

GOVERNMENT OF RAJASTHAN
REVENUE RESEARCH & TRAINING INSTITUTE, AJMER

Course Module of **Tehsil Training** for R.T.S. (Prob.)

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| 1- Period of Training | 07 Weeks (49 Days) |
| 2- Place of Training | Allotted Tehsil |
| 3- Detail of Training | As under |

During the period of 07 Weeks (49 Days) the probationer shall be required to perform following works: -

- (a) Attachment with Tehsildar : to know functioning of Tehsil Organisation, Various Sections of Office, Work performed by section in-charges, Make an analytic note of various applications received, letters regarding prompt action, letters from C.M., M.P., M.L.A., Z.P., letters from State Government, Collector's office etc. Special emphasis on case studies related to RTI, Rajasthan Guaranteed delivery of Public Services Act, 2011 & The Rajasthan Right to hearing Act, 2012. Attending meetings of Panchayat Samiti.
- (b) Attachment with Office Qanungo & T.R.A. to get acquainted with Land Records forms, Attending Patwari meetings, read inspection reports of Tehsildars & Naib Tehsildars, to see Inspector Land Records and Patwari in action (Working with respect to Land Record Rules and other works as part of administrative unit)
- (c) SUB-TREASURY & ACCOUNTS: Attachment with Accountant & Cashier, demand and collection work, Handling cash and registers and maintain of cash books, preparing D.C. bills, Misappropriation and Embezzlement of funds and how to deal with such cases, strong rooms, double locks, payment of ex-gratia, reading audit reports and compliance reports, Accounts related to famine works. Functioning of IFMS.
- (d) Revenue Case Study Work: Attachment with reader of S.D.O. and Tehsildars, writing Court Proceedings, Service of summons, recording Statement of witnesses, regarding old judgments, applications regarding land allotment, ejectment of trespassers, realisation under P.D.R. Act, files relating to Tenancy Act, Land Revenue Act, preventive sections of Cr.P.C. References to Collector, officer in-charge's duty in defending or pleading for govt. cases in various courts.
- (e) Attachment with Sub-Divisional Officer: The S.D.O. will impart training the probationers of inspection of tehsil office and other revenue agencies. He will take the probationers with him in the field to acquaint them with field duties (election, fire, scarcity, law and order, procurement of procedure, checking rations shop, campaigning run and monitored by Administration, inspection of ongoing sites works like MGNREGA etc.)

During the entire training if there is any law & order problems, fire accident, VIP visits, important public functions, VVIP's public meeting, Dharna, Bandh, Agitation, demonstration or any important occasion's the S.D.O/ Tehsildar will introduce the trainee to the situation.

The trainees will maintain daily diary mentioning the day-to-day work done by him. This will be inspected by Tehsildar/SDO. Tehsildar/SDO will send his comments about the conduct, punctuality, willingness to learn, ability to cope with demanding situation and general discipline exhibited by the trainee. This report shall be dispatched immediately to RRTI Ajmer to determine the progress of the probationers and training.