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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
(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. |

- (e) Peon/Orderly Peon/ Sweeper-cum-Chowkidar -07 To be filled up by way of diversion from parent Tehsil or from Settlement and Consolidation Organization or from the JC employees of the said organization on regular basis.
- (f) Revenue Supervisor -01
- (g) Amin -02
- (h) Chainman -02
- (i) Process Server -02
- To be redeployed by Director of Land Records, Surveys and Consolidation, Orissa.

With the creation of 60 new Tehsils during 2007-08 and 85 Tehsils in 2008-09, the requirement of Ministerial staff like head Clerks and Senior Clerks and posts of Revenue Supervisor at the rate of one per every Tehsil has to be reassessed afresh. Therefore, Collectors are required to furnish the requirement of above category of staff (categorywise) in the following proforma.

Requirement of staff for Tehsil Offices.

Category of staff	No. of sanctioned strength as it stood on 1.4.04	No. of post required to be sanctioned for the newly created Tehsil i.e. Head Clerk @ one per Tehsil and Senior Clerk @ 4 per Tehsil and Junior Clerk @ 3 per Tehsil and Revenue Supervisor @ one per Tehsil.	Remarks (While assessing requirement as at Column-3, the No. of those staff in all existing mother Tehsils as well as newly created Tehsils have to be taken into consideration.
1	2	3	4
Head Clerk			
Senior Clerks			
Junior Clerks			
Revenue Supervisor			

3. ORV Act will be followed while filling up of the above posts.

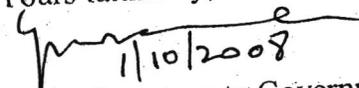
4. Vehicle for each newly created Tehsil will be taken on hire basis within a sum of Rs.10,000/- per month which includes the cost of hire charges as well as cost of POL. Necessary steps may kindly be taken to install new telephone in the newly created Tehsil and to provide furniture and other accessories including one computer for smooth function of new Tehsils.

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5. RDCs concerned shall declare those new Tehsildars as Head of office under the Delegation of Financial Power Rules for the purpose of drawal of Government money from Treasury. A.G., Orissa will be moved by the concerned Collector for allotment of code number for the new Tehsil Offices.

6. On being moved by the concerned Collectors, the Board of Revenue will allot/reallot the funds under the appropriate heads to the new Tehsils keeping the staff and other factors into consideration. Collectors will purchase the minimum furnitures for the new Tehsils from the available funds of mother Tehsil under 'User Charges' which will be recouped subsequently from the allotment of new Tehsil in order to operationalise the Tehsil.

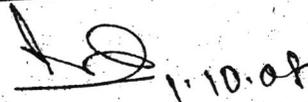
Yours faithfully,


11/10/2008

Commissioner-cum- Secretary to Government

Memo No. 42607 /Date 1-10-08

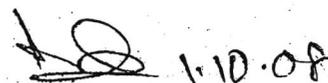
Copy forwarded to the Secretary, Board of Revenue, Orissa, Cuttack/ all RDCs for information and necessary action. The Secretary, Board of Revenue is requested to get the requirement of the Ministerial staff and funds for newly created Tehsils assessed which were opened during 2007-08 and 2008-09 and to make budget provision for 2009-10 so that there will be no dearth of funds for running newly created Tehsils.


1.10.08

Joint Secretary to Government

Memo No. 42608 /Date 1-10-08

Copy forwarded to the Director of Land Records, Surveys and Consolidation, Orissa, Cuttack for information and necessary action. Further he is requested to intimate the steps taken in this regard to this Department as soon as possible.


1.10.08

Joint Secretary to Government

Memo No. 42609 /Date 1-10-08

Copy forwarded to all Branches of Revenue and D.M. Department for information and necessary action. Further GOE(A) and NGE(B) branches are requested to take necessary steps (follow-up) relating to their Branch under intimation to ISB & DR Cell.


1.10.08

Joint Secretary to Government