



# OFFICE OF THE TAHASILDAR, DHARMASALA

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Letter No 3416 Date 2.8.22

Consequent upon relieved of Smt. Subhasmita Nayak, ORS, Additional Tahasildar, Dharmasala the following arrangements are hereby made among the officers concerned till 07.10.2022, for smooth management of Tahasil office work with immediate effect.

Sl. No	Name of the Officer & Designation	Section & work allotted
1	Swagat Das, OAS(A) JB Tahasildar, Dharmasala	1.Nirazat 2. Establishment 3. Touzi 4.OLR, OEA, Mutation, Encroachment, OPDR Certificate of RI Circle,Rekhideipur, Choramuhan, Nakpol, Neulpur, Dankari, Bankasahi & Aruha. 5.Assembly Question 6. Appellate Authority of PIO under RTI Act-2005 7. Chaka Permission. 8.Grievance
2	Devi Prasad Mohanty, ORS Addl.Tahasildar, Dharmasala	1. OIC Record Room 2. Criminal Section 3. PIO under RTI Act-2005 4.OLR, OEA, Mutation, Encroachment, OPDR Certificate of RI Circle Balarampur-I, Salepur, Kantigadia,Bada Kaima, Balarampur-II, Srinagar, Jenapur, Talagada 5. Audit and Inspection 6. Demarcation 7. Misc Certificate of all RI Circles

Note:- Responsibility with regards to Prevention of theft of Minor Minerals and related Enforcement activities is jointly held by all the two officers irrespective of the revenue circle distribution. Each may be deputed in any area within the Tahasil Jurisdiction as and when necessary.

Memo No. 3417 Date. 2.8.22

Copy to the Officers concerned for information and necessary action.

Tahasildar, Dharmasala

Memo No. 3418 Date. 2.8.22

Copy to All DAs/ RIs/ RS of this Tahasil for information and necessary action.

Tahasildar, Dharmasala

Memo No. 3419 Date. 2.8.22

Copy submitted to the District Informatic Officer, NIC, Jajpur for information

Tahasildar, Dharmasala

Memo No. 3420 Date. 2.8.22

Copy submitted to Additional District Magistrate (Revenue) /Sub- Collector, Jajpur for information.

Tahasildar, Dharmasala