

**Dr. Chandra Shekhar Kumar, IAS**

Principal Secretary to Government  
Revenue & Disaster Management Department



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D.O. No. 25353 / PSR&DM  
RDM-DILRMP-MEET-0001-2017  
Date 01-08-2017

From

Dr. Chandra Shekhar Kumar, IAS  
Principal Secretary to Government

To

All Collectors

**Sub: Monitoring of Tahasils and Revenue Administration as per the enclosed Checklist.**

Sir/Madam,

You may kindly appreciate that the core of Revenue Administration is the efficient functioning of R.I and Tahasil offices. These two offices deliver substantial portion of public services. The Government has entrusted those offices with huge responsibilities for meeting the need and requirements of people relating to land records management and various revenue issues such as Miscellaneous Certificates, Conversion and Mutation etc.

However, it has been observed that these offices need systematic and continuous monitoring for proper functioning. For that it is essential to have these offices monitored as per a checklist that will help in toning up functioning in these offices.

Further, it will also help the supervising officers such as Sub-Collectors and ADMs to monitor these offices. Hence, a check list has been prepared after a detailed deliberation and enclosed. All the concerned Tahasildars and ADMs are requested to update the format electronically.

You are also requested to monitor it in the monthly District Revenue Meeting. The performance of Revenue Inspectors, Tahasildars and Sub-Collectors will be evaluated as per achievement mentioned in the checklist. The best performing Tahasils will be awarded and suitable action will be taken against the worst performing Tahasils.

Further, to ensure the adherence to the checklist, the senior Officers of this Department will be visiting to your district from 02-08-2017 to 11-08-2017. The same may kindly be facilitated.

Yours faithfully,

  
Principal Secretary to Government

UOI No. 902 P.S.R. DM

date 31.7.17

The following officers of Revenue & DM Department are hereby instructed to make district visits from 02.08.2017 to 11.08.2017 in two phases as indicated below and submit the required report as per check list enclosed.

Dr. C.S. Kumar  
Principal Secretary,  
Revenue & DM Department

Sl. No.	Name of the officers with Designation	Name of the Districts to visit
1	Shri Sanatan Mallick, Additional Secretary	Bolangir, Nuapada, Baragarh, Kalahandi
2	Shri Ashok Kumar Naik, Additional Secretary	Koraput, Nawarangpur, Rayagada, Malkangiri, Gajapati
3	Shri Sashadhar Nayak, Additional Secretary	Dhenkanal, Angul, Nayagarh, Kandhamal, Ganjam
4	Shri Manmohan Mishra, Joint Secretary	Sambalpur, Boudh, Sonepur, Deogarh, Jharsuguda, Sundargarh
5	Shri Sangram Keshari Mohapatra, Joint Secretary	Khurda, Cuttack, Puri, Jagatsinghpur, Kendrapara
6	Shri Abhaya Kumar Nayak, Joint Secretary	Jajpur, Bhadrak, Balasore, Keonjhar, Mayurbhanj

Joint Secretary (OE) /officers concerned

**MONTH** ..... **YEAR** .....

1	2	3	4	5	6	7	8
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## 2. DISPOSAL OF MUTATION CASES

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### 3. CAUSE LIST of 8A CASES of OLR

[illegible]

#### 4. DISPOSAL of 8-A CASES of OLR

Total no. of 8A Cases Pending till date (Target)		No. Of Cases Disposed during the month		Premium Realised	RoR corrected	Percentage of disposal with RoR correction
1	2	3	4	5		
U	R	U	R			
Dist. Aggregate						

#### 5. DMS UPLOADING

Sl No	Name of Tahasil	No. Of case records scanned till this month	No. Of case records uploaded till this month	Target	Percentage of uploading	Remarks
1	2	3	4	5	6	7
Dist. Aggregate						

#### 6. CADASTRAL MAP CORRECTION

Sl No	Name of Tahasil	Total no. Of villages (as per bhulekh database)	No. Of villages updated	T total no. Of map sheets as per bhulekh database	No. Of mapsheets corrected & updated	Target	Percentage of correction & updation	Bhunaksha Software Implemented (Y/N)
1	2	3	4	5	6	7	8	9
Dist. Aggregate								

## 7. REGULARIZATION OF ADVANCE POSSESSION

Sl No	Name of Tahasil	Total no. of advance possession given (target)	Area	Year	Total no. Of advance possession regularized through lease	Possession fixed/realized
1	2	3	4	5	6	7
Dist. Aggregate						

## 8. PROTECTION OF GOVERNMENT LAND

Sl No	Name of Tahasil	Total extent of Govt. land available	No. Of Encroachment Cases	Total extent of Govt. land under encroachment	Total extent of Govt. land evicted/ settled			Percentage of eviction/ settlement		For Protection of Govt. Land		
1	2	3	4	5	Evicted	Settled	7	Evicted	Settled	Fund Placed	Expenditure Made	Area Protected
Dist. Aggregate												

## 9. INTERNET CONNECTIVITY OF RI OFFICES

Sl No	Name of Tahasil	Total no. Of RI offices(target)	Availability of computer system/ internet connectivity			Whether G-699/ any plan availed	Percentage of connectivity	Remarks
1	2	3	Computer System	Internet Connectivity	5	6	7	8
Dist. Aggregate								

10. INTERNET CONNECTIVITY OF TAHASIL OFFICES

Sl No	Name Of Tahasil	Total No. Of Tahasil Offices(Target)	Availability Of Computer System/ Internet Connectivity		Oswan/ Vpnobb (Slow/Stable)	Remarks
1	2	3	Computer System	Internet Connectivity	6	7
			4	5		
Dist. Aggregate						

11. BEBANDOBASTA CASES

Sl no	Name of Tahasil	Total no. of Bebandobasta cases (target)	Total no. of cases disposed	Confirmed by Sub-Collector/Collector	Percentage	Remarks
1	2	3	4	5	6	7
Dist. Aggregate						

12. ORTPSA

Sl No	Name of Tahasil	No. of cases pending at the beginning of the month	No. Of cases instituted during the month	Total no. Of cases for disposal	Total no. Of cases disposed	Percentage
1	2	3	4	5	6	7
Dist. Aggregate						

13. REGISTRATION

SI No	Name Of Tahasil	Total No. Of Deeds Registration In The Month	Total No. Of Deeds Delivered			Delivery Of Case Deeds		Number Of Form-3 Sent To Tahasil		
			Same Day	0-3 Days	Beyond 3 Days	0-3 Days	Beyond 3 Days	Same Day	0-3 Days	Beyond 3 Days
1	2	3	4	5	6	7	8	10		
Dist. Aggregate										

14.AUDIT COMPLIANCE

Pendency of I/Rs& Paras as per A.G. Report ( G & SSA )						Pendency of I/Rs&Parasas per A.G. Report ( E & RSA )					
Collectorate			Tahasil			SR			DSR		
No of I/Rs	No of Paras	First Reply not received	No of I/Rs	No of Paras	First Reply not received	No of I/Rs	No of Paras	First Reply not received	No of I/Rs	No of Paras	First Reply not received
1	2	3	4	5	6	7	8	9	10	11	12
Dist. Aggregate											

15. PENSION CASES

SI No	Total no. of Pension cases pending (target)	Pension paper submitted	Percentage of submission	Reasons for non-submission
	1	2	3	4
Dist. Aggregate				





## 22. SAIRAT SOURCES

SL No	Name of the Tahasil	Total Number of Sairat Sources	Number of Sairat Sources for which Auction made	Number of Sairat Sources for which Agency Finalised	Number of Sairat Sources Operationlised
1	2	3	4	5	6
Dist. Aggregate					

## 23. REVENUE MASTER PLAN

SL No	Name of the Tahasil	Revenue Master Plan Prepared (Y/N)	Forwarded to RDC Office (Y/N)	Letter No & Date
1	2	3	4	5
Dist. Aggregate				

## 24. GRIEVANCE REDRESSAL

Sl No.	Name of the Office		No. of e-Abhijoga		No. grievance received from other Offices		Percentage(% of disposal)	
	Tahasil	Sub-Collector	Pending	Disposed	Pending	Disposed	e-Abhijoga	Grievance
1	2	3	4	5	6	7	8	9
Dist. Aggregate								