Tripura Civil Services (Training and Department Examination) Rules, 1975.

(As Amended upto 4th Amendment Rules, 2019, dated 01-02-2019 A.D)
PART I—Orders and Notifications by the Government of Tripura, the High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
APPOINTMENT & SERVICES DEPARTMENT

No. F. 34(94)—GA/73 Dated, Agartala, the 23rd June, 1975.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased to make the following rules for the training and departmental examinations of officers of the Indian Administrative Service, Tripura Civil Service Grade-II and Tripura Junior Civil Service on Probation, namely:—

PART—I
GENERAL

1. Short title and commencement:—
   (i) These rules may be called the Tripura Civil Services (Training and Departmental Examination) Rules, 1975.
   (ii) They shall come into force with effect from the date of their publication in the Official Gazette.
   (iii) These rules shall apply to I.A.S. Officers (on probation) appointed and posted in Tripura and the officers of T.C.S. Grade II and T.J.C.S. (on Probation).

2. Definitions:—
   In these rules, unless the context otherwise requires:—
   (i) “State Government” means Government of Tripura.
   (ii) “Governor” means the Governor of Tripura.
   (iii) “Commission” means the Tripura Public Service Commission.
(iv) “examination” means departmental examinations prescribed under the rules.

(v) “Part” means a part of these rules.

3. (i) The examinations will be held twice a year usually in February and August under the direction of the Tripura Public Service Commission. All officers intending to appear at an examination shall apply in the prescribed Form (Annexure) ‘A’ within the prescribed date published by the Commission.

(ii) The dates of the examination will be fixed by the Commission and duly notified to the examiners and the examinees at least one month before the examinations begin.

4. (i) The examinations will be conducted at Agartala or at any other place or places by a Local Committee which will consist of either the Chairman or the Member of the Tripura Public Service Commission as its President and such other official and non-official Members as may be appointed by the Chairman, Tripura Public Service Commission. The President may select a substitute in case an official or a non-official person originally appointed as a Member of the Committee is unable for any reason to attend the examination.

(ii) The Chairman shall select a Member of the Committee to act as Superintendent of the examinations for each centre. The Superintendent shall perform the duties of the President if for any unavoidable reason the latter is prevented from attending to his work.

(iii) The Local Committee will have no concern with the written examinations, but it will be its duty to see that it is conducted with proper strictness and that the answers of the examinees are forwarded in sealed covers to the Commission.

5. (i) The examinations in Bengali and Hindi will be conducted by a Board of Examiners which will consist of such members of the Local Committee together with any additional officers or non-official persons as may be appointed by the President to assist at the examination.

(ii) The papers for these examinations in languages will be selected or prepared according to the direction of the Chairman of the Commission and marks will be assigned by the Board referred to in sub-rule (i).

6. For the written examinations referred to in the rules, questions will usually be set on the requisition of the Commission by the officers named below:

(i) Secretary to the Government of Tripura in the Revenue Department for the paper in Revenue Law with books. (Paper II).

(ii) Secretary to the Government of Tripura in the Law Department for the papers in law with books. (Paper I, Paper III and Paper IV).

(iii) Secretary to the Government of Tripura in the Finance Department for the papers in Accounts with books (Paper V and Paper VI).

7. The Commission is authorised to borrow necessary Codes and Acts from the offices of this Government, if necessary to enable examinations with books to be conducted. At the close of the examinations the Superintendent will be responsible for the return of the books to the offices to which they belong.
8. (i) Written papers will be examined by the officers who set them or, if for special reasons the services of those officers are not available, by such other officers as the Commission may select.

(ii) The officers who examine the papers will as speedily as possible communicate to the Secretary of the Commission, the number of marks obtained by the examinees. The Commission will tabulate the marks and submit the results to the Chief Secretary to the Government of Tripura or such other authority as may be empowered so to do for publishing the final result of the examinations in the Gazette.

PART—II
SUBJECTS AND STANDARD OF EXAMINATION
A—LAW

9. The examinations in Law are divided into the following four papers, namely:

(i) Criminal Law and Procedure.
(ii) Revenue Law.
(iii) Civil Law and Procedure.
(iv) Central Laws, Acts and Regulations.

10. The Act, Regulations and Rules from which questions will be put are shown below:

CRIMINAL LAW AND PROCEDURE

Law Paper—I

Time—3 hours.

(1) The Indian Penal Code.
(2) The Indian Evidence Act, 1872.

Note 1:—The examinees will be tested regarding their ability to apply the Laws, in cases commonly arising in the course of duties of a Magistrate, to record and assess evidence to frame charge and to write judgement.

REVENUE LAW

Paper—II

Time—3 hours.

(3) Land Revenue Code.
(4) The Land Acquisition Act, 1894.

Note 2:—The examinees will be tested regarding their ability to apply the laws in the course of duties of a Revenue Officer, to record and assess evidence, to frame issues and to write judgements.
CIVIL LAW AND PROCEDURE

Paper—III
Time :— 3 hours.

(1) Code of Civil Procedure.
(2) Transfer of Property Act.
(3) The Indian Contract Act.
(4) The Indian Limitation Act.

Note 3:—The examinees will be tested regarding their ability to apply the laws in cases commonly arising in the course of duties of Munsiff or Revenue Officer, to record and assess evidence, to frame issues and to write Judgements.

CENTRAL LAWS, ACTS AND REGULATIONS

LAW PAPER—IV
Time :— 3 hours.

(2) The West Bengal Security Act, 1950 as extended to Tripura.
(3) Motor Vehicles Act, 1939.
(4) The Cattle Trespass Act, 1871.
(5) The Indian Stamp Act, 1894.
(6) The Court Fees Act, 1870.
(7) Indian Registration Act, 1908.
(8) Bengal Excise Act, 1909 as extended to Tripura.
(9) Essential Commodities Act, 1955.

Note 4:—The examinees will be tested regarding their ability to apply laws in cases commonly arising in the course of duties of a Magistrate and a Revenue Officer, to record and assess evidence, to frame issues and charge and to write judgements.

B—ACCOUNTS

11. The examination in Accounts will be of two papers. The questions will be set from the books shown below:

Paper—V. (Without books)
Time :— 3 hours.

1. “An Introduction to Indian Government Accounts and Audit” issued under the authority of Auditor General of India.

Part—II Chapters 6–8, 10–11.
Part—III Chapters 13, 14, 21.
Part—IV Chapter 27.
Part—V Chapter 37.
ACCOUNTS

Paper—VI  
(Time: 3 hours)  
Full marks: 100

(1) The Fundamental and Supplementary Rules, Volumes I & II  
(2) The Civil Service Regulations Parts I, IV, VI and X including liberalised pension Rules.  
(3) Central Civil Services (Conduct) Rules, 1964.  
(4) The Central Civil Service (Classification, Control and Appeal) Rules, 1965.  
(5) Hand Book of Establishment Officers.  
(7) Civil Account Code—Volume—I.  
(8) Compilation of Treasury Rules Volume—I.  

C—BENGALI

Paper—VII—Bengali (only for those officers who did not have this language as the medium of instructions in their Matriculation, School Final or equivalent examination).

12. (1) The examination will be of one standard and divided into three parts, namely:
   (i) Conversation and reading.  
   (ii) Translation.  
   (iii) Dictation.  

(2) The marks allotted and the time allowed in each part are as follows:

<table>
<thead>
<tr>
<th>Part</th>
<th>Total Marks</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Conversation and reading</td>
<td>40</td>
<td>15 minutes.</td>
</tr>
<tr>
<td>(ii) Translation</td>
<td>30</td>
<td>1 hour.</td>
</tr>
<tr>
<td>(iii) Dictation</td>
<td>30</td>
<td>30 minutes.</td>
</tr>
</tbody>
</table>

100

D—HINDI

Paper—VIII.

13. An officer must also pass in Hindi Examination. The examination in Hindi will consist of conversation only and will be of 15 minutes duration. Marks will be 25.

14. An officer shall be deemed to have passed the Departmental Examination with higher standard if he secures 60% marks and above in each paper. An Officer securing 50% and above marks but below 60% marks in any paper will be deemed to have passed the Departmental Examination with lower standard.
PART—III

Rules for the training and departmental examination of the officers of Revenue and Development Departments.

15. All I.A.S. officers on probation and officers on of the Tripura Civil Service Grade II and the Tripura Junior Civil Service on appointment shall be required to undergo training and pass the departmental examinations as hereunder:

(i) Training under Sub-divisional Officer and 1st Claws Magistrate

(ii) Training in the Treasury

(iii) Training in Secretariat

(iv) Attending 9 cases and preparing memorandum, judgements, evidences, charge issues, etc., thereon—Three civil, three criminal and three sessions cases to be completed within the period of probation.

(v) "Passing of departmental examination fully by the Higher standard by all Officers of the I.A.S. and of the T.C.S. Grade II and by the Lower Standard by the Officers of the T.J.C.S., as per rules and syllabus prescribed by the State Govt."

(vi) Training in Survey and Settlement.

16. All temporary officers borne on the cadre mentioned above or holding ex-cadre posts notified as such from time to time shall be required to undergo the training and to pass the departmental examinations, prescribed in rule 15 above.

17. An officer may pass the departmental examination in all the subjects prescribed for him either in one or more than one examinations. If he passes in certain subjects in an examination, he would be exempted from these papers in subsequent examinations.

18. If an officer has undergone a training or passed the departmental examinations similar or equivalent to the training or departmental examinations as prescribed in rule 15, he would be exempted from undergoing this training or passing this examination.

19. If an officer has already undergone a training or passed the departmental examinations prescribed, while holding any other post under the Government, he shall not be required to undergo that training or pass that examination again.
20. No officer would be allowed his 2nd increment if he has not passed the departmental examinations in full and completed the training prescribed in the rules within two years of his appointment:

Provided that the State Government may, in special cases, allow him to get the usual increments in cases where officers have already completed two years of service in the respective grade where no departmental examination was prescribed by the State Government prior to coming into force of this rules.

"Provided further that upon fulfilling the requirements in this rule an Officer whose increment had been withheld will draw the increment at the stage at which he would have normally been entitled to draw it, as if his increment had not been withheld, subject to the condition that no arrears of pay and allowances will be admissible for the period for which the increment had remained withheld."

Note:—The date of passing the departmental examination shall be the date following the last date on which the examination was held.

Also provided that the State Government can relax these rules in case of officer who have already completed two years' service in the respective grades prior to coming into force of these rules.

PART—IV

Rules for the training of I.A.S., T.C.S. and T.J.C.S. Officers in Survey and Settlement work.

21. (i) All I.A.S. officers on probation and all T.C.S. and T.J.C.S. officers on probation will undergo a course of training for a period of six weeks in Survey and Settlement work.

(ii) The course will include lectures on the general principles of survey and instructions in the use of the different instruments, with a view to give the officers a practical acquaintance with the system of survey found in Tripura. The syllabus of the course is as follows:

(a) Preliminary instructions at the Headquarters office on the Revenue history, utility of maps and record of right ; Land Laws—past and present—duties of Survey Officers, etc.

(b) Theodolite Traverse.—Handling and adjustment of instrument, method of observing, marking traverse Station the universal theorem ; system of Co-ordination, calculation of areas, necessity for azimuthal observation, Traverse computation.

(c) Kistwar.—Finding out traverse stations measurement of lines, plotting of polygon lines, use of sight vans, finding out missing stations, Morabba, cutting distribution of errors, plotting of fields, checking by running partial lines, Boundary Comparison—linking up of map (a block of 50 acres is to be done by each group of trainees).

(d) Chitha writing.—Names of possessor of each field, classification of lands, crops grown including double crops with respective shares in each field—checking of field boundaries.

(e) Chitha confirmation.—Deciding disputes and granting of mutations.

(f) Area extraction with the help of planimeter and Acre Comb and preparation of draft Jamabandi.
(g) Record attestation and deciding disputes.
(h) Economic enquiry:—Preparation of Revenue rates and assessment of Revenue and Revenue Attestation (1 village by each trainee).
(i) Draft publication and hearing of objections.
(j) Final publication of record of rights.
(k) Training in Drawing Section:—Enlargement and reduction by pantograph and proportional compass. Different scales of map survey of India maps—small scale maps. Final inking-preservation of map, original maps.

22. On completion of training in Survey and Settlement a proficiency examination will be held both oral and written by an officer authorised by the State Government and after the examination the said officer shall submit a report to the State Government on the proficiency of each officer and an officer shall not be deemed to have passed the departmental examinations until he is reported by the said officer to be proficient in Survey and Settlement work.

PART V

Rules regarding the grant of monetary award to the officers of the All India Services who attain proficiency in Regional (Bengali) Language.

A lump award of Rs. 1,000/- will be given to those All Indian Services Officers, whose mother tongue is not Bengali and who will attain a fairly high proficiency in that language by passing a special examination in Bengali in the standard prescribed below, within a period of 5 years after the date on which they joined in the State Government.

Rules regarding examination in Regional (Bengali) Language.

23. (i) The examination will be more or less equivalent to that of the First Language (Bengali) of the Higher Secondary Examination, of the Board of Secondary Education, West Bengal and will be held in two groups, namely, Group—A written, Group—B, Oral, according to the syllabus detailed below. No book is prescribed for the examination.

Syllabus for the Regional (Bengali) Language Examination.
Group—A Written paper—Time—3 hours.

Details of Subjects

<table>
<thead>
<tr>
<th>Subject</th>
<th>Full marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Translation from English to Bengali.</td>
<td>20</td>
</tr>
<tr>
<td>(b) Translation from Bengali to English.</td>
<td>20</td>
</tr>
<tr>
<td>(c) Essay writing.</td>
<td>30</td>
</tr>
<tr>
<td>(d) Letter writing/Dialogue.</td>
<td>15</td>
</tr>
<tr>
<td>(e) Precis/Substance.</td>
<td>15</td>
</tr>
</tbody>
</table>

Total 100

GROUP—B. Oral.

Details of Subjects

<table>
<thead>
<tr>
<th>Subject</th>
<th>Full marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Conversation in Bengali on topics of general interest and matters connected with official duties of candidates.</td>
<td>30</td>
</tr>
<tr>
<td>(b) Reading of petitions, letters etc. (Manuscript).</td>
<td>20</td>
</tr>
</tbody>
</table>

Total 50
(ii) Standard of qualification:—In order to qualify at the examination, a candidate will be required to pass in both the groups in the same examination. Sixty percent of the total marks in each of group A and group B of examination will be the pass marks.

(iii) The examination will be held by the Commission, in June and December every year along with half-yearly departmental examinations of probationary officers at Agartala.

(iv) The officers desirous of attending the examination should apply for permission to the Chief Secretary through proper channel in the prescribed application Form (Annexure ‘B’). The application should reach the Government at least two months before the date of examination, which will be announced by the Commission, in the Tripura Gazette. The Government will thereafter forward the list of eligible candidates to the aforesaid Commission at least one month before the date of the examination.

ANNEXURE—‘A’
[Vide rule 3(1)]
APPLICATION FORM

From :— ........................................

To
The Chairman,
Tripura Public Service Commission,
Agartala.

(Through the Chief Secretary to the Govt of Tripura.
or
The Head of Department as the case may be)

Dated, ................... 19

Sir,

With reference to the rules for the Conduct of.................. Departmental Examination, I have the honour to report my intention to appear at the departmental examination to be held on the.................. 19.............. in the following subjects:—

Subjects. Papers

1. ........................................

2. ........................................

3. ........................................

4. ........................................

5. ........................................

6. ........................................

7. ........................................

8. ........................................

Centre
To be clearly written name in full
(in Block Letters) :—
Designation :—
Place of present posting :—
District :—

Yours faithfully,
ANNEXURE—‘B’
[See rule 25 (IV)]

Form of application to appear in the Regional (Bengali) Language Examination.

From: — ........................................

........................................

To
The Chief Secretary,
Government of Tripura,
Agartala.

(Through ..................................

Sir,

I intend to appear in the Regional (Bengali) Language Examination to be held in June/December, 19——. I declare that my mother tongue is not Bengali.

2. Required particulars are stated below:

(i) Name of the officer and length of service with date of joining the State.

(ii) District and Division where posted.

(iii) State of origin and mother tongue.

Address:
Dated: ........................................

Yours faithfully,

Signature..............

By order of the Governor,

Naresh Chandra
Deputy Secretary
to the Government of Tripura.
PART-I—Orders and notifications by the Government of Tripura, the High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA

APPOINTMENT & SERVICES DEPARTMENT


NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor, in consultation with the Tripura Public Service Commission, is pleased to make the following rules to amend the Tripura Civil-Services (Training & Departmental Examination) Rules, 1975, namely:

1. (1) These rules may be called Tripura Civil Services (Training & Departmental Examination) Amendment Rules, 1975.

(2) They shall come into force with immediate effect.

2. In rule 6 of the said Rules, the words "with books", wherever they occur, shall be deleted.

3. In rule 8(ii) of the said Rules the word "submit" appearing between the words "marks and the results" shall be substituted by the word "forward".

4. In rule 15 of the said Rules, the following Note shall be added namely:

"Note: The qualification for passing the examination in Bengali and Hindi for all officers will be by the Lower Standard."

5. In rule 21 of the said Rules—

(i) For sub-rule (ii), the following shall be substituted, namely:

"The course will include lectures of Survey, Settlement, Land revenue, Land reforms and instructions in the use of Survey..."
and drawing instruments with a view to giving the officers (on probation) a theoretical and practical background with the system of Survey Settlement, maintenance of land records and land Reforms measures.

(a) Preliminary instruction on the Revenue history, Revenue Survey, Settlement, utility of maps and record-of-rights, land laws—past and present.

(b) Traverse Survey, traverse computation, plotting of coordinates.

(c) Cadastral Survey.

(d) Khanapuri—preliminary writing of khatian and khasra.

(e) Inspection of Cadastral survey and Khanapuri.

(f) Field Bujharat.

(g) Area extraction.

(h) Comparison of village boundary, sheet margin, final preparation of Cadastral map.

(i) Attestation.

(j) Draft publication of record-of-rights and hearing of objections.

(k) Final junch of record-of-rights and cadastral map.

(l) Final publication of record-of-rights.

(m) Copying and printing of cadastral map and record-of-rights, preparation of small scale maps.


(o) Tripura Land Revenue and Land Reforms Act, 1969 with up-to-date amendment and rules framed thereunder.

(p) Demarcation of boundaries.

(q) Economic enquiry—Determination of revenue rates, preparation of statistical and fiscal records, assessment on each holding (one village by each trainee).

(r) Demarcation of field boundaries.
6. In rule 23 of the said rules, for the existing sub-rule (iii), the following shall be substituted, namely:—

"The examination will be held by the Commission twice in a year, as far as possible along with the half-yearly departmental examination of probationary officers."

7. (i) In Annexure—'B' (form of application to appear in the regional (Bengali) language examination), the figure "25" mentioned in the heading of the form shall be substituted by the figure "23"; and

(ii) the words "June/December" appearing in the body of the application form shall be replaced by the words "February/August."

By order of the Governor,
S. R. Nandy
Under Secretary to the Government of Tripura.

Printed at the Tripura Government Press, Agartala.
Government of Tripura
Appointment & Services Department
Civil Secretariat

No. F. 34(4)-GA/73 Dated, Agartala, the 13th March, 1981.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor, in consultation with the Tripura Public Service Commission, is pleased to make the following rules further to amend the Tripura Civil Service (Training and Departmental Examination) Rules, 1975, namely:

1. (1) These rules may be called Tripura Civil Services (Training and Departmental Examination) (Second Amendment) Rules, 1981.

   (2) They shall come into force with immediate effect.

2. In rule 10 of the Tripura Civil Services (Training and Departmental Examination) Rules, 1975.

   (i) Under heading REVENUE LAW, after serial 5, the following shall be inserted, namely:

   (12) The Bengal Agricultural Income Tax Act, 1944 as extended to Tripura.
   (13) The Bombay Money Lenders Act, 1946 as extended to Tripura.

   (ii) Under the heading CENTRAL LAWS, ACTS AND REGULATION, after serial number 9, the following shall be inserted namely:


By order of the Governor,

H. M. Choudhury
Under Secretary to the Government of Tripura.
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT.

No. F. 10(1)-GA (P&T)/2004(P)  
Dated, Agartala, the 7th October, 2017.

NOTIFICATION

In exercise of the powers conferred by the proviso to article-309 of the Constitution of India, the Governor in consultation with the Tripura Public Service Commission makes the following Rules to further include in Tripura Civil Services (Training and Departmental Examination) Rules, 1975 as a compulsory subject namely:

1. **Short Title & Commencement.**

   (a) These Rules may be called the Tripura Civil Services (Training and Departmental Examination) (third amendment) Rules, 2017.

   (b) They shall come into force on the date of their publication in the Official Gazette.

1. **Name of paper :-** Security And Disaster Management.  
   **Total Marks :-** 50  
   **Pass Mark-UR-30 & SC/ST-28**  
   **Paper-IX (with books).**  
   **Time-2hrs 00 mins.**

**Distribution of Marks :-**

   (i) 10 marks- 10 Questions x 1 mark = 10  
   (ii) 10 marks- 05 Questions x 2 marks = 10  
   (iii) 15 marks- 05 Questions x 3 marks = 15  
   (iv) 15 marks- 03 Questions x 5 marks = 15

**SYLLABUS :-**

1. General Concept And Definition of Disaster Management.

2. Types of Hazards and Disasters, Natural Disaster-Volcanic Eruptions, Earthquake, Tsunami, Cyclone, Floods, Drought, Wildfire Hazards, Landslides, Man-Made Disaster-Industrial Hazards, Nuclear, Biological, Engineering.

3. Management And Planning for Disaster-Preparedness, Adaptation to Hazards, Mitigation Strategies, Relief, Rehabilitation, Role of Administrators-Scientists, Planners, Volunteers, NGOs, Early Warning System And Forecasting.

4. Policy & Guideline on Disaster Management by the National Disaster Management Authority, Government of India.
5. **Hazards and Disaster in Tripura.**

i. Earthquake, Vulnerability of North East India.
ii. Flood Hazards in Tripura.
iii. River Bank Erosion.
iv. Tropical Storm.
v. Role of Govt. And NGO in Disaster.

By order of the Governor,

R. P. Datta
Additional Secretary to the Government of Tripura.
TRIPURA GAZETTE

Published by Authority
EXTRAORDINARY ISSUE

Agartala, Friday, February 1, 2019 A. D. Magha 12, 1940 S.E.

Part - I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT.

No.F.16(3)-GA(P&T)/85(P)

Dated, Agartala, the 29th January, 2019.

NOTIFICATION

In the exercise of the powers conferred by the provision to article-309 of the
Constitution of India, the Governor in consultation with the Tripura Public Service
Commission makes the following Rules to further amend the Tripura Civil Service (Training
and Departmental Examination) Rules, 1975 namely-

1. Short Title & Commencement
   (a) These Rules may be called the Tripura Civil Service (Training and Departmental

   (b) They shall come into force on the date of their publication in the Official
       Gazette.

2. After part-C Bengali Paper-VII-Bengali (only for those officers who did not have
   this language as the medium of instruction in their Matriculation, School Final of
   equivalent examination) shall be substituted as

   Paper-VII-Bengali

   Exemption- Those have Bengali as mother tongue or had Bengali as one of the
   subjects in their Matriculation, School Final or equivalent examination will be exempted.

3. After part-D-HINDI Paper-VIII following shall be inserted.

   Exemption- Those have Hindi as mother tongue or had Hindi as one of the
   subjects in their Matriculation, School Final or equivalent examination
   will be exempted.

By order of the Governor,
Animesh Das
Deputy Secretary to the
Government of Tripura.

Printed at the Tripura Government Press, Agartala.