

**By e-Mail/FAX**

**GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

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No. RDM-LRB-OLR-0001-2021 10800/R&DM dated

26 MAR 2021

From

Shri Bishnupada Sethi, IAS  
Principal Secretary to Government

To

All Collectors

Sub: Regarding disposal of cases U/s 8-A of OLR Act, 1960

Madam/Sir,

You are aware that to achieve citizen-centric governance in sync with 5T initiatives of the Government, this Department has facilitated filing of online applications for conversion of agricultural land U/s-8-A of OLR Act, 1960. To streamline disposal of conversion cases detailed instructions have been communicated from time to time. However, several complaints are being received from the citizens that there is unusual delay at tahasil level in disposal of cases and even applicants are being harassed on flimsy grounds. It has also been observed that online applications which are required to be disposed within 60 working days are being dragged on.

It may be appreciated that a per Gazette notification of G.A. & P.G. (AR) Department dated 03/06/2020 cases U/s 8-A of OLR Act shall be disposed of within 60 days in accordance with Odisha Right to Public Services Act, 2012 (ORTPSA). The Government have viewed such attitude of Tahasildars seriously, specifically when the Department is simplifying existing procedures for quick, transparent and efficient delivery of public services.

Now after careful consideration, Government have been pleased to issue following instructions.

- (1) The applicant will submit online application which will be auto forwarded to the concerned Tahasildar(Authorized Officer) without any

delay.

(2) Tahasildar on receipt of the application will carefully verify the attached documents .

(3) After verification, he will forward the application with remarks to the concerned RI for field verification.

(4) RI will conduct field enquiry and will ascertain that the change of classification of the applied land is permissible and not violating any of the provisions as provided under Rules and instructions of Government issued from time to time. If the applied area comes within purview of Town Planning/ Archaeological area, the same will be clearly indicated by the RI in his report. He will also calculate conversion fee for the land as per notification(s) issued by Government from time to time. With all these particulars, the report of RI shall be transmitted to the Tahasildar.

(5) Tahasildar on receipt of the report of the RI will ensure that the report is in order, application for conversion is genuine and there are no violations, then he will take the following steps:

- a. In case the proposed conversion is covered under Town planning/ Development Authority, he shall obtain the views of the concerned authority in prescribed manner. The concerned authority shall furnish their opinion on the application for conversion within 30 days from the date of receipt of the same, failing which it shall be deemed that there is no objection to the conversion applied for. (Rule 12-A of OLR (General) Rules, 1965).
- b. In case the land is not covered under any Town Planning/ Development area, then Tahasildar may pass necessary order.
- c. If the land is in the vicinity of a protected monument/ archaeological site and there is prohibition for conversion of land, then the relevant guidelines as issued by Archaeological Survey of India and this Department from time to time shall be followed meticulously. In case of doubt, Bhubaneswar Circle of ASI may be consulted.
- d. In case the Tahasildar is required to conduct a personal inquiry he may do so within a reasonable time.
- e. In case conversion of land is 1/4th of an acre or more, the case alongwith the report of RI and views of Tahasildar will be forwarded to concerned Sub-collector of who shall pass appropriate order as per law within 7 working days and remit the case online to concerned Tahasildar. *This is, however, applicable only for sub-*

*division headquarters tahasils as per Notification no. 9781 dated 23/3/2017 of R & DM Department.*

(6) After passing necessary order or receipt of order from Sub-Collector, Tahasildar will intimate the applicant by email or his given address as the case may be, to deposit conversion fee, online in the designated account, which has already been mapped by NIC and provided in the application software. In case the applicant doesn't deposit the necessary fee, the application may be rejected on merit after stipulated notice period. Rejection of the application on valid grounds shall be informed to the applicant. On the other hand, when the applicant has deposited requisite fee, Tahasildar shall ensure correction of RoR in Bhulekh and dispatch the same through Speed Post without delay.

(7) The ideal process flow for the purpose will be like this:

*Application filed online > Registered with Tahasildar > Verification of RI > In case of TP area etc. referred to concerned authority/ In other cases orders passed for deposit of conversion fees/ Referred to Sub-Collector if area is 1/4<sup>th</sup> of an acre or exceeds that > On receipt of conversion fees record sent to Record Keeper for correction of RoR.*

(8) The entire procedure shall be completed maximum within 60 working days.

(9) No final order shall be made unless conversion fee has been deposited fully by the applicant.

(10) In old cases where final order has been passed and conversion fee has not been deposited within prescribed period, the same shall be recovered as arrear of land revenue.

These instructions may please be brought to the notice of field officers. This may be impressed upon that when the Government do not intend to promote indiscriminate conversion of agricultural land, simultaneously restrictive measures can not be used as a tool by Tahasildars to harass the citizens. Any deviation will be viewed seriously.

Yours faithfully,

*Mishra* *letl.*  
Principal Secretary to Government

*26/3/2017*

Memo No. 10810 /R&DM, dtd. 26 MAR 2021

Copy forwarded to the Secretray Board of Revenue, Odisha Cuttack/DLRS Odisha, Cuttack/ LRC Odisha Cuttack for formation and necessary action.

*Alendra Dinda. 26/3/2021*  
Addl. Secretary to Government

Memo No. 10811 /R&DM, dtd. 26 MAR 2021

Copy forwarded to all RDCs for formation and necessary action.

*Alendra Dinda. 26/3/2021*  
Addl. Secretary to Government

Memo No. 10812/R&DM, dtd. 26 MAR 2021

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

*Alendra Dinda. 26/3/2021*  
Addl. Secretary to Government

Memo No. 10813 /R&DM, dtd. 26 MAR 2021

Copy forwarded to the Senior Technical Director, NIC for information and necessary action. He is requested to make necessary modifications in the application software.

*Alendra Dinda. 26/3/2021*  
Addl. Secretary to Government

Memo No. 10814 /R&DM, dtd. 26 MAR 2021

Copy forwarded to the Joint Secretary to Government, e-Governance Cell, Revenue & D.M. Department for information and necessary action. She is requested to publish the letter in the website of Revenue & D.M. Department.

*Alendra Dinda. 26/3/2021*  
Addl. Secretary to Government