

How to do Mutation of Land

❖ What is Mutation of Lands?

Mutation means substitution of the name of a person by the name of another in relation to property in the record showing right or title to the property.

❖ Why Mutation of Land is needed?

- Through mutation of land, a person is able to acquire the rights of the land.
- In order to avoid the controversy on the ownership of the land the mutation is worked out by both the parties, i.e. buyer and seller.

❖ Legal Framework

The mutation proceeding is governed by the provisions of Orissa Survey & Settlement Act,1958, Orissa Survey & Settlement Rules,1962 and Orissa Mutation Manual,1962.

❖ Concerned Department

The Revenue and Disaster Management Department, Government of Orissa

❖ Procedure for mutation of land

- Applicant has to apply in a prescribed form with application fee affixed on it in shape of court fee as prescribed by Govt. from time to time.
- Application is to be addressed to the Tahasildar of the area in which the land is situated.
- Applicant has to clearly mention the name of the village in which the right has been acquired.
- Applicant has to give detail description of the land on which he is praying for mutation.
- Applicant has to mention the name, parentage and residence of the person who has acquired the right of land in the application form.

- The date of acquiring the right is to be mentioned in the application form.
- Applicant has to submit the application form along with copies of documents on the basis of which the mutation is sought.
- A proclamation is issued inviting objections to the proposed mutation and specifying the date (being not less than 15 days from the date of the proclamation) up to which any objection to the mutation will be entertained.
- Statement of parties are recorded.
- Contents of documents are matched with the recorded statements.

❖ **Necessary Documents to be attached**

- Registered Sale Deed/ Gift Deed/ Partition Deed (*Dalil/Kabala*)

❖ **Fees**

Measurement fee is realised as per Rule 38 of OS&S Rule,1962 as prescribed by Govt. from time to time.

❖ **Sanctioned Authority and address**

Contact with the Tahasildar/Additional Tahasildar.

❖ **With whom to register complain?**

- Contact with the concerned Tahasildar/Additional Tahasildar.
- Contact with the concerned Sub-Collector.

❖ **Official Timing**

10.00 am to 05.00 pm in any working days.