

Government of Odisha
Revenue & Disaster Management Department.

No. SM-30/17-11350 /R&DM, Dated 5-4-17

From:

Dr. Mona Sharma, IAS,
Principal Secretary to Government.

To

All Revenue Divisional Commissioners
All Collectors.

Ref: 1. Revenue Department Letter No-9915, dated 08.07.2014.
2. This office Letter No. 7259, dated 27.02.2013.

Sub: Suo-motto institutions of Mutation Cases on automatic transmission of Form No. 3 from Registration Offices through e-registration system.

Sir,

With reference to the above subject, I am directed to say that instructions have been issued for institution of mutation cases within 24 hours on receipt of Form No. 3 from Registration Offices through e-registration system and complete the process of mutation including correction of records, issuance of RoRs and uploading in Bhulekh within 90 days in all uncontested cases. After the completion of registration process, the Form No. 3 is automatically transmitted to the e-mail ID of the Tahasildar configured in the e-registration application. It was further instructed that failure to process mutation proceedings after receipt of Form No.3 would be viewed as gross negligence and dereliction of duties, attracting departmental action against the erring Revenue Officer.

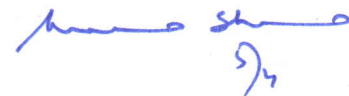
It has come to the notice of the Government that some Tahasildars have stopped the process of online receipt of Form No.3 for institution of mutation cases. Such action of Tahasildars is detrimental to the interest of the public and violates the guidelines issued by the Government from time to time on this score. It is, therefore, reiterated that the Tahasildars shall scrupulously follow the guidelines issued for institution of mutation cases on online receipt of Form No. 3 from registration offices without any delay and without any exception.

It has further come to the notice of Government that mutation case records are not properly maintained in some Tahasil offices. The date of institution of case, the date of disposal by the Revenue Inspector, the date of submission of case record to Tahasildar by the Revenue Inspector after disposal, the date of sending the case

record to record room for correction of RoR, the date of correction of RoR, the date of uploading in Bhulekh etc. are not properly reflected in case records. Relevant entries are not also made in mutation register maintained for the purpose. A.G, Audit have brought some cases to the notice of the Government which have not been disposed of even 900 to 1047 days after date of institution.. The Tahasildars are directed to ensure proper maintenance of case records and review the pendency of mutation cases R.I. circle wise for expeditious disposal of same within the given time limit.

Under paragraph of 122 of Odisha Mutation Manual a monthly return on institution and disposal of mutation cases is forwarded by the Tahasildar to the Collector of the district on the 3rd day of every month in the prescribed format. In modification of the earlier format, it is ordered that the Tahasildar shall submit the report of institution, disposal and pendency of mutation cases in the Annexure **1-A & 1-B** to the Collector of the District. The institution on Form No-3, disposal and pendency of balance cases shall be monitored and reviewed in the district revenue officers' meeting by the Collector. He shall send the copy of the proceedings of the meeting to the Board of Revenue, Odisha, Cuttack. The disposal of pending cases beyond three (03) months, correction of RoRs and updation of maps shall be given priority in review. The Collector shall also submit the return on institution, disposal and pendency of mutation cases in the above-mentioned format above to the Board of Revenue by 15th of every month. The Board shall submit bi-monthly review report on disposal and pendency of mutation cases to the Government by 25th of the next month.

Yours faithfully,

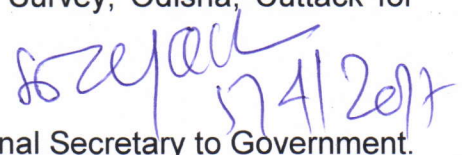


Principal Secretary to Government.

Memo No. 11351 / R& DM

Dated- 5-4-17

Copy forwarded to the Director, Land Records & Survey, Odisha, Cuttack for information and necessary action.



Additional Secretary to Government.

Memo No. 11352 / R& DM

Dated- 5-4-17

Copy forwarded to the All Sub-Collectors / All Tahsildars for information and necessary action.

Soorya
9/4/2017
Additional Secretary to Government.

Memo No. 11353 / R& DM

Dated- 5-4-17

Copy forwarded to the IMU Cell, Revenue & Disaster Management Department for uploading in the website.

Soorya
9/4/2017
Additional Secretary to Government.

