

GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RDM-DILRMP-MEET-0001-2017 <sup>\*\*\*</sup> 6326 / Dated 22 FEB 2019

From

Shri Sangram Keshari Mohapatra  
Additional Secretary to Government

To

All Collectors

Sub: - Data entry of all these mutation application cases received offline

Sir,

In inviting a reference to the subject cited above, I am directed to say that all Collectors were earlier intimated vide this Department letter No. 754 dated 08.01.2019 that the application through Single Window Operator (SWO) which has been opened *w.e.f* 19.12.2018 to 10.01.2019 will remain open until further orders.

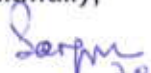
In this context, it was found that a total of 6,43,523 no. of cases were instituted offline in different Tahsils for correction of Patta in favor of the applicants during the period from 19.12.2018 to 02.02.2019. At the time of data entry of all such cases the following points may be treated as Operational Instructions for disposal of mutation cases -

1. A total of 550 nos. of DEOs are functioning in different Tahsils of the State. The target of 75 number of data entry per DEO in a day may be done. Therefore, around 41,250 (550\*75) number of mutation cases will be entered per day. Therefore, it may take 16 days in maximum to complete these 6,43,523 no. of mutation applications.
2. Only such RSDs that were executed on the basis of post settlement RoR.
3. Pre-settlement RSDs may not be entered in LRMS.
4. Except correction of RoR on the basis of mutation case having post settlement RSDs in LRMS, all other cases for correction may be entered in Revenue Court Cases Monitoring System (RCCMS) application software.
5. As per earlier instruction of Government, utmost care should be taken to ensure entry of left out plots, Khata in BHULEKH for disposal of mutation cases. After data entry of such cases Tahsildar or OIC, Record Room must validate the data entry.
6. The Assistant programmer of the district must follow up the target given to the DEOs, Tahsildars and ensure compliance. A daily wise figure is to be sent to the PMU of the Department.
7. NIC and BSNL should be contacted in case of software and connectivity issue respectively.
8. PMU of the Department may be contacted in case of any doubt or issues arising out of data entry.

Therefore, it is suggested that all Tahsildars may be instructed to complete the data entry of all these mutation application cases received offline from 15.12.2018 over the Tahasil counter as per the operational instruction mentioned above.

Yours faithfully,

Memo No. 6327 / Dated. 22 FEB 2019  
Copy forwarded to DDG&SIO, NIC, Bhubaneswar for information and necessary action.

  
20.2.19  
Additional Secretary to Government

Memo No. 6328 / Dated. 22 FEB 2019  
Copy forwarded to DGM (EB), BSNL, Bhubaneswar for information and necessary action.

  
20.2.19  
Additional Secretary to Government

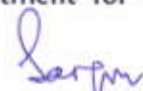
Memo No. 6329 / Dated. 22 FEB 2019  
Copy forwarded to Additional Secretary, (CH&S branch), Revenue & DM Department for information and necessary action.

  
20.2.19  
Additional Secretary to Government

Memo No. 6330 / Dated. 22 FEB 2019  
Copy forwarded to PS to Principal Secretary, Revenue & DM Department for kind information of Principal Secretary.

  
20.2.19  
Additional Secretary to Government

Memo No. 6331 / Dated. 22 FEB 2019  
Copy forwarded to Joint secretary, IMU cell, R&DM Department with a request to upload the letter in the Department website.

  
20.2.19  
Additional Secretary to Government

  
20.2.19  
Additional Secretary to Government