

By Fax / e-Mail

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RDM-IMU-STATUT-0001-2013 - 22974 dtd. 13.06.2013

From

Dr. Taradatt,
Principal Secretary to Government

To

All RDCs
All Collectors

Sub: Procedural arrangement for receipt of documents

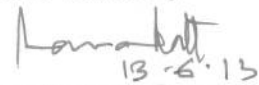
Madam/Sir,

Instances have come to notice that documents filed by petitioners/applicants in support of their cases in Revenue Courts and other offices are at times lost during transit or are not taken to record inadvertently leading to serious difficulties to the persons filing such documents. In order to obviate the aforesaid difficulties, the following arrangement is made for acknowledgement of such documents.

The applicants/petitioners would now be required to file the documents along with a list of such documents in duplicate. The receiving officer of the Office / Revenue Court will verify the documents and return the duplicate copy of the list to the applicant as a token of acknowledgement of the documents in the format annexed herewith.

The arrangement so made would be henceforward strictly followed in all Revenue Courts and other offices of Revenue Administration.

Yours faithfully


13.6.13

Principal Secretary to Government

Memo No. 22975 /R&DM dtd. 13.06.2013

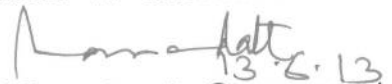
Copy forwarded to Secretary, Board of Revenue, Odisha, Cuttack for information and necessary action.


13.6.13

Principal Secretary to Government

Memo No. 22976 /R&DM dtd. 13.06.2013

Copy forwarded to all Sub-Collectors / all Tahasildars for information and necessary action.


13.6.13

Principal Secretary to Government

List of Documents

Name of the petitioner / applicant:

Type of the case:

Name of the Court:

Sl. No.	Title of document	No. of pages
1.		
2.		
3.		
4.		
5.		

Signature of petitioner / applicant

Signature of the
Receiving Officer