

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

No. RDM-CHS-PLAN-0001-2018 ^{*****} 41564 /R&DM dated - 8 NOV 2018

From

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

To

All Collectors

Sub: **Instructions for disposal of Mutation Cases**

Sir,

I am to say that the Govt. have been pleased to approve the following instructions for effective disposal of mutation cases and allied issues.

1. In case of a single recorded tenant and full plot in an uncontested mutation case, RoR will be issued within **72** hours of registration. NIC will make necessary provisions in the software.
2. In case of an uncontested mutation case, the same can be retained maximum for **10** days with Tahasildar / Addl. Tahasildar for verification and initiation, **30** days with R.I. for field work, **5** days with Tahasildar for confirmation/final order, **10** days with Record Keeper for record correction, **30** days for appeal and **5** days with OIC Record Room for dispatch of RoR. This will cover **90** days. The NIC will accordingly modify the software, so that the system could give automatic alerts beyond the fixed time to the concerned user and this should also be viewed in the Dashboard.
3. The R.I. will dispose of the uncontested mutation in a single hearing. **No case will be dropped by R.I.** In case of any discrepancy in the RSD, R.I. will report in writing to the Tahasildar and appropriate legal action will be taken against concerned DSR/SR after obtaining orders from ADM. In case of fraudulent sale, FIR will be lodged by the Tahasildar /Addl. Tahasildar against the seller. NIC will make necessary modifications in the software to allow multiple Record Keepers and OICs Record Room, keeping in view of high institution of mutation cases in some tahasils.

4. The Collector of the district on internal mobilisation will arrange staff so as to speed up disposal in tahasils under his jurisdiction. In case, the strength of RI , ARI and Amin is not adequate to meet the workload, the Collector/ADM can furnish proposal to Govt. for creation of addl. posts with proper justification.

5. Wherever, the pendency of cases is very high(in Tahasil Offices), Senior Officers of the Department will schedule visits to those tahasils for monitoring and performance improvement. In addition, the Collector may assign tahasils to senior officers of the district for regular monitoring, so that the delivery of public services is optimum.

Yours faithfully,


Principal Secretary to Govt.


Memo No. 41565 dtd. 8 NOV 2018

Copy forwarded to all RDCs for information and necessary action.


Principal Secretary to Government

Memo No. 41566 dtd. 8 NOV 2018

Copy forwarded to the Secretary ,Board of Revenue for information and necessary action.


Addl. Secretary to Government

Memo No. 41567 dtd. 8 NOV 2018

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


Addl. Secretary to Government

Memo No. 41568 dtd. - 8 NOV 2018

Copy forwarded to Sr, Director, NIC for information and necessary action. In addition, NIC will make enabling provisions in the software application, so that the citizens can apply online from anywhere over the internet for mutation , partition and conversion cases.


Addl. Secretary to Government