GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
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No. RDM-CHS-PLAN-0001-2018 *35608* /R&DM   dated 2 2 SEP 201

From

Dr. C.S. Kumar,IAS
Principal Secretary to Government

To

All Collectors

Sub: **Regarding Paragraph-29 of Odisha Mutation Manual**

Sir,

It has been brought to the notice of Government that Mutation Cases forwarded to Record Keeper for verification of records have been pending for months together. In this connection, I am to say that when Form No-3 is forwarded from e-Registration System to OLRMS , the Tahasildar institutes the Mutation Case. He also views the Bhulekh and sends the case online to the Record keeper for record verification. But evidently, there is inordinate delay at the level of Record Keeper which leads to huge pendency of cases and defeats the very objective of time-bound disposal.

The matter was under active consideration of Government and it has been decided that, this practice which is followed in accordance with Paragraph-29 of Mutation Manual is to be dispensed with. *Since under e-Registration system , the flow of title is examined at the level of Registering Officer and Tahasildar has access to Bhulekh, and more so, all notices are system generated , there is no further necessity to refer the case record to Record keeper for verification*. The process flow is explained in the **Annexure** to this letter which may please be adhered to.

However, this bypassing of Record Keeper will only be limited to Mutation Cases received through e-Registration system and will not cover other type of cases received in the Tahasil through Single Window Operation, like orders of higher courts which may need verification of records at the Tahasil level.

Paragraph-29 of Mutation Manual stands modified to this above extent and this will come into force with immediate effect.

Yours faithfully,

Principal Secretary to Govt.

Memo No. 35609 dtd. 22 SEP 2018

Copy forwarded to all RDCs for information and necessary action.
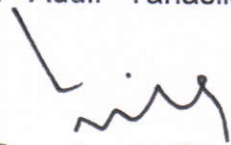
Addl. Secretary to Government

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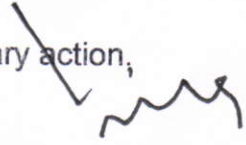
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NIC

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Addl. Secretary to Government

Process Flow for Mutation
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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.