

GOVERNMENT OF RAJASTHAN
REVENUE RESEARCH & TRAINING INSTITUTE, AJMER.

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

Sr.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.	Regarding Law of Protection of an 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.	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.
44.	Protection of Children from Sexual Offences Act, 2012
45.	Prohibition of Child Marriage Act, 2006.
46.	Standardisation and Quality Ecosystem.

e-training syllabus for **R.T.S. (Cadre Training Programme)**
(One Week)

1.	<u>All About Computer & Windows 7:-</u> Overview of All about Computer. What is a Computer?, Generations of Computers, Types of Computer Systems, Components of a Computer System, What is Keyboard Entering Data, Keyboard Shortcuts, How the Keyboard works, What is a Mouse, Using a Mouse, Other Pointing Devices, Electronic Data and Instructions, Software, Memory, Microprocessor, Expansion Slots and Cards, Personalizing Windows 7, Using applications: Start Button, Windows Media Player, Paint, Notepad, WordPad, Calculator, Working on the Desktop, Using the Taskbar, Snipping Tool, Sticky Notes, Concepts of Operating System, Working With Windows, Windows Explorer, Customization, Windows Utilities, Windows Networking.
2.	<u>Word Processing :-</u> Overview of Word Processing, The User Interface, Creating a Simple Document, Navigating through a Document, The File Tab. The Home Tab: Introduction, The Clipboard Group, The Font Group, The Paragraph Group, The Styles Group, The Editing Group. The Insert Tab: Introduction, The Pages Group, The Tables Group, The Illustrations Group, The Links Group, The Header & Footer Group, The Text and Symbols Groups. The Page Layout Tab: Introduction, The Themes Group, The Page Setup Group, The Page Background Group, The Paragraph Group.
3.	<u>Spreadsheet :-</u> Getting Started: Overview of Spreadsheet, The User Interface, Creating a New Workbook, Navigating and Editing a Worksheet, Working With Sheets, The File Tab Home Tab: Introduction to Home Tab, The Clipboard Group, The Font Group, The Alignment Group, The Cells Group Using Formulas, Absolute and Multiple Sheet References, Using Functions, The Styles Group, The Editing and Number Groups. Other Excel Tabs: The Page Layout Tab, The Data Tab, The Review and View Tabs.
4.	<u>Presentation Graphics :-</u> Getting Started: Overview of Presentation Graphics, The User Interface, Creating a Simple Presentation, Working With a Presentation, The File Tab The Home Tab: Introduction, Clipboard Group, The Slides Group, The Font Group, The Paragraph Group, The Drawing Group, The Editing Group The Insert Tab: Introduction, The Tables Group, The Images Group, The Illustrations Group, The Links Group, The Text and Symbols Group, The Media Group. The Design Tab: Introduction, Design Tab, Commands. The Transitions Tab, The Animations Tab, The Slide Show Tab, View.
5.	<u>Internet :-</u> Overview of Internet, Getting Started, Navigating the Web, Finding Information on the Web, Internet Concepts, Unleashing the Power of Internet, Internet Case Studies (Sampark Portal, Apnakhata, eStamping portal etc.), Internet, Web and Electronic Commerce, Internet Explorer 7.0 OR Mozilla, email etc.
6.	<u>Computerisation of Land Records :-</u> About DILRMP & e-Dharti, Study of various modules of e-Dharti including reports like Khasra Girdawari, Dhaal Banch etc, Mutation Process, perenial Jamabandhi, Online Tehsil concept, Digitisation of Cadastral Maps, Land Records About Bhu-Naksha, Integration of textual and Spatial Data, Process of Online Tarmeem, Scanning, preservation of legacy records and their retrival mechanism and Modren Record Room, Linkage and Verification process of Land Record & Registration Process.
7.	<u>Computerisation of Registration :-</u> Registration Process, About Valuation details, legacy encumbrance data, scanning & preservation of old documents, e-Stamping, e-GRAS.
8.	<u>Survey & Re-survey System :-</u> Survey & Re-survey process, Ground Control network, ground trusting process, Geo-referencing process, About ETS and GPS & DGPS system including field study.
09.	<u>Legal Changes:-</u> About various amendments in LR, Registration and Settlement Act, as per the need of DILRMP.
10.	<u>Digital Signatures:-</u> About digital signatures, security and its usage in various e-governance applications.