GOVERNMENT OF ODISHA

REVENUE AND DISASTER MANGEMENT DEPARTMENT

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No. RDM-CHS-PLAN-0001-2025 38529 **/RDM, dated** 15 OCT 2025

From

Shri Deoranjan Kumar Singh, I.A.S.

Additional Chief Secretary to Government

To

The Secretary , Board of Revenue, Odisha,

Director of Land Records & Survey,Odisha,

All RDCs,

All Collectors

Sub: SOP for demarcation of boundary of plot applied by the recorded tenant(s).

Ref; Letter No. 38869/R&DM dated 13.12.2016

Madam/Sir,

In inviting a reference to the above cited subject, I am to say that land demarcation, most often, is quite useful to address the disputes, boundary conflicts and prevention of encroachments. Moreover, demarcation of revenue plot(s) ensures adherence to proper land use promoting orderly development and zoning regulations. This process also streamlines sale-purchase transactions and facilitates the execution of development projects by providing clarity and certainty regarding land boundaries and ownership rights.

Under Rule 32 of the Odisha Survey and Settlement Rules, 1962 Tahasildar, as the Chief Officer-in-charge of revenue administration of a Tahasil, is responsible for maintaining the finally published map and RoR, ensuring they are kept up-to- date. The statute specifically empowers the Tahasildar under Rule 38 to perform various functions, including ordering and conducting measurements, as well as determining and recording boundaries upon realization of the prescribed fees.

Currently, the demarcation application process remains manual and offline, resulting lack of transparency and accountability in scheduling measurement dates and ensuring efficient service by the Amin. But the disputes remain unresolved even after demarcation and even after completion of the demarcation, possession to the recorded owner is not duly ensured. Thus, demarcation-related issues constitute majority of public grievance petitions in all forums.

In order to streamline the demarcation process in a fair and transparent manner a detailed SOP for online procedure of demarcation is enclosed at **Annexure-A** which may kindly be brought to the notice of all concerned. Furthermore, please ensure the public is widely informed about the new online application and slot-booking facility available on the Revenue and Disaster Management Department's services portal, so they can take full advantage of this service.

This SOP supersedes the earlier instruction issued in this regard in the letter under reference and must be strictly adhered to .

Yours faithfully,

15/10/2025

Additional Chief Secretary to Government

Memo. No 38530 **/RDM, dated** 15 OCT 2025

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

15/10/25

Additional Secretary to Government

Memo. No 38531 **/RDM, dated** 15 OCT 2025

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

Additional Secretary to Government

15/10/25

Memo. No 38532 **/RDM, dated** 15 OCT 2025

Copy forwarded to SIO, NIC, Bhubaneswar for information and necessary action.

Additional Secretary to Government

15/10/25

Memo. No 38533 **/RDM, dated** 15 OCT 2025

Copy forwarded to P.S to ACS, Revenue & DM Department for kind information of ACS, Revenue & DM Department.

15/10/25

Additional Secretary to Government

SOP for demarcation of boundary of revenue plot(s)

Background and Purpose:

The cadastral map of a revenue village depicts the ground reality of every land parcel, including its boundaries, extent, and ownership etc. whereas the RORs provides a descriptive account of these aspects. Thus, the map is regarded as the primary record, while the ROR serves as the interpretative document to read or understand the same. The demarcation of boundaries and the accurate survey of land parcels reflect the broader ecosystem of land record management where prevention of disputes and the security of property rights are well addressed. Disputes relating to field boundaries among recorded tenants are resolved through accurate ground measurement, guided by the cadastral map, for proper delineation and determination of possession over the entitled area.

It is observed that applications for demarcation of private plots are being preferred before the Tahasil Office in such large numbers that the same has become a considerable administrative challenge. Currently, the demarcation application process remains manual and offline, resulting in each of transparency and accountability in scheduling measurement dates and ensuring efficient service by the Amin. In several cases, disputes remain unresolved even after demarcation, necessitating repeated proceedings. In certain other cases, though demarcation is successfully completed, possession to the recorded owner is not duly ensured. Thus, demarcation-related issues constitute majority of public grievance petitions in all forums.

With a view to streamlining the demarcation process in a fair and transparent manner, adhering to the First-In-First-Out (FIFO) principle, providing a facility to access slot availability for bookings, and ensuring uniformity and accuracy in measurements, the following Standard Operating Procedure (SOP) is hereby issued.

Legal Framework:

The village map, along with the Record of Rights (RoR) prepared under the OS&S Act, 1958, or the OCH&PFL Act, 1972, carries presumptive correctness and is deemed conclusive until proven otherwise.

Furthermore, the Tahasildar, as the Chief Officer-in-charge of revenue administration of a Tahasil, is responsible for maintaining the finally published map and RoR, ensuring they are kept up-to-date in accordance with Rule 32 of the Odisha Survey and Settlement Rules, 1962. The statute specifically empowers the Tahasildar under Rule 38 to perform various functions, including

ordering and conducting measurements, as well as determining and recording boundaries upon realization of the prescribed fees

Therefore, the demarcation of revenue plots carried out by the Tahasildar or any authorized field staff based on the aforementioned map constitutes a quasi-statutory function. Such proceedings cannot be invalidated except when modifications are ordered by the appellate authority under the said Act.

1. **Grounds for Holding Demarcation:**

The Tahsildars can initiate a proceeding for Demarcation.

a. On application for the same filed by the recorded tenant(s) or his/her legal heir(s) on the web portal.

b. On instruction/ directions from any competent Court.

c. On receipt of written requisition from police.

d. On receipt of written requisition form other Departments/ Government offices.

e. On any other ground as he deems expedient.

2. **Online Application with Documents and slot booking:**

i. The online eKYC-verified application, in the prescribed format, shall be submitted to the Tahasildar through the online services portal of the Revenue & Disaster Management Department. The application must relate to a specific plot and any plot(s) contiguous to it under a single holding, and shall include the detailed land schedule along with payment of the requisite measurement fees. The following documents must be uploaded along with the application:

a. A copy of the latest RoR

b. A copy of the previous settlement map *or* trace map of the plot(s) as attached to the registered document

c. A copy of the layout plan showing the sub-plot(s), if any, in case the area falls under the jurisdiction of a Development Authority;

d. A self-declaration by the applicant stating that there is no prohibitory order from any competent court over the plot(s), and that no civil dispute exists regarding the plot(s)

e. Name, Mobile number, email Id, contact details, and postal address of the

boundary tenant(s)/legal successors of the deceased boundary tenant(s)

f. The prescribed process fee under the relevant rules, along with user charges of ₹800/- per plot. For each additional contiguous plot, applicable user charges shall be levied.

(ii) In cases where demarcation is necessitated out of any of the conditions mentioned under clauses 1(b) to 1(e), the Tahasildar may suo-motu initiate proceedings by entering the land particulars and relevant orders or requisitions received. The requisite fee and user charges shall be realized accordingly, except in cases involving Government Departments or Government Offices.

(iii) At the time of submitting the duly filled-in application, applicants may book an available slot for the date and time of measurement on payment of necessary fees and user charges. Once booked, the payment made shall not be adjusted or carried forward for any future booking. The slot so booked shall be confirmed by Tahasildar where no objection to the proposed demarcation is received and no hearing is required thereof.

3. **Procedure of Demarcation:**

a. Upon receipt of an application through online mode, a system generated auto-number shall be assigned to it after which the Tahasildar shall initiate a demarcation proceeding on verifying the records and documents attached with the said application.

b. An Online register shall be maintained for demarcation applications in the prescribed proforma as given in **Annexure-1**, containing name and address of the applicant details of land schedule containing Mouza/Khata/Plot/Area/Kisam etc.;

c. Tahasildar shall issue individual notice to boundary tenants inviting objection for a period of seven days and fixing a date and place for hearing. The notice can be issued in the format as has been prescribed for mutation proceedings under Appendix-11 of the Odisha Mutation Manual, 1962.

d. The applicant and the boundary tenants will be intimated either in person or through SMS/e-mail/whatsapp about the date and place of hearing. After hearing objections, Tahasildar shall pass order, as he deems fit for demarcation of the plot(s) as prayed for and forward the online case record directing the R.I/A.R.I/Amin/Licensed Surveyor to demarcate the land in the presence of all boundary tenants/ adjacent land owners on the date and time as decided by him.

e. The scheduled date,time and place of demarcation so fixed shall follow

first-come, first-served basis strictly. The said programme will be intimated to the local police to ensure peaceful conduct of measurement.

f. In case of order by competent courts/ magistrates, requisition from the police or any Government Department, Tahasildar shall fix a suitable date as he deems fit within least possible time by intimating to all boundary tenant(s) subject to realisation of necessary demarcation fees from the parties concerned.

4. **Grounds where Demarcation shall not be conducted:**

a. If prohibitory / injunction orders passed by the competent court of law is in force over the suit land;

b. If any report on apprehension of breach of peace is received from the local police in respect to the suit land for demarcation.

5. **Methodology of demarcation for Maps prepared through conventional method:**

a. In pursuance to the order passed by the Tahasildar, the assigned field official shall proceed to the spot on the scheduled date and time with the Hal village-map & sabik map,if any, and mobile having connectivity to conduct measurement the plot in presence of the applicant and boundary tenant(s).

b. The field officials will use the **Mobile Responsive App developed by NIC** with the credential of LRMS. He will record the coordinates of those points and length of each sides of the plot so demarcated and capture the geo-tag photographs showing the presence of all concerned at the time of such survey.

c. Survey of any government land or common boundaries involving government land and private lands shall be undertaken in presence Additional Tahasildar /Revenue Supervisor and the requisitioning authority or any authorised officer on behalf of the department concerned.

d. In case of requisition by the police, the presence of the police is necessary.

e. At first, he should find three fixed recognisable points (Bi-junction/Tri-junction/ Mustakil Chanda) where survey marks are erected upon, on different directions of the disputed plot or area to be demarcated as near to it as he can, which are shown in the map. These cardinal points should remain undisturbed since last settlement and the Amin should relay it from the Village-map on the ground. The point so located should be recorded of its coordinates of the longitude and latitude for future reference.

f. Taking these points as reference /base point, a starting point of demarcation may be decided, which agrees with the distances of nearby points and accordingly the measurements of boundaries of the polygon /plots as applied for shall be conducted as per the map or authenticated trace map .

g. If these fixed junction points are missing in ground, then the same may be found out with great care and accuracy by the help of other known points. The reliability of such points can be tested by measuring the sides of fields adjoining or surrounding the point. If the measurements of such fields tally with the map then the accuracy of such a point itself gets established.

h. In the report to be prepared/submitted by the Revenue field officials, it must be explained in detail how the measurement was conducted. He should upload the relevant portion of the last settlement map showing plots with their dimensions.

i. The areas of plots abutting on the boundary in dispute as recorded at the time of last settlement and those arrived at as a result of the measurement on the spot should be mentioned in the Amin's report with an explanation of the cause of increase or decrease if any discovered.

j. When taking his measurement the Amin should explain to the parties how he arrived at such conclusion. At the end he should record the statements of all the parties to the effect that they have seen and understood the measurements, they have no objection to make to this (or if they have any objection, he should record it together with his own opinion)

6. Methodology of demarcation for Maps prepared through Hi-tech Survey:

(i) Using DGPS (Differential Global Positioning System)

The demarcation in the villages where Hal map is prepared through Hi-tech Survey will be conducted by using either DGPS or ETS with the finally published geo-referenced map.

a. The field official who is well conversant with Hi-tech Survey shall collect the official coordinates of the selected GCP from the competent authority and locate the nearest Ground Control Points (GCPs) Primary, Secondary, Tertiary points. In place of GCPs,CORS can also be used as reference point.

b. He will set up mounting of GNSS receiver on the identified GCP using a tripod and tribrach with precise levelling and centring and then he will feed the coordinate values of the GCPs.

c. A second GNSS receiver with antenna mounted on a rover pole is to be deployed and the vertex coordinates of the plot so taken will be uploaded into the controller to carry out stakeout process.
d. The GNSS receiver guides the surveyor to the exact ground location of each vertex by showing directional offsets until the true position is reached and marked the Plot Boundaries. Before fixing the boundaries, the surveyor has to re-check all vertices to ensure accuracy within permissible error limits.

(ii). Using ETS (Electronic Total Station):

a. The field official should start with Station Setup by locating the GCPs for ETS setup near the plot ensuring good visibility of most number of vertices The instrument should be fixed firmly on a tripod ensuring precise levelling and centring.
b. Orientation of the instrument should be done by using the known control points/GCPs and feeding the coordinates of the reference points into ETS. Then, coordinates of the plot vertices should be fed into the instrument.
c. For demarcation of the plot, stakeout function shall be used which provides horizontal angle, vertical angle, and distance guidance to reach each vertex of the plot.
d. The assistant surveyor carrying a prism mounted on a pole shall move as per the direction of the ETS operator who will guide the movement (left/right/forward/backward) until the prism stands exactly at the required point.
e. For marking of plot boundaries, each vertex point should be physically marked on the ground. Lines between the vertices can be marked using tapes or ranging rods for clear visibility. All staked-out points shall be cross verified to ensure higher precision.

7. **Preparation of Report after demarcation:**

a. After demarcation is over, the Revenue field staff shall prepare a trace map, prepare a memorandum **(Annexure-2)** of demarcation made by him in Odia and obtain the signatures of parties and witness, if any, present during demarcation both on trace map and the memorandum of demarcation duly countersigned by Revenue Supervisor. In case of demarcation of Govt. estate, the report will be countersigned by the Tahasildar / Addl Tahasildar.
b. If any party refuses to sign the memorandum, the fact may be recorded in the memorandum and in the case record;
c. The field report so prepared shall be uploaded in the App which will be perused by the concerned Tahasildar and pass a final order giving his

remarks thereof intimating the applicant concerned with a copy of report and field map.

d. After finalisation of the boundary of any revenue plots in any demarcation proceedings, these plots in Bhunaksha and Bhulekh will be earmarked with layer of demarcation report associated with it.

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Annexure-1

Online Register for Demarcation

1. **Serial number with DD/MM/YY:-**
2. **Name, address and contact No. of the petitioner :-**
3. **Name of the Mouza (village) and R.I. circle :-**
4. **Khata No. :-**
5. **Plot No. :-**
6. **Area :-**
7. **Kisam :-**
8. **Date of application :-**
9. **Date of order by Tahsildar :-**
10. **Date of demarcation :-**
11. **Remarks :-**

ସୀମାନିର୍ଦ୍ଧାରଣ ତଦନ୍ତ ବିବରଣୀ

୧। ମୋକଦମା ନଂ: .....

୨। ଆବେଦନକାରୀ ଙ୍କ ନାମ, ପିତା/ସ୍ୱାମୀ ଙ୍କ ନାମ, ଜାତି ଓ ଠିକଣା :-

୩। ବିଷୟ / ସୂଚନା (ଯଦି ଥାଏ)

୪। ଉପସ୍ଥିତ ଚଉହଦି ପ୍ରଜା ଙ୍କ ନାମ ଓ ସ୍ୱାକ୍ଷର

ପୂର୍ବ : ..... ପଶ୍ଚିମ : .....

ଉତ୍ତର : ..... ଦକ୍ଷିଣ : .....

୫। ଭୂମି ଅନୁସୂଚି :-

ମୌଜା ର ନାମ	ପ୍ରଜାଙ୍କ ନାମ	ଖାତା ନଂ	ପ୍ଲଟ ନଂ	ରକବା	କିସମ	ମନ୍ତବ୍ୟ

୬। ତଦନ୍ତ କରିବା ତାରିଖ :- .....

୭। ସୀମା ନିର୍ଦ୍ଧାରଣ ର ସମ୍ପୂର୍ଣ ତଦନ୍ତ ବିବରଣୀ :-

ଘୋଷଣନାମା

ମୁଁ/ଆମ୍ଭେ ଏତଦ୍ଦ୍ୱାରା ସ୍ୱୀକାର କରୁଅଛୁ କି ଯେ ଉପୋରକ୍ତ ପ୍ଲଟର ଚୌହଦି କୁ ସରଜମିନ ରେ ମ୍ୟାପ ଅନୁଯାୟୀ ସଠିକ୍ ଭାବେ ମାପ କରାଯାଇଛି।ମାପ ସମୟରେ ବ୍ୟବହୃତ ସର୍ଭେ ଯନ୍ତ୍ରପାତିର ସଠିକତା, ନକ୍ସା ଓ ପଦ୍ଧତି ଉପରେ ପୂର୍ଣ୍ଣ ସହମତି ପ୍ରକାଶ କରୁଅଛି/କରୁଅଛୁ।

ଆବେଦନକାରୀ , ଚୌହଦୀ ପ୍ରଜା ଓ ଉପସ୍ଥିତ ସାକ୍ଷୀ ମାନଙ୍କର ସ୍ୱାକ୍ଷର :-

୧.

୨.

୮। ମାନଚିତ୍ର ସଲଗ୍ନ :-

୧ .....

ତଦନ୍ତକାରୀଙ୍କ ନାମ ଓ ପଦବୀ

ଲାଇସେନ୍ସପ୍ରାପ୍ତ ସର୍ଭେୟର/ ଅମିନ/ ସହକାରୀ ରାଜସ୍ୱ ନିରିକ୍ଷକ/ ରାଜସ୍ୱ ନିରିକ୍ଷକ

ବିଭାଗୀୟ ଅଫିସର୍ /ପୋଲିସ ଅଧିକାରୀ ତହସିଲଦାର/ଅତିରିକ୍ତ ତହସିଲଦାର