

Revenue Services (15)

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
1	2	3	4	5	6
1	Disposal of applications for issue of Scheduled Caste (SC) Certificates	30 days (excluding the period taken for obtaining report from native / other tahasils and period taken for disposal of objections, if any)	Tahasildar / Addl. Tahasildar	Collector	RDC
2	Disposal of applications for issue of Scheduled Tribe (ST) Certificates	30 days (excluding the period taken for obtaining report from native / other tahasils and period taken for disposal of objections, if any)	Tahasildar / Addl. Tahasildar	Collector	RDC
3	Disposal of applications for issue of OBC Certificates	30 days (excluding the period taken for obtaining report from native / other tahasils and period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
4	Disposal of applications for issue of SEBC Certificates	30 days (excluding the period taken for obtaining report from native / other tahasils and period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
5	Disposal of applications for issue of Legal Heir Certificates	30 days (excluding the period taken for obtaining report from native / other tahasils and period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
6	Disposal of applications for issue of Residence certificates	15 days (excluding the period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
7	Disposal of applications for issue of Income certificates	15 days (excluding the period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector

8	Issue of certified copy of RoR	3 days	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
9	Disposal of uncontested mutation cases	90 days (Excluding 45 days for correction of RoR)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
10	Disposal of cases u/s 8 (A) of OLR Act	60 days (excluding the time taken for payment of premium)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
11	Partition of land on mutual agreement of all co-sharers u/s 19 (1) (C) of OLR Act	180 days	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
12	Disbursement of Ex-Gratia by Tahasildars	90 days (from the date of approval subject to availability of funds)	Tahasildar	Sub-Collector	Collector
13	Disposal of applications for issue of Solvency Certificate for an amount less than rupees one lakh (by Tahasildars)	30 days (excluding the period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
14	Disposal of applications for issue of Solvency Certificate for an amount of and above rupees one lakh (by Sub-Collectors)	30 days (excluding the period taken for disposal of objections, if any)	Sub-Collector	Collector	RDC
15	Disposal of applications for issue of Guardianship Certificate (By Collectors)	45 days (excluding the period taken for disposal of objections, if any)	Collector	RDC	Member, Board of Revenue

Registration Services (26)

Sl. No.	Name of the Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
1	2	3	4	5	6
1	Registration of documents	3 days	DSR/SR	DR-cum-ADM	IGR
2	Issue of Encumbrance Certificate	7 days	DSR/SR	DR-cum-ADM	IGR
3	Issue of Certified Copy of previously registered documents	7 days	DSR/SR	DR-cum-ADM	IGR
4	Registration along with issue of marriage certificate under Spl. Marriage Act (where no objection received)	40 days	DSR/SR	DR-cum-ADM	IGR
5	Registration along with issue of marriage certificate under Spl. Marriage Act (where objection received)	70 days	DSR/SR	DR-cum-ADM	IGR
6	Registration of Societies (where one district is involved)	30 days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
7	Registration of Societies where one district is involved (State Level Society)	90 days	IGR	Land Reforms Commissioner	Member, Board of Revenue
8	Certified copy of the document filed u/s 89 of Registration Act, 1908	7 Days	DSR/ SR	ADM-cum-DR	IGR
9	Registration of Partnership Firm	90 Days	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue

10	Amendment of Registered Partnership Firms	30 Days	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
11	Dissolution of Partnership firm	45 Days	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
12	Certified copy of Certificate of Firm	7 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
13	Amendment of Registered Society (District Level)	30 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
14	Amendment of Registered Society (State Level)	60 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
15	Certified copy of Certificate of Society Registered within last Five years (District Level)	5 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
16	Certified copy of Certificate of Society Registered within last Five years (State Level)	5 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
17	Certified copy of Certificate of Society Registered within last Ten years (District Level)	7 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
18	Certified copy of Certificate of Society Registered within last Ten years (State Level)	7 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue

19	Certified copy of Bye-laws of Society Registered within last Five years (District Level)	5 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
20	Certified copy of Bye-laws of Society Registered within last Five years (State Level)	5 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
21	Certified copy of Bye-laws of Society Registered within last Ten years (District Level)	7 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
22	Certified copy of Bye-laws of Society Registered within last Ten years (State Level)	7 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
23	Certified copy of Memorandum of Society Registered within last Five years (District Level)	5 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
24	Certified copy of Memorandum of Society Registered within last Five years (State Level)	5 Days	IGR	Land Reforms Commissioner	Member, Board of Revenue
25	Certified copy of Memorandum of Society Registered within last Ten years (District Level)	7 Days	Addl. Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
26	Certified copy of Memorandum of Society Registered within last Ten years (State Level)	7 Days	IGR, Odisha	Land Reforms Commissioner	Member, Board of Revenue