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Government of Orissa  
Revenue and Disaster Management Department

\*\*\*  
No.DRC.11/08- 42606 /R&DM., Bhubaneswar, dated the 1st oct'08

From  
G.V.V. Sarma,  
Commissioner-cum- Secretary to Government.

To  
All Collectors.

**Sub:- Functioning of newly created Tehsils in the State.**

Madam/Sir,

With reference to the above subject I am directed to say that Government have recently created 85 new Tehsils in the State vide this Department Notification No.33533 dated 6.8.08 and 33549 dated 6.8.08 It is necessary to make following arrangements to start functioning of these newly created Tehsil in your district.

**1. ACCOMMODATION**

Suitable accommodation for housing the newly created Tehsil Office either in Panchayat Samiti headquarters or in Government buildings available in its close vicinity should be identified in the best interest of the public. Under no circumstances a building can be taken on hire for the purpose, without the prior approval of the Government.

**2. STAFFING PATTERN**

Government have decided to have the following personnel in each newly created Tehsil Office:

- |     |  |     |  |
|-----|--|-----|--|
| (a) | Tehsildar                              | -01 |  |
| (b) | Head Clerk                             | -01 | } To be filled up by way of promotion from the existing eligible Ministerial Officers of the respective district.  |
| (c) | Senior Clerk                           | -04 |  |
| (d) | Junior Clerk<br>(One computer knowing) | -03 | To be filled up after approval of Finance Department for the creation of these posts. Pending such creation, the Junior Clerks may be deployed from the existing strength. |