

Top Priority
By Fax / e-Mail

Government of Odisha
Revenue & Disaster Management Department

RDM-CHS-Policy-0011-2018 L. No. 45075 / R&DM dated, 2018

15 DEC 2018

From

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

To

1. The Secretary, Board of Revenue, Odisha, Cuttack
2. To all Collectors

Sub: Regarding guidelines for upgradation in online mutation.

Sir,

I am to enclose herewith the guidelines for upgradation in online mutation which may please be gone through and the field Officers may please be instructed to follow the guidelines meticulously without fail. The datelines fixed have to be strictly adhered to.

Yours faithfully,


Principal Secretary to Govt.

Encl: a/a
Memo No. 45076 / Dt 15 DEC 2018
Copy alongwith guidelines forwarded to all Revenue Divisional Commissioners for information and necessary action..

Memo No. 45077 / Dt 15 DEC 2018
Copy alongwith guidelines forwarded to the Senior Technical Director, NIC, Odisha, Bhubaneswar for information and necessary action. The changes suggested may please be incorporated in the application software.

Memo No. 45078 / Dt 15 DEC 2018
Copy alongwith guidelines forwarded to all Sub-Collectors / Tahasildars for information and necessary action.

Memo No. 45079 / Dt 15 DEC 2018
Copy alongwith guidelines forwarded to IMU Cell for information and uploading in the website of the Department.


Addl. Secretary to Govt

Guidelines for Upgradation in Online Mutation

A. Institution of Case Over the Counter

Such Registered Sale Deed (RSD) for which Form-3 was not received with co-terminus tahasils or the applicant has not applied for mutation or for any such reason the Tenant has not received the RoR (Patta), can apply for mutation over the Counter through Single Window Operator (SWO). The window for application will be opened from **19th Dec 2018 to 10th Jan 2019**. However, following guidelines are to be followed during the receipt of application.

1. Registered Sale Deed (RSD) not presented for mutation prior to Nov, 2018.
2. No other mutation case has been instituted against the same RSD in the LRMS application software.
3. For all such above cases prior to entry in LRMS application software the physical application to be examined by the Tahasildar/Addl. Tahasildar and then it will be given to SWO for entry. Under no circumstances the SWO will enter the case without taking permission from the Tahasildar / Addl. Tahasildar in charge of the respective RI circle.
4. A notice board to be displayed in each Tahasil to sensitize the public. The Department vide letter no 41885 dated 03/11/2018 have communicated to all Collectors to make publicity under IEC head in different medium, i.e., through print media /TV Channels. It must be published along with the e-Governance initiatives.
5. After **15th Jan 2019**, the window will be closed in the application software.
6. NIC to create a field for unique identification of such cases.

B. Entry of Hand Written RoR not available in Bhulekh

All such RoRs which have been issued to Recorded Tenants (RT) but not available in Bhulekh portal to be entered in Bhulekh application software. In the LRMS software there is an Option to add **New Add Khata** through which SWO can enter such Khata.

Following guidelines to be followed during entry of such Khata.

1. Before entry, the hard copy of RoR has to be examined by Tahasildar/Addl. Tahasildar in charge of the concerned RI circle.

2. Under no circumstances the SWO will enter the case without taking prior permission from the Tahasildar/ Addl. Tahasildar in charge of the respective RI circle.
3. In the application software (LRMS) there is no provision for the Tahasildar to verify the add new khata. Hence, before updation and generation of Patta against such RoR, it will go to concerned Tahasildar/ Addl. Tahasildar for verification and Tahasildar will forward it to OIC, Record Room for updation in LRMS and subsequently it will be reflected in Bhulekh. NIC to facilitate the same in the application software.
4. No RoR can be made without existence of a Revenue Case Record. Therefore, in the application software there must be an option to enter the source, i.e., the Revenue Case from which the Khata was or is to be generated / made. In case of settlement RoR, the date of final publication of settlement RoR to be mentioned.
5. Tahasildar will publish advertisement in the Notice Board and through local print media/TV Channels to replace those old hand written RoR with system generated RoR through LRMS software. Department letter no 41885 dated 03/11/2018 may be referred to in this context.

C. Deletion of Duplicate case from the Application Software

It was found from the Revenue Dashboard MIS report that many cases are entered by the Single Window Operator (SWO) over the counter, for which the cases arising out of Form-3 are pending at the level of RK/OIC Record Room. ADMs have also reported the same in the Video Conference. For disposal of such cases following guidelines to be followed:

1. A stocktaking of such duplicate cases initiated from single Registered Sale Deed (RSD) to be made by the Tahasildar/Addl. Tahasildar. Subsequently, it has to be reported to the Collector by Tahasildar.
2. For deletion of such cases, approval of Collector to be obtained and Tahasildar/ Addl. Tahasildar is to give an undertaking that no such duplicate case entry to be made over the counter in future.
3. Those cases pending at the level of Record Keeper or OIC Record Room will be reverted back to concerned Tahasildar / Addl. Tahasildar.

4. Tahasildar will write a note of justification and can reject such case.
5. A report of such cases rejected at the level of Tahasildar will be generated from the software will be examined by the level of Department.
6. The window will open for 7 (Seven) working days. The window for application will be opened from 19th Dec 2018 to 28th Dec 2018.

D. Revisiting of the mutation cases Rejected by the Revenue Inspector

There are many cases (not duplicate) which are initiated on the basis of RSD but rejected by the Revenue Inspector / Tahasildar / Addl. Tahasildar on insufficient ground, which has ultimately affected the citizens. For those cases, Tahasildar / Addl Tahasildars will revisit such case and file appeal in the court of Sub-Collector through RCCMS software and then re-initiate those cases over the counter for disposal. For all such cases mutation appeal to be filed from 19-12-2018 to 15th Jan 2019. NIC to facilitate the same in the software.

E. Add Plot and Village option in the LRMS software

During implementation of online mutation it was found that various plots are missing in the Khata. NIC to make provision for adding such missing plots in the LRMS application software. For adding plots the following guideline to be maintained.

1. Before entry it has to be examined by Tahasildar/Addl. Tahasildar.
2. At the time of adding the plot provision to be made in the application software for uploading the scanned copy of RoR having the record plot. NIC facilitate the same in the application software.
3. Under no circumstances the SWO will enter the case without taking permission from the Tahasildar/ Addl. Tahasildarin charge of the respective RI circle.
4. SWO will enter the plot and after due approval of Tahasildar/ Addl. Tahasildar, it will be forwarded to OIC Record Room for updation in LRMS and subsequently it will be reflected in Bhulekh.

F. Add village option in the LRMS software

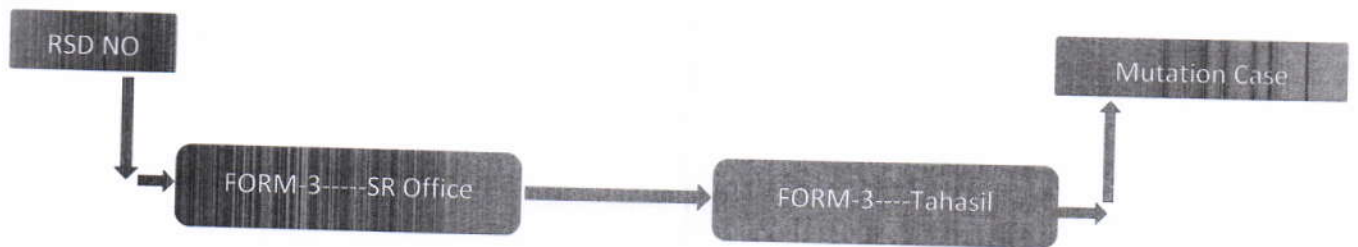
NIC have already developed the software for adding left out villages in the Bhulekh. It has to be facilitated for all districts. However, reference of creation of such village to be maintained.

1. At the time of adding of village name, provision to be made in the application software for uploading the scanned copy of RoR/ Village Notification. NIC facilitate the same in the application software

G. Provision for to be made for tracking of RSD status

At present there is no option in the application software to track RSD and Mutation Cases relationship. NIC to facilitate the same in the application software, i.e. which case was generated from which RSD. Moreover, abstract of RSD in comparison to Mutation to be prepared.

[Signature]
Principal Secretary to Govt.
Revenue & D.M. Department



Reporting Format			Search by RSD NO			
Sl No	District	Name of SR Office	RSD No	Forwarded to Tahasil	Mutation Status (Pending/ Initiated / Rejected / RoR Corrected)	If Initiated, Mutation No
Illustration (Data)						
1.	Khurda	Bhubaneswar	1234567898	Bhubaneswar	Initiated	532/216