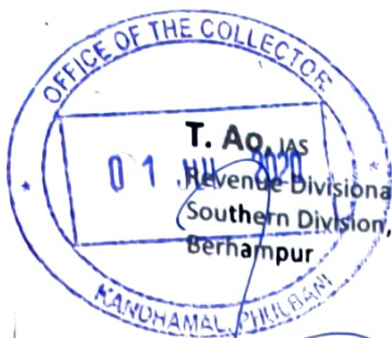




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No. 1575/Rev.
V-12/2020
Date. 01.07.2020

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2-7-2020
To

All Collectors of Southern Division.

Sub: Revision of checklist in respect of processing of applications for sanction of Lease/Alienation of Government land.

Ref: Letter No.299, dated 04.03.2020 of Board of Revenue, Odisha, Cuttack.

Madam/Sir,

I am to say that in addition to the points communicated by Board of Revenue in the letter under reference, the following points are to be verified and included in the checklist for examination of the proposal for sanction of alienation and lease of Government land in favour of Departments of Government and institutions/organizations/corporations/companies.

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1. Information in respect of Serial No.3 of application Form No.1-A should be furnished completely.
 2. As per provisions contained U/R-34(e) of Orissa Survey and Settlement Rules-1962 the Tahasildar is Competent Authority to pass orders for change of KISSAM. This should be followed religiously.
 3. Change of Khata from Abad Ajogya Anabadi to Abad Jogya Anabadi is required to be ordered by Sub-Collector concerned in accordance with Para-10(4) of Letter No.4898, dated 28.01.1966 of Revenue and Excise Department.
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4. Change of Khata from Rakhita /Sarbasadharana to Anabadi and Abada Jogya Anabadi needs to be approved by Collector except in case of land situated in urban areas of which Master Plan has been approved by RDC.
5. Map should be prepared on tracing cloth instead of sketch paper for its maintenance for a long duration.
6. Orders of de-reservation passed by the authorized officer shall be communicated to the Tahasildar and such orders shall be published in the manner prescribed in Sub-Rule-5 of Rule-5 of OGLS Rules, 1983. Thereafter, the Tahasildar shall make necessary correction in the ROR.
7. Prior clearance of the S.P. of the District should be obtained for lease of land Government land/building to religious, pseudo-religious or Socio-Political organization by Government Department Establishment.
8. Trace map of the proposed land should be attached in the Lease/Alienation case record indicating the approach road to the proposed site, status of the adjoining plots. The total area of the plot and the area proposed to be alienated and to be shown distinctively in different colours.
9. Site selection proceeding should clearly indicate the status of land, tree growths, encroachment etc. The facts on visit of the spot by the committee members and suitability for settlement also be clearly mentioned in the proceeding.
10. The case record for change of classification under OSSA may be enclosed with the lease/alienation case record, if any.
11. In case of Advance possession the Letter No.6341, dated 21.02.2013 of Government in Revenue & Disaster Management Department to be followed.
12. Title page should be attached in every Case Record before submission to proper quarters.

Yours sincerely,



Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.

Memo No. 1576

Dated. 01.07.2020

Copy forwarded to the Additional Secretary to Government of Odisha, Revenue and Disaster Management Department, Bhubaneswar for information.



Secretary to RDC, SD.

Memo No. 1577

Dated. 01.07.2020

Copy forwarded to the Secretary, Board of Revenue, Odisha, Cuttack for information.



Secretary to RDC, SD.

Memo No. 1578

Dated. 01.07.2020

Copy forwarded to all Tahasildars of Southern Division for information.



Secretary to RDC, SD.