



GOVERNMENT OF ASSAM

**ASSAM SURVEY AND SETTLEMENT TRAINING  
CENTRE RULES-1992**

**DIRECTORATE OF LAND RECORDS  
ROOPNAGAR  
GUWAHATI**

GOVERNMENT OF ASSAM  
REVENUE (SETTLEMENT) DEPARTMENT

RSS 770/91/71,

Dated Dispur the 11<sup>th</sup> dec'92

From : Shri H.N.Das  
Deputy Secretary to the Government of Assam,  
To: The Director Land Records, Assam, Guwahati-21  
Sub: Draft amendment to the Assam Survey and Settlement Training  
Centre Rules – 1992.  
Ref: Your letter No DS. 21/ (DE- II) 69- 92 /65 dt. 26- 10 92.

Sir,

I am directed to say that the Governor of Assam is pleased to approve the draft amendment to the Assam Survey and Settlement Training Centre Rules, 1992 with slight modification from your necessary action.

Rule 23 F is to be deleted as suggested by Special Commissioner in red ink.

The copy of the draft amendment Rules is enclosed.

Yours faithfully,

Sd/ (H.N.Das)  
Deputy Secretary to the Government of Assam  
Revenue (S) Department

## PREFACE

Along with the creation of the Department of Land Records & Agriculture in Assam in 1982, there were 5 (five) established survey schools, one each at Guwahati, Mangaldoi, Tezpur, Jorhat and Sibsagar. One was established in 1887-88 and three others in 1888-89 leaving only the one at Guwahati. It has since been the only Survey School in the State maintained by Government with its location at Jalukbari Hills, a suburb of the greater Guwahati. In the wake of the Chinese aggression in 1962, the permanent buildings of the school were taken over by the army authority and the school was shifted to its hired buildings at Shantipur, Guwahati. The Government was looking forward to early construction of its permanent buildings again in a suitable place and at last construction was taken up in its new site at Dakhingaon, Guwahati during 1980-81. The School was shifted to its permanent campus on 2-9-88. In the meantime the Government renamed the School as "Assam Survey and Settlement Training Centre" and the location as "Rajahnagar"

The Rules for the Assam Survey School were framed way back in 1895 and retained in 1935. Some revisions were made to it in 1956. It has been intended for some time now to make some modifications to meet the present day requirement and the result is the present set of Rules of this important institution.

Guwahati, Assam.  
December 21<sup>st</sup>, 1992

(N.B. Deb)  
Director, Land Records and Surveys etc.  
Assam Guwahati-21

**THE ASSAM SURVEY AND SETTLEMENT TRAINING  
CENTRE (AS & STC) RULES 1992.**

Short title and  
Commencement

1. (i) These Rules may be called the Assam Survey and Settlement Training Centre Rules, 1991.  
(ii) These Rules will come into retrospective effect from 7.3.88.

Definitions

**2. In these Rules, unless the context otherwise requires:**

- (a) "Government" means the Government of Assam.  
(b) "Director" means the Director of Surveys, Assam.  
(c) "Centre" means the Assam Survey and Settlement Training Centre, Rajahnagar, Dakhingaon, Guwahati-18.  
(d) "Principal" means the Principal of the Assam Survey and Settlement Training Centre.  
(e) "Government Servant" means the State Government Servant of Assam.

Abbreviations:

3. (a) OCC : Officers Class Course.  
(b) SCC : Special Class Course.  
(c) RCCC : Recorders Certificate Class Course.  
RCICC : Recorders Certificate Intensive Course Class.  
(d) NEC : North Eastern Council.  
(e) STI : Survey Training Institute.  
(f) IAS : Indian Administrative Service.  
(g) ACS : Assam Civil Service.  
(h) IPS : Indian Police Service.  
(i) APS : Assam Police Service.

## CHAPTER-1

### MANAGEMENT OF THE CENTRE:

1. The Centre is maintained by Government

(a) For training of candidates as (ai) Mandals and Patwaris, (aii) Supervisor Kanungos and (aiii) for training of IIA pwn officers and staff.

NOTE: Candidates deputed by other states, Governments Agencies, District Councils, Public and Private undertakings/ Enterprises/ Bodies or private individuals seeking admission as private students are also admitted into the Centre when seats are available on payment of fees prescribed in Rule (55) subject to DLR's orders.

2. The day to day management of the Centre is in the hands of the Principal with overall supervision of Director. All expenses connected with this Centre will be met from its own Budget. Expenditure on Plan-budget, will also be met by the Director.

3. The Centre at present consists of the following Staff, which is liable to vary from time to time according to the necessities of administration:

One Principal (ACS)  
Six Teachers (Including Head Master)  
One Head Assistant  
Two L.D. Assistants  
One Store Keeper  
One Pharmacist  
One Electrician  
One Driver  
One Plumber  
Fifty one Grade IV employees (including casual khalasis)

4. The following Registers will be maintained in the Centre:

- 1) Admission Register
- 2) Register of daily attendance
- 3) Expenditure Register showing monthly cost of the Centre
- 4) Fine Register
- 5) Cash Book
- 6) Bill Register
- 7) Contingency Register, besides Service Books and Character Rolls of the staff.
- 8) Stock Register for instruments, tools and furniture
- 9) Register for Manuals and other Books and other relevant Register Files.

- 5 The Principal will submit expenditure statements to the Director of Land Records and Surveys as he may direct. The statement should reach the office of the Director not later than the 10<sup>th</sup> day of the month following that to which they relate.
- 6 All instruments required by students will be provided by Government and the Principal will be responsible to see that they are kept clean and in good order. A stock list of all instruments etc. will be maintained up to date by the Principal.
- 7 The Centre shall be closed on Gazetted holidays, available public holidays as declared by the Government including local holidays in the Kamrup district.
- 8 Ordinarily the Training period will not exceed eight working hours per diem. The actual working hours of the different courses will be fixed by the Principal with the approval of the Director.

- 9 The following officials will be ex-officio visitors to the Centre,

The Commissioner of Divisions  
The Commissioner of Kamrup  
The District Health Officer of Kamrup.

- 10 A visitor's book will be maintained, where visitors will record reports of their inspection for consideration of the Director.

- 11 There will be ordinarily be following six courses in the Centre;

- a) Officers' Class Course (R.12)
- b) Recorders' Certificate Class Course (R.15)
- c) Recorders' Refresher Course (R.24)
- d) Special Class Course (R.27)
- e) Recorders' Certificate Intensive Course Class (R.57)
- f) Officers' Condensed Course Class (R.56)

Successful candidates in the courses other than the officers' class will receive certificates in the forms given in the Appendix- V, VI, and VII respectively.

## CHAPTER-II

### The officers Class Course:

12. Each year may be fixed by the Director of Land Records and Surveys, training courses will be arranged for training members of the Indian Administrative Service, Indian Police Service, Assam Civil Service (Sr. & Jr.), Assam Police Service, Practising Advocates (private) and any other officer whom the State Government selects and deposes for training.

Works in this course will be carried upon such lines as Government may lay down from time to time.

13. Government servants during training at the survey and Settlement Training Centre will be under the control of the Principal for their discipline and training subject to overall supervision of the Director of Land Records and Surveys.
14. Applications for leave shall be submitted to the Director through the Principal.

## ✓ CHAPTER-III

### RECORDERS' CERTIFICATE CLASS COURSE

15. The object of this course is to train candidates in the duties of recorders. The course will normally last for 6 months and will preferably commence in the month of January every year or at any other date where necessary. Duration of the course may be slightly reduced if there is pressing demand for qualified recorders from requiring authorities. There will be in every year, one such course to which pupils will be admitted according to the availability of seats. It shall however be open for the Director of Land Records and Surveys to run a second course during the same year, if there is pressing demands, provided weather permits.
16. Each student, who at the time of admission to the Centre is not a Government servant, will pay a fee of Rs 15 00 per month for tuition and such fees will be received in the office of the Principal and credited to treasury. Government servants will not be required to pay any tuition fees.
17. Five months of the course will be spent in the Centre and one month as such place as Director may decide upon in training in record writing.
18. Single lowest class railway fares will be paid from the Centre to the place selected for training in record writing. For road journeys, actual expenses will be allowed.

19. Free studentship will be sanctioned by the Director to deserving candidates on recommendation from the Principal. The exact numbers to whom free studentship are to be awarded will be decided by the Principal, in consultation with the Director.

20. For admission in to each course, the Director will invite application from intending candidates preferably by the middle of June each year. Before final selection is made for admission to the course, the Director will obtain a statement from each districts in regard to the following,

- i) The Lots which are vacant or likely to fall vacant within the next three years.
- ii) The date from which the vacancy arises and the thereof
- iii) The lots with non-resident Mandals or unqualified Mandals.
- iv) The number of survey passed persons in the locality waiting for appointment.
- v) Reserved vacancy and back-log position regarding Scheduled Tribes (Plains Tribe), Scheduled Castes and other backward classes in the districts and sub-divisions and in making the final selection, the Director will pay due regard to the need of the districts.

21. Ordinarily, a candidate for admission shall not be less than 18 years or more than 29 years of age on the 1st of January of the year of advertisement. Upper and lower age limit shall be governed by the Government orders issued from time to time in this regard.

22. The minimum educational qualification for admission to the Recorder's Course Class will be High School Leaving Certificate Examination passed or its equivalent recognised by the Government.

23. Candidates for admission shall be selected by the Director in either of the following manner as found convenient.

(A) An entrance examination for the intending candidates who have applied in time and are qualified otherwise as per Rule 21 and 22, will be held from time to time depending on the availability of vacancies at each district and subdivision headquarter in the plain districts preferably in the month of September to see whether the candidate has i) knowledge of elementary arithmetic, ii) proficiency in Assamese and Bengali language and iii) General knowledge of the High School leaving Certificate course standard.

On knowing the total number of candidates along with the above information, the Director will arrange to get the requisite number of question papers set and printed/ cyclostyled and send them to the Deputy Commissioners/ Sub-divisional Officers or any other officer authorised by him on this behalf to the



entrance examination on the date and hour fixed by him. The question paper will be set by a responsible Gazetted officer appointed by the Director of Surveys, total marks will be 200, the pass marks being 40%, the maximum time being 3 hours.

The Director will arrange for evaluation of the answer scripts by officers selected by him for this purpose and to get the mark sheets.

The Deputy Commissioner and Sub-divisional Officer or any other officer authorised in this behalf who hold the examination will be responsible to send under the strict precautionary measures soon after the examination is over, all answer scripts accompanied by a statement of the candidates appearing in the examination in a tabular form in the following proforma or any other proforma as may be prescribed in this behalf by the Director viz. 1) Serial no. (2) Name of the candidate, (3) Father's name (4) Age on 1<sup>st</sup> January, of the year of advertisement (5) village (6) Post office, (7) Circle, (8) If plains/tribal/scheduled caste or other backward class, (9) Remarks. In the remarks column should be shown as far as practicable the number of surveys passed recorder still unemployed in the different circles of the Sub-Division. The Director of Surveys will then decide the number of candidates to be selected for admission to the Centre for the course and select them in the manner to be decided by having due regard to the order of merit as shown by the marks obtained in the examination and subject to the actual need of the district and usual reservation quota for the Scheduled Tribe, Scheduled Caste and other Backward Classes candidates. The selected candidates will then be medically examined in their districts and Sub-divisional head quarters by a medical officer not below the rank of an Assistant or equivalent surgeon. Admission will be made on production of original school leaving certificate and medical certificate by the selected candidates before the Principal. Candidates suffering from infectious diseases will not be admitted.

(B) The Director shall select the candidates through the DC's in the basis of marks obtained in (i) M.T.L., (ii) English (iii) Mathematics in the H.S.L.C Examination. Weightage shall be given to candidates having higher qualification as follows:

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|--|-----------|
| (a) H.S.S.L.C:                         | 10 marks. |
| (b) Degree of a recognised University: | 15 marks. |

The DC's will call for application from candidates qualified under Rule 21 and 22 with usual application fees in the prescribed tabular form along with attested copies of mark sheets in each of the examination mentioned herein above and prepare a list in order of merit equal to twice the number of vacancies in the district. The candidate shall be called for interview when the original mark sheets will also be verified by the DCs before finalisation.