

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANGEMENT DEPARTMENT

No. RDM-CHS-CLRFIC-0003-2018

28753
/RDM, dated 02 AUG 2025

From

Shri Deoranjana Kumar Singh, I.A.S
Additional Chief Secretary to Government

To

Secretary, Board of Revenue, Odisha
Director of Land Records & Survey, Odisha
All RDCs
All Collectors

Sub: SOP for preparation of new "R-O-Rs" & "Map" of new Revenue Village declared by Board of Revenue, Odisha through boundary change proceeding (BCP)

Ref: letter no. 6540/LR&S dated 7.12.2016, Board of Revenue, Odisha

Madam/Sir,

It has come to notice that a significant number of boundary change proceedings (BCPs) for Revenue Villages, which were recommended by Collectors / Settlement Officers under Rule 61 of the OS&S Rules 1962 and subsequently approved by the Board of Revenue, Odisha a considerable time ago, still lack the crucial separation of RoRs and Maps for both the newly formed and original villages.

Presently, **1635 BCP proposals** of various districts have been approved. However, these newly formed villages are yet to be truly separated, in terms of records and maps, from their original villages. This is a critical inconsistency. The bifurcation of a village should result in entirely new land records for both entities, complete with updated Khata and Plot parameters for every land parcel. Continuing to maintain the land records of new Revenue Villages within the old mother village's records is highly undesirable and inconsistent with the intent of the approvals.

Sub-Rule-7 of Rule 61 of the OS&S Rules, 1962, clearly mandates that upon receiving orders from the Board of Revenue, the Collector shall transmit a copy to the Tahasildar for effecting necessary corrections in the map and record under Chapter IV of these rules. Furthermore, Rules 44 and 45 emphasize that re-writing of the Record-of-Rights and replacement of the Map are imperative when numerous changes are incorporated.

Given that our land records are fully computerized and all maps are digitized, data segregation and map splitting can be achieved with less effort and time through the leverage of IT applications for enhanced precision and accuracy. Therefore, a meticulous,

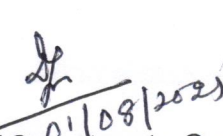


approach is required to ensure preparation of map and Record of Rights of villages where BCP has been approved by the Board of Revenue, Odisha.

To ensure accurate implementation of orders for creating new revenue villages by bifurcating them from mother villages, a detailed Standard Operating Procedure (SOP) is hereby issued at **Annexure-I**.

This SOP supersedes all earlier instructions issued in this regard and must be strictly adhered to.

Yours faithfully,


Additional Chief Secretary to Government

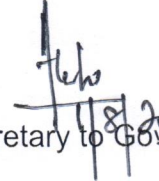
Memo. No 28754 /RDM, dated 02 AUG 2025

Copy forwarded to PS to Hon'ble Minister, Revenue & DM for kind information of Hon'ble Minister, Revenue & DM.


Additional Secretary to Government

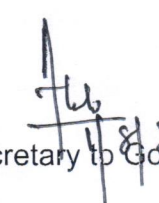
Memo. No 28755 /RDM, dated 02 AUG 2025

Copy forwarded to PS to Chief Secretary, Odisha for kind information of Chief Secretary, Odisha.


Additional Secretary to Government

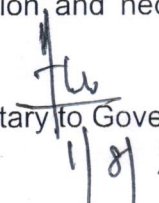
Memo. No 28756 /RDM, dated 02 AUG 2025

Copy forwarded to PS to Additional Chief Secretary, Revenue & DM Department for kind information of Additional Chief Secretary, Revenue & DM Department.


Additional Secretary to Government

Memo. No 28757 /RDM, dated 02 AUG 2025

Copy forwarded to all Tahasildars / Sub-Collectors for information and necessary action.


Additional Secretary to Government

Annexure-I

SOP FOR EFFECTING SEGREGATION OF MAP & R-O-R OF A VILLAGE AND PREPARATION OF RECORDS FOR NEW REVENUE VILLAGE ON APPROVAL OF BOUNDARY CHANGE PROCEEDING BY BOARD OF REVENUE, ODISHA.

The **Boundary Change Proceeding** for any village, as stipulated under Rule 61 of the Odisha Survey and Settlement Rules, 1962, follows a structured process. Upon receiving a recommendation from the concerned Collector, Settlement Officer, or Deputy Director, Consolidation, and subsequent approval from the Board of Revenue, Odisha, the boundary alteration is implemented.

This implementation necessitates the meticulous segregation of the updated cadastral map and the R-O-R of the original "mother village" into two distinct entities: the existing mother village and the newly constituted "Hamlet" as a separate revenue village. The digital spatial data within Bhunaksha and the textual R-O-R data within Bhulekh must be accurately segregated. This crucial step precedes the uploading and public dissemination of the updated information. Tahasildars and Assistant Settlement Officers (ASOs) are mandated to exercise diligent care and caution throughout the preparation of these new records.

This process will generate entirely new land records for two villages, complete with updated Khata and Plot parameters for every land parcel. Therefore, a meticulous, tiered approach is indispensable to ensure the precision and accuracy of the resulting map and Record of Rights (R-O-R). To implement the order for creating a new revenue village by bifurcating it from the mother village, the following procedure must be strictly adhered to:

A. Preliminary Work for Village Segregation

1. **Establish BCP Cell:** A dedicated BCP Cell should be established in the Tahasil Office. This Cell will be responsible for preparing the necessary records and should comprise of one senior-most Amin, a RI, a Supervisor, and will be headed by an Additional Tahasildar or Tahasildar.
2. **Procure Blue Print Cadastral Map:** Joint Director of Survey and Map Publication (JDS&MP), Cuttack, on receipt of requisition from the

Collector, shall provide Blue Print Map of the village in duplicate to the concerned Tahasildar forthwith.

3. **Verify Plot Data:** The Tahasildar must ensure that all by-plot (bata plot) numbers in the updated R-O-R accurately correspond with the village map before listing the plot numbers within the respective village boundaries. Any missing or unaccounted by-plots should be duly carved out in the blue print map. In case of discrepancies, relevant case records should be referred to.
4. **Dispose of Pending Revenue Cases:** All revenue cases pertaining to the concerned village that require map and record corrections should be concluded as quickly as possible, ideally within one week, with all necessary changes reflected in the R-O-R & Map. However, if any case requires further hearing to arrive at a conclusion, then it may be disposed of as per rule and necessary correction will be effected in due course of time in new ROR & Map of the village to be prepared.
5. **Verify Plot Numbers in Digitized Bhunaksha Map:** The Tahasildar must verify plot numbers extracted from Bhulekh (either provided by NIC or available in LRMS) with reference digitized map. Any missing or non-matching plot numbers discovered require immediate rectification and updating within Bhunaksha to ensure seamless digital map splitting.
6. **Verify Total Village Area (Manual ROR and LRMS):** The total area of the village as recorded in the manual R-O-R must precisely match the total area displayed in the LRMS. Any discrepancy between these two figures indicates either missing or duplicate plots. Such discrepancies require immediate reconciliation by referring to the manual R-O-R and, if necessary, relevant case records.

All these preliminary works shall be completed within a period of 15 days.

B. Post-preliminary work for Segregation of Map

Following the preliminary steps, the process for segregating maps and records for new revenue villages proceeds as follows:

7. **Map Reflection and Certification of New Boundary:** The approved boundary line, as depicted in the trace map (scale 4" = 1 mile) attached with the BCP case record, must be accurately reflected on the Blue print map. This reflection should be meticulously checked by an experienced

Amin, or a Revenue Inspector/Supervisor. Subsequently, the concerned Tahasildar must furnish a certificate confirming the correctness of this new boundary. Once certified, the new boundary line will be permanently inked in black.

8. **Plot Index Preparation and Verification:** A set of plot numbers obtained from LRMS will be segregated according to the newly established boundary line. This segregation is for the purpose of preparing separate plot indexes in Excel sheets for both the original "main village" and the newly constituted "revenue village." It's crucial that the total number of plots across both new villages remains equal to the total plot numbers of the original "mother village." No plot or by-plot should be omitted from the plot index of its respective village. This entire segregation and indexing work require a 100% check by the Inspector or Revenue Inspector.
9. **Systematic Plot Re-numbering on Blue print Map:** The Amin/ARI/RI shall undertake the re-numbering of plots directly on the Blue Print Map, using Pencil. This process must be systematic and sequential, typically proceeding from North-West corner of the village to the opposite i.e. South-East corner in a serpentine manner to ensure complete contiguity and that no plot is overlooked. Concurrently with assigning new numbers to each plot, a comprehensive **Old-New Plot Number Correspondence List** must be meticulously prepared in the following format:

Name of village	Old plot no.	New plot no.	Area
-----------------	--------------	--------------	------

Crucially, the total number of plots and the total area of the newly re-numbered villages must precisely tally with the total plots and area of the original "mother village" before bifurcation. Once error-free renumbering is finalised then pencil-written plot numbers shall be permanently written in black ink. The entire re-numbering work and the accuracy of the correspondence list will undergo a rigorous 100% check by Revenue Inspector and Addl. Tahasildar/Tahasildar. Sub-Collector shall test check minimum 10% of plot numbers so renumbered and Old-New Plot Number correspondence list.

C. Finalizing Maps and Records Post-Renumbering

Following the preliminary work and the re-numbering of plots, the subsequent steps are crucial for the accurate segregation and finalization of land records for both the original and newly created revenue villages.

10. **NIC's Role in Digital Map Splitting and Data Segregation:** Upon successful completion of the re-numbering process, the updated Blue Print Map will be submitted to the JDS&MP. Simultaneously, the Old-New Plot Number Correspondence List, prepared in the aforementioned Excel sheet format, shall be transmitted to the designated GIS Expert of NIC who will effect splitting of map of the original village conforming all plot numbers within respective boundaries. After such splitting, each old plot numbers of both maps shall be replaced with the corresponding new plot number as per Old-New Plot Number correspondence list resulting a precise digital splitting of the digitized map in Bhunaksha.
11. **NIC's Role in R-O-R Segregation:** NIC will undertake the critical task of segregating the R-O-R based on the following essential parameters:
- i. Ownership Status of each plot as present in the original R-O-R of the mother village.
 - ii. Old-New Plot Number Correspondence in Excel sheet supplied by the Tahasildar.
 - iii. Kisam-wise Rent Chart per acre for the village
 - iv. New PS Number
 - v. Date of New Village Declaration
12. **Khatian rearrangement and Rent and Cess Calculation:** Each Khata representing ownership of a particular individual or family or constellation of co-sharers, shall be prepared grouping together all plots owned by the owner(s). These khata will be rearranged alphabetically and "satwawise" (status category) for all the villages. Subsequently, khata re-numbering will commence, ensuring that the last khata is reserved for Government land. Rent and Cess will be auto-calculated for each Khata with a minimum rounding off to Rs. 1.
- The address mentioned as 'Nijgaon' in new RORs shall retain as such if the tenant(s) are staying within the limit of respective new village otherwise the address 'Nijgaon' shall be suitably altered, as the case may be. Such change in address shall be the responsibility of Tahasildar after draft ROR gets finalised by NIC.
13. **Assignment of New PS Number:** A new Police Station number will be assigned to the newly created village by the DLR&S. This new PS number is essential for the village's official identification and will be

intimated to NIC for the preparation of the Record of Rights (R-O-R).

14. **Publication of Draft ROR & Map and final printing:** The draft R-O-R and Map after being finalised by NIC, shall be published in concerned villages and GP inviting objection, if any, for a period of 15 days. Any objection received during publication or any errors brought to notice either in draft ROR or blue print map shall be duly enquired and necessary changes, if required, shall be accordingly incorporated within a week.

Thereafter, Tahasildar shall send a copy of finally updated Blue Print Map of both villages to JDS&MP, Odisha, Cuttack for printing for office use as well as for sellable copies. Before sending the above Maps, the map must be signed by Tahasildar / Additional Tahasildar regarding correctness of the map. (duly authorized by concerned Collector U/R 46 of OS&S Rule, 1962).

15. **Final ROR Generation and Distribution:** Four copies of ROR, so generated by NIC after effecting all corrections, will be printed and signed by concerned Tahasildar / Additional Tahasildar affixing a certificate "*This ROR is prepared and published U/R 61 of OS&S Rules 1962 after declaration of _____ as new Revenue village by Board of revenue, Odisha*" and facsimile signature (duly authorized by concerned Collector Under Rule 45 of OS&S Rule 1962).

- One copy of the ROR shall be distributed to the Tenant in village under due acknowledgement
- One copy to be supplied to District Record Room of office of Collector
- One copy for office of RI circle concerned
- and one copy shall also be preserved in record room of Tahasil office.

D. Post-Finalization Steps:

16. **Boundary Demarcation:** After distribution of final ROR, Boundary demarcation will be done by the concerned Tahasildar and embedment of stones to be supplied by Tahasildar / Collector at the time of boundary demarcation will be carried out.
17. **Notification for New Village and creation of LGD Code:** On finalisation of segregation of map and record followed with distribution of ROR to tenant, a proposal to be sent to the Government in Revenue & DM department for issue of notification in respect to formation of new

village and creation of its LGD code in the directory with intimation to
NIC for codification of the new revenue village in LRMS.
