

GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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No. RDM-LRGEC-Misc-0006-2017-17888/R&amp;DM Dated 31.5.17

From,

Dr. Chandra Shekhar Kumar, IAS  
Principal Secretary to Government

To

All RDCs/All Collectors

Secretary, Board of Revenue, Odisha Cuttack

**Sub: Strengthening Revenue Administration at the grassroots level.**

Sir,

In inviting a reference to the subject cited above, I am to say that numerous instructions, regulations and clarifications, apart from the provisions prescribed in relevant Acts and Rules, have been issued from time to time by Government, Board of Revenue and RDCs to the field level Revenue Authorities on various subjects pertaining to Revenue Administration. The main objective of this is to deliver proper services to general public as quick as possible by making the rules, regulations, personnel and the procedure simpler and people friendly.

**2. Basic functions with public interface:**

The grassroots level offices like Tahasil and RI Office are the real windows for public interface. Apart from other technical or administrative engagements, the Tahasildars and R.I.s carry out following basic services for which people run to the offices for quick redressal.

- i. Disposal of Mutation cases
- ii. Correction of RoRs
- iii. Correction of Maps
- iv. Distribution of Corrected RoRs
- v. Demarcation of land
- vi. Issue of Misc. certificates
- vii. Conversion cases u/s 8A of the OLR Act
- viii. Cases u/s 19(1) of the OLR Act.
- ix. Disposal of Bebandobasta Cases

- x. Settlement of land to landless and homesteadless persons
- xi. Distribution of FRA Pattas

3. **Existing Guidelines:**

Majority of the above services are included under the Odisha Right to Public Services Act, 2012 with timeline for providing such services. For clarity on procedure, guidelines have been issued from time to time as referred below;

Sl No	Subject	Letter No. & date
1	Suo-motu institution of mutation cases as per Form No.3	No.11350 datd 5.04.2017 & No.7259 dated 27.02.2013 of IGR, BoR
2	Disposal of uncontested Mutation cases by Revenue Inspectors	No.6564 dated 16.02.2004/ No.537 dated 25.05.2004 of BoR/ No.32976 dated 20.08.04/ No.34653 dated 01.09.04/ No.17823 dated 29.04.05/ 50336 dated 22.12.05
3	Correction of RoR and Maps	Mutation manual / No.8312 dated 22.02.11
4	Demarcation of Land	No.38869 dated 13.12.2016
5	Issue of Misc Certificates	Odisha Misc Certificate Rules
6	Conversion cases u/s 8A of the OLR Act	OLR Act, 1960/ No. 9787 DATED 23.03.2017
7	Cases u/s 19(1) of the OLR Act	OLR Act, 1960/ No.1788 dated 16.01.2016
8	Disposal of Bebandobasta Cases	No.905 dated 11.01.2016/ No.3776 dated 2.2.2017
9	Settlement of land to landless and homesteadless persons	OGLS Act and Rules
10	Distribution of FRA Pattas	The Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights Act, 2006/ No.3831 dated 2.02.2017

4. **Contineous updation with Rules:**

The Rules, Regulations and the circulars have been uploaded in the Department website. It has come to the notice that many Revenue Inspectors/ Addl Tahasildars/ Tahasildars have not gone through such circulars. There are instances where the copies of such circulars are not available in the Guard files. The earlier practice of rigorous review in revenue meetings of District level/ sub-divisional level

and tahasil levels has either been discontinued or has been reduced to a routine formality. This laxity of monitoring has seriously affected the performance of revenue officials at the grassroots level as well as the process of sharing of revenue knowledge and information.

5. **Steps to strengthen delivery of services:**

Keeping in view the above, it has been decided to strengthen the R.I Offices and Tahasil offices to ensure providing better services to the people in time. Care has been taken for infrastructure and other facilities in the offices and has been communicated separately. However, to update the flow of information and capacity building of Revenue Inspectors and Tahasildars/ Addl Tahasildars, the following steps shall be taken at the field level.

- i. ADMs of the Districts shall ensure that copies of the circulars / latest guidelines are provided to all Tahasildars. Similarly, all Tahasildars shall provide such copies to all R.I.s and discuss the same in fortnightly remittance meetings.
- ii. Revenue Inspectors shall furnish monthly performance reports on each item of the work as above to the Tahasildars in the following proforma.

Name of Rl. Circle	Subject	Opening balance	Instituted/ received during the month	Total	Disposal during the month	% of disposal

- iii. Tahasildars shall compile the information and furnish the consolidated information item-wise to the District in the following format.

Name of Tahasil	Subject	Opening balance	Received during month	Total	Disposal during month	% of disposal
	Disposal of mutation cases					
	Correction of RoR					
	Correction of Maps					
	Distribution of corrected RoRs					
	Demarcation of land					

Issue of Misc Certificates					
Conversion cases u/s 8A of the OLR Act					
Cases u/s 19(1) of OLR Act					
Disposal of Bebandobasta Cases					
Settlement of land to landless and homesteadless persons					
Distribution of FRA Pattas					

- iv. Collectors of the District shall compile the information subject-wise Tahasil-wise and furnish the same quarterly to Board of Revenue and to R&DM Department in the following format.

**Name of District**

**Subject:**

Name of Tahasil	Opening balance	Instituted/ received during the month	Total	Disposal during the month	% of disposal
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- v. To begin with, all Collectors shall provide information subject-wise Tahasil-wise in the above format to this Department for the period ending 31.03.2017 latest by 15th June, 2017. Subsequent quarterly information shall be reach this Department on or before 15th July, 15th October, 15th January, and 15th April every year for the quarters ending on June, September, December and March respectively.
- vi. All tahsildars should prepare the cause list of pending cases with calendar of cases to be taken up date-wise in the following format and keep it in the public domain i.e. in District website for information of general public. NIC has been instructed to prepare a template for tahasil website. Once the tahasil website is ready, the same information may be uploaded in the respective tahasil website. The Revenue Inspectors should also prepare similar cause list and calendar for dsposal of various penmding matters and put it in the notice borad of the concerned RI office.

SI No	Case No.	Date of Institution	Name of Petitioner	Present status	Next date of disposal
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