By e-Mail/ Speed Post

GOVERNMENT OF ODISHA

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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No. RDM-DRC-ADMN-0001-2025 43373 **/R&DM dated** 18 NOV 2025

From

Smt. Madhusmita Sahoo, IAS

Additional Secretary to Government

To

The Collector, Khurda/ Cuttack/ Sambalpur

Sub.- Creation of 4 Tahasils by way of creation of 2 (two) new additional Tahasils by dividing existing Bhubaneswar Tahasil, 1 (one) new additional Tahasil bifurcating Cuttack Tahasil and 1 (one) new additional Tahasil bifurcating Sambalpur Tahasil

Madam/ Sir,

In inviting a reference on the subject mentioned above, I am directed to say that the Tahasils like Bhubaneswar, Cuttack and Sambalpur, which also contain Bhubaneswar, Cuttack and Sambalpur Municipal Corporations, encounter enormous challenges in delivery of public services due to their vast area, increasing density of population and multitude of public services to be delivered to the vast no. of citizens. Keeping in view of the above aspects, Government have been pleased to decide for creation of 4 Tahasils by way of creation of 2 (two) new additional Tahasils by dividing existing Bhubaneswar Tahasil, 1 (one) new additional Tahasil bifurcating Cuttack Tahasil and 1 (one) new additional Tahasil bifurcating Sambalpur Tahasil.

You are, therefore, requested to submit a detailed proposal for creation of new Tahasils with proper justifications along with the proposed location of new Tahasils, the name of the R.I. Circles and the name of the villages with their respective P.S. to be tagged to each Tahasil. The proposal shall take into account the principle of geographical contiguity and administrative convenience to the public in consultation with the elected representatives and

(PTO)

stakeholders. Accordingly, the territorial Jurisdiction and local limits with R.I. Circles and villages etc. of the proposed Tahasils with proposed digital sketch maps showing the details of villages may clearly be indicated. Besides, requirement of Staff for the proposed Tahasils, Financial Implications (both recurring & non-recurring) along with your views/suggestions may also be furnished to this Department in the prescribed **PROFORMA** enclosed at **Annexure-I series** through concerned RDCs within 7 (Seven) days for taking further necessary action at Government level. The required information both in physical & soft copy may be sent through e-Mail ID **isbdr-rev.od@nic.in**

This may be treated as ***"EXTREMELY URGENT"***.

Yours faithfully,

Additional Secretary to Government

Memo No. 43374 /R&DM dated 18 NOV 2025

Copy forwarded to OSD to Hon'ble Chief Minister, Odisha for kind information of Hon'ble Chief Minister.

Additional Secretary to Government

Memo No. 43375 /R&DM dated 18 NOV 2025

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

Additional Secretary to Government

Memo No. 43376 /R&DM dated 18 NOV 2025

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

Additional Secretary to Government

Memo No. 43377 /R&DM dated 18 NOV 2025

Copy forwarded to DLRS & C, Odisha, Cuttack/ RDC(CD), Cuttack/ RDC(SD), Sambalpur for information & necessary action.

Additional Secretary to Government

Annexure- I Series

1. **Local limits & location of its respective headquarters, Territorial jurisdiction, Local limits with R.I. Circles & villages of the proposed Tahasil**

Name of District	Name of the mother Tahasil	Local limits of the mother Tahasil before bifurcation		Headquarters of the mother Tahasil after bifurcation	Name of the new Tahasil after bifurcation	Local limits of the new Tahasil		Headquarters of the new Tahasil	Remarks
		Name of the R.I. Circles tagged to the Mother Tahasil	Name of the villages tagged to the Mother Tahasil			Name of the R.I. Circles tagged to the new Tahasil	Name of the villages/Ward tagged to the new Tahasil		
1	2	3	4	5	6	7	8	9	10

2. **Different public services delivered to the citizens of the Tahasil**

Name of District	Name of the Tahasil	Population (as per census 2011)	Estimated population as on 01.01.2025	Area (in Sq. k.m.)	Revenue Cases instituted from 1st April, 2024 to 31st March, 2025			Miscellaneous Certificates applied from 1st April, 2024 to 31st March, 2025	Other Revenue Cases instituted from 1st April, 2024 to 31st March, 2025 may be indicated in additional columns.....
					Mutation Cases	*OLR8(A) Cases*	*19(1)C Cases*		
1	2	3	4	5	6	7	8	9	10

3. **Requirement of Ministerial Staff for the proposed tahasil**

Sl. No.	Designation	No. of Staff required	Remarks
1	**Section Officer**		
2	**Senior Assistant**		
3	**Junior Assistant**		
4	**Class IV** (including one post of Choukidar-cum-Sweeper)		
5	**Revenue Supervisor**		
6	**Amins**		
7	**Chainman**		
8	**Process Server**		

4. **Financial Implication(Both recurring & Non-recurring)**

a) **Recurring Expenditure towards the salary of the Ministerial Staff for the proposed tahasil**

Tentative recurring expenditure						
Sl No.	**Name of Post**	**No. of staff required**	**Initial basic Pay in Rupees**	**D.A.@58% in Rupees**	**Gross Salary (Excluding HRA and other allowances) in Rupees**	**Annual pay in Rupees**
1	**2**	**3**	**4**	**5**	**6**	**7**
Total						
	Other recurring expenditures like arrangement of Vehicles for Tahasil in hiring basis, etc.					
GRAND TOTAL						

b) Non-recurring expenditure for the proposed new Tahasil.

Tentative non-recurring expenditure			
1. Construction of new building for the proposed Tahasil Office			
	A.	Tahasil Office With Computer Room, Record Room, Court Room, visitor's room Tahasildars Office Room along with Boundary wall for Tahasil office, fitted with PH and Electrification	
	B.	Quarters For 01 Tahasildar	
	C.	Quarters For 02 Additional Tahasildar	
	D.	Staff Quarters	
2.		**Furniture & Fixture**	
3.		**IT infrastructure (including Computer/ Laptop & accessories)**	
4.		**Telephone, Broadband, OSWAN Connectivity etc.**	
5.		**Other Miscellaneous expenditures & Bifurcation of Records**	
		Total	

5. Justifications for creation of the new Tahasil & other important particulars which may be required for creation of new tahasils.