

By FAX/e-Mail

**GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

No.SM.- 67/2017- 30211 /RDM, Dated. 11.09.2017

From

Dr. Chandra Shekhar Kumar, IAS
Principal Secretary to Government

To

All RDCs
The Secretary, Board of Revenue, Odisha, Cuttack
All Collectors

Sub: Distribution of works among Tahasildars and Addl. Tahasildars.

Sir,

In inviting reference to the above mentioned subject, I am directed to say that instructions were issued earlier to keep the Additional Tahasildar in charge of the Computer Cell of Tahasil to look after the computerisation of land records. After the introduction of ORS cadre, officers belonging to ORS are posted to Tahasil as Addl. Tahasildars as per yardstick for smooth functioning of Tahasil offices and for effective delivery of public services in time.

But, instances have come to notice of Government that proportionate distribution of works is not made among Tahasildars and Addl. Tahasildars. The Addl. Tahasildars are usually assigned with the responsibility of issuing miscellaneous certificates. In some cases, they are not allotted any RI circles for months together. In view of pendency of revenue cases in many Tahasils, non-utilization / under utilization of services of Addl. Tahasildars is detrimental to public interest.

So, after careful of consideration of the matter, Government have been pleased to order as follows:-

1. In Tahasil where the Addl. Tahasildar is posted, he shall remain in charge of the record room. The correction of RoR and uploading in Bhulekh and other related works shall be carried out under his signature. If there are more than one Addl. Tahasildar in a Tahasil, then one of the Addl. Tahasildars shall be ordered to remain in charge of the record room with

approval of the Sub-Collector. The correction of RoR in land records shall be carried within three days of the receipt of the same in the record room. In case of gross negligence of duty by the Addl. Tahasildar, the matter shall be brought to the notice of the Sub-Collector and action as deemed proper shall be taken on the matter by the Tahasildar.

2. There shall be proportionate distribution of RI circles between the Tahasildar and Addl. Tahasildar(s) with approval of Sub-Collector. Since under various Revenue Acts and Rules, the 'Tahasildar' also includes Addl. Tahasildar, the Addl. Tahasildar shall dispose of all revenue cases pertaining to the RI circles allotted to him. In monthly meeting of the revenue officers of the district level, the important Acts / Rules and circulars shall be discussed for convenience of officers working in the field.
3. In case of availing of CL by any Addl. Tahasildar(s), the Tahasildar shall be competent to sanction the CL in favour of Additional Tahsildar(s).

This may kindly be brought to the notice of all concerned and any deviation from the matter shall be viewed seriously by the Government.

Yours faithfully,


Principal Secretary to Government

Memo. No. 30212 /R&DM, Dated. 11.09.2017

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


Additional Secretary to Government

Memo. No. 30213 /R&DM, Dated. 11.09.2017

Copy forwarded to IMU Cell / CH&S Branch (guard file) for information and necessary action.


Additional Secretary to Government