

GOVERNMENT OF RAJASTHAN
REVENUE RESEARCH & TRAINING INSTITUTE, AJMER.

Course Module of Cadre Training Programme for Tehsildar & Naib Tehsildars.

S.No.	Subject
1.	Important Relevant Sections of Rajasthan Land Revenue Act.
2.	Important Relevant Sections of Rajasthan Tenancy Act 1955.
3.	Rajasthan Land Revenue (Land Records) Rules 1957.
4.	Revenue Court Manual.
5.	Important Provisions of Registration & Stamps Act.
6.	Land Acquisition Act 2013.
7.	Rajasthan Land Revenue (Conversion of Agricultural Land for Non Agricultural Purposes in Rural Areas) Rules 2007.
8.	Recoveries under L.R., P.D.R. & RODA.
9.	Rajasthan Land Revenue (Payments, Credits, Refunds & Recovery) Rules, 1958.
10.	Important Relevant Provisions of Rajasthan Colonisation Act & Rules.
11.	Some Provisions of Rajasthan Panchayat Raj Act 1994 with reference to Tehsildar.
12.	Important Provisions of Succession Act, 1956.
13.	Consumer Protection Act 1986.
14.	Duties & Functions of Executive Magistrate-Important Provisions of C.P.C. & Cr.P.C.
15.	Tips for Improving the Quality of Judgment by Presiding Officers of Revenue Courts.
16.	Useful Tips on C.P.C. for Presiding Officers of Revenue Courts.
17.	Important Provisions regarding Contempt of Court.
18.	S.C./S.T. (Prevention of Atrocities) Act 1989.
19.	Right to Information Act 2005 & Procedure.
20.	Important Rules of R.S.R.

21.	Important Rules of G.F. & A.R & Disposal of Audit Paras.
22.	Important Provisions of Rajasthan Civil Services (C.C.A.) Rules, 1958.
23.	Important Provisions of Rajasthan Civil Services (Conduct) Rules 1971.
24.	Pension Rules.
25.	Good Governance.
26.	Time Management, Leadership, Motivation & Communication.
27.	Laws relating to Protection of Environment, including Global Warming, Climatic Change, Soil & Water Conservation.
28.	Protection of Human Rights Act 1993, Human Rights Commission, Minority Commission, Women Commission.
29.	Citizen Charter.
30.	Protection of Civil Rights Act 1955.
31.	M.G.N.R.E.G.A.
32.	e-dharti (D.I.L.R.M.P.)
33.	Organisational behavior.
34.	Grievance redressal.
35.	Stress Management.
36.	Basic Knowledge of Computer. (Introduction to Data Base Management System, Preparation of Power Point Presentation, Use of Computers in Administration, Internet Access and Information Retrieval, SUGAM Portal.)
37.	Right to Hearing Act 2012.
38.	Rajasthan Guaranteed Delivery of Public Services Act, 2011.
39.	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
40.	Food Security Act 2013.
41.	Land Record Computerisation.
42.	T.A. & Medical Rules.
43.	Disaster Management & Relief.