



## **BOARD OF REVENUE : ODISHA : CUTTACK**

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

File No.XI-10/2023- 729 /Exam., Dated 19.12.2023

**From**

**Dr. Bijay Ketan Upadhyaya, IAS**  
**Secretary**  
**Board of Revenue, Odisha, Cuttack.**

**To**

**All Collectors**

**Sub: Instruction to be followed during the Annual Departmental Examination on Accounts & Office Procedure etc., 2023.**

**Sir,**

With reference to the subject cited above, I am to request you to adhere to the following instructions during the conduct of Annual Departmental Examination on Accounts & Office procedure etc.,2023 ,which is to be conducted from 27.12.2023 to 29.12.2023.

1. The sealed packets of Question Papers may please be kept in safe custody under proper Lock and Key till the time of examination. On the days of the examination, respective question papers may be taken by an officer duly authorized by you to the Examination Hall and the sealed packets be opened 15 minutes before the commencement of the examination and it may be distributed to concerned invigilators.
2. The invigilators will distribute the questions to the examinees at the commencement of the examination. The schedule of examination communicated may be adhered to. Immediately after the scheduled time for examination in a subject/paper is over, Answer Papers roll no. wise shall be collected from the examinees and sealed. The sealed packets may be kept in safe custody till dispatch to the Board, after the examination in all subjects is over.

3. The examination shall be conducted under your supervision with assistance of other Senior Officers as may be necessary. Senior Officers like ADM/ Sub- Collector must visit the Exam Centres in each sitting.
4. Before the scheduled date for commencement of the examination, the invigilators and Supervising Officers may be briefed suitably on the procedure for conduct of examination and their specific duties and responsibilities for smooth and fair conduct of the examination.
5. Examination shall start sharp at 10.00 A.M. and 2 P.M. for 1<sup>st</sup> sitting and 2<sup>nd</sup> sitting respectively.
6. For papers with books (Accounts Paper-I, II, III, IV, Law & Statutory Rules for Registration), candidates shall bring their own bare act and rules into the examination hall. No book shall be supplied by Dist. administration.
7. No guidebook in the question and answer format shall be allowed inside the examination hall.
8. **No Mobile phone/ Electronic devices of any kind shall be allowed inside the examination hall. Plain calculators may be allowed for calculation purpose.** If any candidate is found using mobile phone, then he/she shall be disallowed for the examination and his/her name shall be reported for disciplinary action.
9. Candidates found to be engaged in indisciplined behaviour shall be debarred from appearing examination for the next 3 years and departmental action may be taken .
10. **Odia paper is without book.** No book/ mobile/smart watch/Bluetooth device shall be allowed inside the Examination Hall.
11. Invigilators may be requested to check meticulously the answer papers of Examinees, before they put their signature on main answer sheet/ additional answer sheets as per the following instructions.
  - a. To check that the candidate's sample signature on attendance sheet and the signature made in the Examination hall are same.
  - b. To compare the photo in Admit card and candidate's face. If any discrepancy is found, report in writing to the Collector/ ADM.
  - c. To check the Roll No. of the candidate, whether written properly on answer sheets or not.
  - d. Nowhere in answer sheets, the candidates shall write their name. In the place of examiner, sometimes examinees/ candidates sign.
  - e. **To put short signature on body of Answer sheet and additional. Do not write designation on it. On attendance sheet, put full signature and short signature both and write designation.**

- f. To put signature on additional answer sheet. Answer sheets without signature of Invigilator will not be evaluated.
  - g. At the end, the answer sheets must be collected roll number wise and sealed. No extra time shall be allowed to any candidate.
  - h. On the body of sealed packets of answer sheets, the name of Examination, Name of Paper, Date of Exam, Name of Sitting, No. of Answer Sheets shall be written clearly.
  - i. Invigilators are requested to announce in the Examination hall for awareness of the candidates that while answering questions, candidates should not copy a circular or rule from the beginning to end. They should mention Rule/ Circular No. and date and write the provisions only
12. Answer sheet of each paper may be sealed in separate packet with particulars like service, paper, number of answer papers in the packet, date and sitting of examination etc. clearly noted on the sealed packet. The sealed answer packets must be signed by concerned ADM of the District.

As the Hon'ble Member, Board of Revenue desires to conduct the Departmental Exam strictly, it is requested to take all necessary steps in this regard.

**Yours faithfully**



19.12.23

**Secretary**

**Board of Revenue, Odisha, Cuttack**