

By FAX/e-Mail

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RDM-DILRMP-MEET-0001-2017 30862 / Dated **21 AUG 2018**

From

Shri Sangram Keshari Mohapatra
Joint Secretary to Government

To

All RDCs
All Collectors
The Director, Land Records & Survey, Odisha, Cuttack
The Secretary, Board of Revenue, Odisha, Cuttack

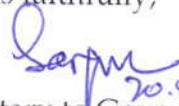
Sub: - Standard Operating Procedure (SOP) for scanning and uploading of revenue case records into DMS

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose a copy of Standard Operating Procedure (SOP) for scanning and uploading of case records into DMS for your information and necessary follow-up action and to say that all future scanning and uploading of scanned revenue case records must be observed as per the SOP so enclosed.


In case of further doubt clarification may be sought from the Department
This may be treated MOST URGENT.

Yours faithfully,


Joint Secretary to Government

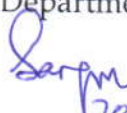
Memo No. 30863 / dated. **21 AUG 2018**

Copy forwarded to P.S. to Hon'ble Minister, Revenue & DM for kind information of Hon'ble Minister.


Joint Secretary to Government

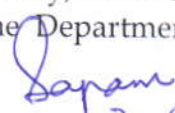
Memo No. 30864 / dated. **21 AUG 2018**

Copy forwarded to P.S. to Principal Secretary, Revenue & DM Department for kind information of Principal Secretary.


Joint Secretary to Government

Memo No. 30865 / Dated. **21 AUG 2018**

Copy along with copy of the enclosure forwarded to Joint Secretary, IMU Cell, Revenue & DM Department with a request to upload the letter in the Departmental website.


Joint Secretary to Government

Standard Operating Procedure (SOP) for scanning and uploading case records in to DMS

1. Since all types of revenue cases are being disposed using LRMS and RCCMS software application, scanning of these case records which are already in online system shall not be taken up.
2. All types of miscellaneous certificate cases are disposed through e-District application. Therefore, they shall not be scanned. The miscellaneous certificates, if already scanned, shall not be uploaded.
3. It is assumed that during last five years, many revenue case records under various Revenue Acts and Rules have been scanned at Tahasil level and are in the process of being uploaded into DMS. It is instructed that only those scanned cases where right, title and interest are created in land under various Revenue Acts and Rules like OGLS Act, OPLE Act, OLR Act, OEA Act, OS&S Act, Land Acquisition Act etc. Where the no right in land is created or affected, the Revenue case records, even if already scanned, shall not be uploaded into DMS. Similarly, such case records if not scanned need not be scanned any further. The following are some of the illustrative examples.
 - (a) Under OPLE Act, and Rules made there under, if Government land is settled either for homestead or agricultural propose, the case records containing such settlement shall be scanned, if not scanned and if scanned, shall be uploaded to DMS. The Revenue case records under the above Act ending in assessment and penalty and eventual eviction need not be scanned. Such case records, if already scanned shall be segregated and shall not be uploaded into DMS.
 - (b) Under OGLS Act and Rules, if the case records contain settlement of Government land either for homestead or agricultural propose, for lease or alienation in favour of Government in other Department, central Government, public sector under taking, lease of land for educational and cultural, industrial etc, the case records in such cases shall be scanned, if not scanned and if scanned, shall be uploaded to DMS. The case records

which were rejected in the stage of hearing by Tahasildar need not be scanned and uploaded.

- (c) All case records instituted under OLR Act. shall be scanned and uploaded. The case records under section 8(1), 19(1)C, case records for determination and resumption of ceiling surplus land and distribution of such land shall be invariably scanned and uploaded.
- (d) All case records instituted for settlement of land under section 6,7 and 8 of OEA Act and under similar provisions (section 7(g), 7(h)) of Odisha Merged States (Laws) Act shall be scanned and uploaded into DMS.
- (e) The case records containing land acquisition and abatement proposals shall be scanned and uploaded.
- (f) The mutation cases instituted after final publication of Hal ROR, if has been allowed shall be scanned and uploaded. All RP cases under OS&S Act and OCH&PFL Act, all civil court orders shall be scanned and uploaded.

In case of further doubt clarification may be sought from the Department.