

**GOVERNMENT OF ORISSA
REVENUE DEPARTMENT**

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No. S-36/04 - 34653/R., Dtd. 1.9.04

From :

Sri R.L. Jamuda, I.A.S,
Commissioner-cum-Secretary

To

The Secretary, Board of Revenue, Orissa, Cuttack/
All RDCs/ Director, Land Records & Surveys, Orissa, Cuttack/
All Collectors.

Sub : Disposal of Mutation Cases by Revenue Inspectors.

Ref : Revenue Department Memo No. 6565 dt. 16.2.04

Sir/ Madam,

I am directed to say that Govt. have decided that uncontested mutation cases should be disposed of by the Revenue Inspectors, while contested mutation cases be disposed of by Tahasildars/ Addl. Tahasildars. The procedure for institution and disposal of mutation cases has also been formulated and communicated to you. That apart, the following instructions may be complied with for disposal of mutation cases.

1. To ensure that all Form No.3 in respect of documents registered during the week by the Sub-Registrar/ Dist. Sub-Registrar is sent to the concerned Tahasildar/ Addl. Tahasildar on the first working day of the following week.
2. On receipt of such Form No.3 in the Tahasil, the Tahasildar/ Addl. Tahasildar concerned shall ensure that mutation cases are instituted within one week.
3. Mutation cases are instituted basing on Form No.3 and nobody is made to file a separate application for mutations except under exceptional circumstances where Form No.3 is missing or untraceable. But this should be the exception, not the rule and Tahasildars/ Addl. Tahasildars indulging in institution of cases on application as usual should be taken to task suitably.

It is, therefore, requested that suitable instructions may please be issued to all the field level functionaries to implement the decision. Any deviation in this regard shall be viewed seriously and liable for suitable action.

Yours faithfully,

Sd/-

Commissioner-cum-Secretary to Govt.

Memo. No. 34654/R., Dtd. 1.9.04

Copy forwarded to all Tahasildars for information and necessary action.

Sd/-

Deputy Secretary to Govt.