

**THE ORISSA SUB-REGISTRARS (RECRUITMENT AND CONDITIONS OF SERVICE)  
RULES, 1983**

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**REVENUE AND EXCISE DEPARTMENT**  
**NOTIFICATION**  
The 11th May 1983

S.R.O No 254 / 83-----In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules for regulating the methods of recruitment and conditions of service of the persons appointed to the post of Sub-Registrars in the State Registration Offices, namely: -

**THE ORISSA SUB-REGISTRARS (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1983**

**PART-I**

**PRELIMINARY**

- Short title and commencement** 1. (1) These rules may be called the Orissa Sub-Registrars (Recruitment and Conditions of Service) Rules, 1983.
- 2.They shall come into force on the date of their publication in the Official Gazette:
- Provided that the provisions in rules 5 and 6 relating to the procedure of direct recruitment shall be deemed to have come into force with effect from the first day of January, 1979.
- Definitions** 2. In these rules, unless the context otherwise requires,
- (a) "Board of Revenue" means the Board of Revenue constituted under the Orissa Board of Revenue Act,1951;
- (b) "Committee" means the Selection Committee constituted under rule7;
- (c) "Government" means the Government of Orissa in the Revenue and Excise Department;
- (d) "Inspector General" means the Inspector General of Registration;
- (e) "Year" means the calendar year

**PART-II**

- Composition and Strength of Service** 3. There shall be such number of posts of Sub-Registrar in the State with such time-scale of pay as Government may, from time to time, determine.
- Methods of Recruitment** 4. Recruitment to the post of Sub-Registrar shall be made:-
- (a) direct recruitment to the extent of not less than fifty percent of the vacancies in a year, and

(b).by promotion

(i)From among the ministerial officers of the State Registration Offices to the extent of not less than twenty-five per cent of the vacancies in a year,

(ii)From among the ministerial officers of the Revenue and Excise Department, Board of Revenue and Office of the Inspector-General means to the extent of not more than twenty-five percent of the vacancies in a year:

Provided that in the event of non availability of suitable candidates of category (ii) in a particular year, the vacancies shall be filled up by promotion of candidates of category (i):

Provided further that in the event of non-availability of suitable candidates for promotion in a particular year, the vacancies shall be filled up by direct recruitment.

### **PART-III**

#### **Direct Recruitment**

##### **Direct Recruitment**

4.Direct recruitment to the post of Sub-Registrar shall be made by the Board of Revenue in accordance with such regulations as the Board of Revenue may make in this behalf with the prior approval of Government, which shall, inter alia, prescribe the syllabus, the conditions of eligibility of the candidates and the detailed procedure for the recruitment examination:

##### **Issue of Appointment Orders**

5 Provided that, notwithstanding anything contained in these rules, the vacancies set apart for being filled up by direct recruitment may in any particular year be filled up by the Board of Revenue from among the remaining candidates in the list prepared by the Orissa Public Service Commission under regulation 7 of the Orissa Administrative Service, Class-II (Appointment by Competitive Examination) Regulations, 1978 after appointments are made against the vacancies in the Class-II services listed in the said regulations.

##### **Constitution of the Selection Committee**

6.The Inspector-General shall issue appointment orders of the candidates and shall post them to different Registration Sub-Districts formed under the provisions of the Registration Act, 1908.

## PART-IV

### Recruitment by Promotion

**Constitution of the Selection Committee** 7. (1) There shall be a Selection Committee with the following members:

(i)Member, Board of Revenue	..	Chairman
(ii)Secretary/ Additional Secretary to Government, Revenue & Excise Deptt.		Member
(iii)Inspector-General of Registration	..	Member
(iv)Two of the District Registrars to be nominated by the Board of Revenue for each year of recruitment.		Member

(2) The Inspector-General or his nominee shall act as the Convener.

(3) The Committee shall ordinarily meet at intervals not exceeding one year. The recommendation of the Committee shall be valid and can be acted upon, notwithstanding the absence of not more than two of its members other than the Chairman provided the member or members so absenting, was or were duly invited to attend the meeting.

**Conditions of Eligibility**

8. No person shall be eligible to be considered for promotion under clause (b) of rule 4 unless, on the first day of January of the year to which the recruitment relates:

- (a) he has rendered not less than ten years of service in the non-gazetted rank, and
- (b) he is of outstanding merit and ability.

**Recommendations for considering promotion**

9. (1) The Inspector- General shall obtain the recommendations from the concerned offices, including his own office, for consideration for promotion to the post of Sub-Registrars.

(2)The recommendations shall be set out in a tabular form consisting of the following parts for placement, along with the other papers including the service particulars and the confidential character rolls of the candidates, before the Committee-

- (a)candidates of category (i) of clause (b) of rule 4, and
- (b)candidates of category (ii) of clause (b) of rule 4:

Provided that if any of the candidates are found, at the time of scrutiny, to be ineligible for consideration as per rule 8, a list of such candidates specifying the ground of ineligibility shall also be prepared.

**Preparation of the Select list for Promotion and Appointment of Candidates therefrom**

10. (1) The Committee shall thereupon consider the recommendations and scrutinise the papers, mentioned in sub-rule (2) of rule 9, relating to the candidates recommended and prepare a list of candidates found suitable for appointment to the post of Sub-Registrar in order of merit.

(2)The list so prepared shall ordinarily remain in force for one year from the date of its preparation by the Committee

(3)After obtaining the approval of the Member, Board of Revenue for appointment of candidates as per the list prepared under sub-rule (1) of rule 10, the Inspector-General shall issue appointment order in respect of the candidates and shall post them to different Registration Sub-Districts formed under the provisions of the Registration Act, 1908.

**PART-V**

**General**

**Determination of Seniority**

11.The seniority of officers appointed to the post of Sub-Registrar in any year of recruitment shall be regulated in the following manner, namely:-

(a)officers appointed by direct recruitment shall be ranked inter se in the order in which their names are arranged by the Board of Revenue or the Orissa Public Service Commission, as the case may be, in the list of merit drawn up on the results of the recruitment examination;

(b)officers appointed by promotion shall be ranked in the order in which their names are arranged by the Selection Committee; and

(c)as between the officers referred to in clause (a) above on the one hand and those referred to in clause (b) on the other, the latter shall in the year of recruitment en bloc be senior to the former in that year.

12. Every person recruited to the post of Sub-Registrar shall be on probation for two years from the date of his appointment. If during or at the end of the period of probation he is found unfit to continue further, his services may be dispensed with if he is a direct recruit or he may be reverted to his former post if he is a promote:

Provided that a Sub-Registrar shall be confirmed at the end of the period of probation if his services are found to be satisfactory during probation, he has passed the Departmental examinations that may be prescribed and is otherwise considered fit for confirmation:

Provided further in the absence of an order of confirmation indicating that the probation has been satisfactorily completed, the probation shall be deemed to have been extended till the date of the order or the date specified in the said order, as the case may be.

**Transfer  
and  
Deputation**

13. (1) The District Registrar shall be competent to transfer a Sub-Registrar from one Sub-District to another within the district.

(2) The Inspector-General shall be competent to transfer a Sub-Registrar from one Sub-District to another within the State.

(3) The Inspector-General, after obtaining the order of Member, Board of Revenue, may depute a Sub-Registrar to serve under other offices, Departments, undertakings and institutions, including foreign bodies, as the case may be, on such terms and conditions as may be decided from time to time.

**Training  
and  
Departmental  
Examination**

14. The Sub-Registrars shall be required to undergo such training and/ or to pass such Departmental examinations as may be prescribed by Government or the Board of Revenue from time to time.

**Reservation**

15. Notwithstanding anything contained in these rules:

a) vacancies shall be reserved for direct recruitment and promotion in favour of

candidates belonging to Scheduled Castes and Scheduled Tribes and the same shall be filled up in accordance with the provisions contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under, and

(b) three per cent of the vacancies set apart for direct recruitment shall be reserved for the qualified but physically handicapped persons as stipulated in General Administration Department Resolution No.16189-Gen., dated the 16th July 1982, as amended from time to time.

**Repeal  
and  
Savings**

16.The Orissa Sub-Registrars (Recruitment) Rules, 1953 and other Government instructions in so far as they are inconsistent with the provisions of these rules, are hereby repealed:

Provided that any order of appointment made or action taken under the provisions so repealed shall be deemed to have been made or taken under the provisions of these rules.

**Interpret-  
ation**

17.If any question arises relating to the interpretation of these rules, it shall be referred to Government for decision.

(No.30290-Regn.-12/83-R.)

By order of the Governor  
RAJENDRA KISHORE PANDA  
Additional Secretary to Government