

By FAX/e-Mail

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RDM-NGEB-POLICY-0043-2018 45023 /R&DM dated 14 DEC 2018

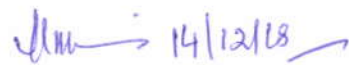
Office Order

Government in Revenue & DM Department have implemented various e-Governance applications like on-line mutation, LRMS, RCCMS, CCMS & CMS and issue of Miscellaneous Certificates, preparation of reports/returns (MIS) etc. in the Tahasils. At present 572 nos. of Data Entry Operators have been engaged contractually in different Tahasils of the State to assist the Tahasildars in the aforementioned works.

In view of the above, the following works/ assignments are to be entrusted to the Data Entry Operators engaged in Tahasil Offices and this need to be followed scrupulously .

- i) Day to day up-dation of various e-Governance applications in the Tahasils like LRMS, RCCMS, CCMS and CMS etc.
- ii) To facilitate the Record Keeper for entry of required inputs for correction of RoR and dispatch thereof .
- iii) To handle e-District related matters for quick issue of various Miscellaneous Certificates.
- iv) Preparation of all MIS/ MPR as required and necessitated.
- v) To handle e-dispatch work.
- vi) Preparation of Salary bill of employees of the Tahasil under HRMS & IFMS platform.

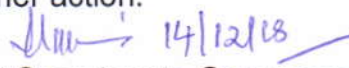
The above works are only indicative but not exhaustive. These may vary as per requirement.


Joint Secretary to Government

Memo No. 45024 /RDM dated 14 DEC 2018

Copy forwarded to Secretary, Board of Revenue, Odisha, Cuttack/ Director, Land Records & Surveys, Odisha, Cuttack/ All RDCs/ All Collectors for information and necessary action.

The Collectors are requested to take necessary action in this matter and communicate the Tahasildars under their district for taking further action.


Joint Secretary to Government.