy Position:

(a) Inspector of Supplies:

Category	Men	Women	Total
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S.T.	10	6	16
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S.C.	8	3	11
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SEBC	14	7	21
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U.R.	15	8	23
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Total 47 24 71

Out of the above, 2(two) vacancies each are reserved for Physically Handicapped and for Ex-Serviceman categories and 1(one) vacancy is reserved for Sports Person.

(b) Inspector of Weights & Measure (Legal Metrology):

Category including No.of vacancy

Women_____

S.T. 5

S.C. 3

SEBC 5

U.R. 6

Total 19

The category wise reservations for the above two posts are tentative and are subject to change as per rules as would be in force at the time of short-listing/publication of result/issue of appointment order.

3. Educational Qualification

(a) Inspector of Supplies:

The candidate must be a graduate from a recognized University and must have passed Oriya equivalent to M.E. standard.

(b) Inspector of Weights & Measure (Legal Metrology):

The candidate must be a graduate in Science from a recognized University with Physics/Electronics/Mechanical Engineering as one of the subjects and must have secured fifty percent marks in Honours or in overall aggregate. The candidates must have passed Oriya equivalent to M.E. standard.

4. Age limit:

The candidates shall not be less than 21 years and more than 32 years as on 01.01.2007. However, a candidate applying for the post of Inspector of Weights & Measure (Legal Metrology) if attained 21 years of age as on 01.01.2006 is eligible to appear. The upper age limit is relaxable by 5 years in case of SC/ST and woman candidates, 3 years in case of SEBC candidates, 10 years in case of Physically Handicapped candidates and for Ex-Servicemen the period of entire admissible service rendered as per rules. Only one type of relaxation in age is admissible.

5. Manner, Place and Date of Examination:

The examination shall be held in three stages as follows:-

(i) Preliminary Examination:

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(ii) Main Examination

(4 papers - 300 Marks)

(iii)Viva-Voce Test: 35 marks.

There shall be a common preliminary test for both the posts which is likely to be held in the month of December 2007. Separate short lists will be drawn up for each of the posts and the short listed candidates as per result of the preliminary examination will be required to appear in the main examination. Candidates short listed on the basis of their performance in the main examination will be called for viva-voce test separately for each post. The date, time and venue of the examinations/tests will be intimated to the candidates in due course.

6. Application form:

Candidates should apply in separate forms for each post in the prescribed OMR application form available in all Collectorates / offices of the ADM, Bhubaneswar, Rourkela and Sub-Collector, Berhampur and Jeypore on payment of Rs.30/- (Rupees thirty)only in shape of treasury chalan under Head of Account "**0051-P.S.C.-104-UPSC/SSC Examination Fees-0047-Fees collected for conducting examination-02041-Examination Fees**". The treasury chalan in original shall be deposited by the candidate at any of the above offices to obtain application form.

7. Examination Fee:

Candidates other than ST/SC are required to deposit Rs.75/- (Rupees seventy five) only through Treasury Chalan under the Head of Account mentioned at para-6 above.

Core paper on General Awareness: 100 marks of

1 ½ hours duration.

4 papersout

of which 2 papers i.e. General English & Oriya Language each carry 50 marks of 1 hour duration and rest 2 papers 100 marks each of 1 ½ hours duration.

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8. General eligibility of the candidate:

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions:

He/she

- (a) shall be a citizen of India;
- (b) shall possess requisite qualification(educational and age eligibility) shown at para-3 & 4 above;
- (c) must have passed M.E. with Oriya as a language subject or passed Matriculation or equivalent examination with Oriya as medium of examination or passed a test in Oriya at M.E. school standard conducted by the Education Department;
- (d) must not have more than one spouse living;
- (e) shall have good moral character;
- (f) shall be of sound health and free from any organic defect or bodily deformity;
- (g) must not have been debarred from appearing in any other competitive examination or holding Govt. Service as ordered by competent authority;
- (h) must fulfill any other condition(s) as may be specified under relevant recruitment rule/instruction.

9. Reservation:

Candidates claiming reservation under any category as per Para 2 above should furnish relevant certificate issued by the competent authority in support of their claims. In case of Sports person, candidates must possess identity cards issued by Directorate of sports, Orissa.

10. Post Code:

The post code for Inspector of Supplies is **35** and for Inspector Weights & Measures (Legal metrology) is **72** which should be written by the candidates at Item No.8 of the application

form.

11. Documents to be sent along with the Application form:

- (a) Original Treasury chalan in support of deposit of Rs.75/- (Rupees seventy five) towards Examination Fee (except SC/ST). Candidates of SC/ST category should enclose self-attested photocopy of caste certificate issued by competent authority;
- (b) Self-attested photocopy of HSC or equivalent certificate, in support of age;
- (c) Self-attested photocopy of Degree certificate/qualifying educational certificate for concerned post;
- (d) Self-attested photocopy of caste certificate issued by the competent authority;
- (e) One unsigned recent colour photograph (3.5 X 4.5 cm. size) to be pasted in the space provided in the application form. Beside another photograph of the same size duly attested by a gazetted officer should be enclosed;
- (f) Postage stamp worth Rs.6/- to be affixed on the A/D. card and Rs.5/- on the envelope supplied with the application form. The candidate is required to write his/her complete mailing address on both A/D. card and envelope with PIN code.

12. Plan of Examination and Selection Procedure:

A. Preliminary examination:

The common preliminary test (One paper) will be on General Awareness with multiplechoice questions covering different fields of knowledge like General Science, Current events, History of India and fundamentals of English Grammar of graduation standard. The answer script will be in OMR form. This examination will only be a screening test to shortlist candidates for the main examination. Marks obtained in this examination will not be counted for the final merit list. The number of candidates to be admitted to the main examination will

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be about 30 times of the vacancies notified for the respective category posts or as may be decided by the Commission.

B. Main Examination:

The main written examination will consist of four papers of which three subjects i.e. General English, Oriya language and General Studies would be common for both the posts. All the short listed candidates of the preliminary Examination will appear in the main examination in above three common subjects. However candidates short listed for the post of Inspector of Supplies will, in addition, appear in written examination on Mathematics; likewise candidates short listed for Inspector Weights & Measure (Legal Metrology) will appear for

any one of the technical subjects i.e. Physics or Electronics or Mechanical Engineering. Written (Main) Examination will be suitably conducted to facilitate the deserving candidates having requisite qualification aspiring for both the posts.

13. Syllabus for the written test:

Subject Duration Full Marks

(A) Inspector of Supplies General English 1 hour 50

Oriya Language 1 hour 50

General Studies 1½ hours 100

Mathematics 1½ hours 100

(B) Inspector of Weights & General English 1 hour 50

Measure (Legal Metrology) Oriya Language 1 hour 50

General Studies 1½ hours 100

Technical subject* 1½ hours 100

*(Physics or Mechanical Engineering or Electronics Engineering)

1. General English:

The pattern of questions on General English will broadly include the following:

- (i) Comprehension of a given passage, (ii) Précis writing, (iii) Usages & vocabulary
- (iv) Short essay writing, (v) Knowledge of grammar.

2. Oriya Language:

The questions will include the following:

- (i) Comprehension of a given passage; (ii) Letter/Application/Report writing; (iii) Usage and vocabulary, (iv) Short Essay writing; (v) Translation from English to Oriya.

3. General Studies : (Objective type with multiple choice answers) :-

The questions will cover the following fields of knowledge. World & Indian Geography with special reference to Geography of Orissa, Indian Polity & Economy, mental ability and test of reasoning; Numerical ability test and Arithmetic(H.S.C. Standard).

4. Mathematics (for Inspector of Supplies):

Questions will be of HSC Standard.

5. Technical subject (for Inspector Weights and Measure):

Physics or Mechanical Engineering or Electronics Engineering.

(Questions will be of Degree Standard)

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14. Viva-voce Test:-

Candidates nearly 3 times of the vacancies in each category for both the posts will be called

to attend the viva-voce test separately.

15. Select list :

The select list shall be prepared on the basis of total marks secured by the candidate in the main (written) examination and viva-voce test. There will be no career evaluation.

IMPORTANT

Candidates are advised to read the instructions given in the application form carefully before filling in the form. Applications complete in all respect should reach “The Secretary, Orissa Staff

Selection Commission, Unit-V, Bhubaneswar-751001” on or before 26.11.2007. The Commission

shall not be responsible for non-receipt of application in time due to postal delay or any other reason. The application other than OMR form will not be accepted.

The above information is also available on the website: <http://www.orissa.gov.in>
Secretary