

Top Priority
By Fax / e-Mail

Government of Odisha
Revenue & Disaster Management Department

RDM-CHS-POLICY-0032-2019 **31768** /R&DM **18-7-19**
From

To Sri Nikunja B. Dhal, IAS
Principal Secretary to Government

To All Collectors

Sub: Disposal of Mutation Cases

Madam/Sir,

Disposal of uncontested mutation cases is an important public service which is to be delivered within timeline as stipulated under ORPTS Act. Several instructions have been issued from time to time for expeditious disposal of mutation cases. But ORTPS Daily Bulletin indicates pendency of 4,03,567 uncontested mutation cases as on 15.10.2019, out of which **43.45%** cases are beyond ORTPSA timeline. While performance of districts like Bhadrak, Jharsuguda, Jagatsinghpur, Kandhamal and Kendrapada in reducing the pendency below 5% is praise-worthy, districts like Puri, Bolangir, Baragarh and Ganjam have pendency above 50% which is unwarranted.

2. Typically, mutation cases constitute more than 60% of total revenue cases in a Tahasil. Hence, citizen's perception of Tahasil administration depends a lot on the timely disposal of mutation cases. Unfortunately, several complaints are being received

every day alleging undue delay in disposal of mutation cases which has been viewed seriously by the Government.

3. Process flow for mutation cases sent earlier (copy enclosed) should be meticulously followed. Further guidelines as follows are issued for guidance of Tahasildars & Addl. Tahasildars for disposal of mutation cases.

- i)** With uploading of scanned copies of registered documents in e-Registration server within seventy-two hours of registration, Form-3 automatically flows to concerned Tahasildar's login.
- ii)** Tahasildar has to institute mutation case within **02** working days of receipt of Form 3. Since he can view the details of the Registered Sale Deed in his ID and transacted land details in Bhulekh, he shall transmit the case record to RI for further necessary action without further delay.
- iii)** To avoid any delay in institution of mutation case, it is imperative that the Tahasildar shall login to LRMS on daily basis.
- iv)** After receipt of the case record, the concerned RI shall issue general notice and individual notice, if necessary. It has been reiterated earlier that issue of notice to buyer / vendee is not required. Rule 40 of OS&S Rules,1962 specify the notice period of 15 days. If the case turns out to be an uncontested one, the RI shall dispose it within 7 days of expiry of notice

period. If the case turns out to be a contested one, he shall transmit the case record back to Tahasildar forthwith without any further delay. In no case, the case shall remain with the RI for more than 4 weeks.

- v) After receipt of the case record from RI in uncontested case, the Tahasildar shall confirm the same within 3 days. The case record is to be transmitted to the record room to effect record correction after appeal period is over. Record correction is to be carried out by Record Keeper within 3 days with authentication of OIC Record Room. Map correction shall be made in Bhunaksha by both Amin and R.I..OIC Record Room shall further ensure that the mutated ROR is dispatched to the claimant through speed post only.
 - vi) In case of contested mutation case, Tahasildar shall dispose the same within a maximum period of 4 months from the date of registration of mutation case.
 - vii) No case should be dropped / rejected on flimsy ground like absence of vendee, filling of contrived objections, etc.
4. You are requested to instruct ADMs and Sub-Collectors to review the disposal of mutation case on weekly basis. They should also review the cases rejected / dropped by Tahasildars / Addl. Tahasildars.

Any deviation from these instructions will be viewed seriously and disciplinary action as deemed proper shall be initiated

against the revenue officers who do not stick to the ORTPSA time line.

Yours faithfully,

[Signature] 17/10/2019

Principal Secretary to Govt.

Memo No. 31769 / Dt 18-10-19

Copy forwarded to Secretary, Board of Revenue, Odisha, Cuttack / Director, Land Records and Survey, Odisha, Cuttack / All Revenue Divisional Commissioners, for information and necessary action.

[Signature] 17-X-2019

Add. Secretary to Govt.

Memo No. 31770 / Dt 18-10-19

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

[Signature] 17-X-2019

Add. Secretary to Govt.

Process Flow for Mutation

1. After e-Registration of documents, Form No.3 is to be sent to Tahasil Office from the office of the concerned Registering Officer.
2. Then Mutation Case Number will be generated alongwith acknowledgement slip.
3. The Tahasildar / Addl. Tahasildar can then verify the connected land record position in Bhulekh.
4. If the Tahasildar / Addl. Tahasildar finds that the connected land record position is consistent with the transaction made, then without transmitting the case record to the OIC,Record Room/ Record Keeper, he will directly forward the case to the concerned Revenue Inspector (R.I.).
5. Then the R.I. on receipt of the case will verify the land record at his level and will conduct field verification, if required.
6. The R.I. will pass necessary order in uncontested Mutation case and then forward the same to the Tahasildar /Addl. Tahasildar for confirmation.
7. If the R.I. finds that the case is contested, then he will refer the matter to the Tahasildar / Addl.Tahasildar with his clear observation.
8. The Tahasildar in case of uncontested mutation order received from the R.I., will confirm the same and forward the case record to the OIC Record Room /Record Keeper for correction of the record.
9. The Record Keeper will correct the RoR after expiry of the appeal period and thereafter intimation will be issued.
10. In case of contested mutation case, the Tahasildar / Addl. Tahasildar will dispose of the same within a period of 4 months maximum from the date of registration of mutation case.
11. it will be the responsibility of the OIC,Record Room/Record Keeper to keep the Bhulekh data updated and error-free.