

**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

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No. S-36/04 - 6564/R., Dtd.16.02.2004

From :

Sri R.L. Jamuda, I.A.S,  
Commissioner-cum-Secretary

To

The Secretary,  
Board of Revenue, Orissa, Cuttack.

**Sub : Disposal of Mutation Cases.**

Sir,

I am directed to say that with a view to expediting disposal of Mutation Cases, the Government have been pleased to decide that the Revenue Inspectors should be authorised to dispose of uncontested Mutation Cases in respect of their jurisdiction subject to approval of the concerned Tahasildars. In this connection, the following procedure could be followed for disposal of the uncontested cases by the Revenue Inspectors.

- (i) On receipt of Form-3 from the Registration Office a mutation case record shall be opened, assigning a number in the Tahasil Office. All such records shall be entered in the prescribed register. There shall be separate proceedings for different holdings as per the provisions of the Mutation Manual.
- (ii) The Revenue Inspector concerned shall collect the mutation case records relating to his jurisdiction during his visit to Tahasil Office. He shall issue notice and allow the mutation, after expiry of the period of the notice of 30 days, provided no objection is received within the stipulated period.
- (iii) If objection is received in the mutation case, the Revenue Inspector will record his findings in the mutation case record and submit the same to the Tahasildar for disposal after hearing.
- (iv) If the case is uncontested, the Revenue Inspector will allow the mutation and send the case record to the Tahasil Office for correction of records after the appeal period is over. The Amin of Settlement/ Consolidation Organization to be deployed in the R.I. Office as per Government decision, shall prepare the sketch map, if part of a plot has been sold. The Map prepared and signed by the Amin shall be countersigned by the R.I. for placing in the Mutation Record.
- (v) In all other cases the Tahasildar would initiate the Mutation proceedings as before.

2. You are requested to please issue suitable instructions in this regard immediately to all the field level functionaries to implement the Government decision.

3. Action taken in this regard may please be reported to this Department within a fortnight for information of Government.

Yours faithfully,

*Sd/-*

Commissioner-cum-Secretary to Govt.

**Memo. No. 6565/R., Dtd. 16.2.04**

Copy forwarded to all R.D.Cs/ all Collectors for information and necessary action.

*Sd/-*

Commissioner-cum-Secretary to Govt.