GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANGEMENT DEPARTMENT
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No. RDM-CHS-POLICY-0011-2018 38300 **/RDM, dated** 06 NOV 2024

From

Shri Deoranjan Kumar Singh, I.A.S

Additional Chief Secretary to Government

To

All Collectors

Sub:- Instruction regarding supply of certified copy of the order of Revenue cases.

Madam/Sir,

In inviting a reference to the subject cited above, I am to say that Hon'ble High Court has expressed displeasure in W.P(c) No. 25031 of 2024 regarding non-production of certified copy of the order of Mutation cases within a reasonable time by Tahasildars of the State.

It is pertinent to mention that under Paragraph 344 of Orissa Records Manual, 1964, " (1) The time for supply of information required shall not, without the special orders of the Officer-in Charge to be recorded in writing in each individual case, be later than half an hour before the closing of the office on the 3rd working day after presentation of the application, the day of presentation being excluded."

Further Paragraph 346 prescribes that "When application may be rejected- Application in respect of which the information or copy cannot be given for any reason to be recorded in writing shall be rejected."

While issuing certified copy of the old revenue records, enough caution is to be adopted to ensure that no copy of any manufactured/fraudulent case record, which is either misplaced / non-existent, shall be issued with a view to stop certain unscrupulous litigants/ entities from taking undue advantage of manual record keeping and grabbing of Govt. land as well. In this regard Department

has earlier issued an instruction vide letter No 43202, dated 15.11.2023, which shall be meticulously followed.

You are, therefore, requested to instruct the field functionaries to provide the certified copy of the order of Revenue cases within due time limit as prescribed in Orissa Records Manual, 1964.

Any deviation in this regard will be viewed seriously and disciplinary action as deemed proper shall be initiated against the erring officials.

Yours faithfully,

06/11/2024

Additional Chief Secretary to Government

Memo. No 38301 **/RDM, dated** 06 NOV 2024

Copy forwarded to the Board of Revenue, Odisha, Cuttack/all RDCs/ all Sub-Collectors/ all Tahasildars for information and necessary action.

06/11/2024

Additional Secretary to Government

RDM-CHS-POLICY-0011-2018/2/2024