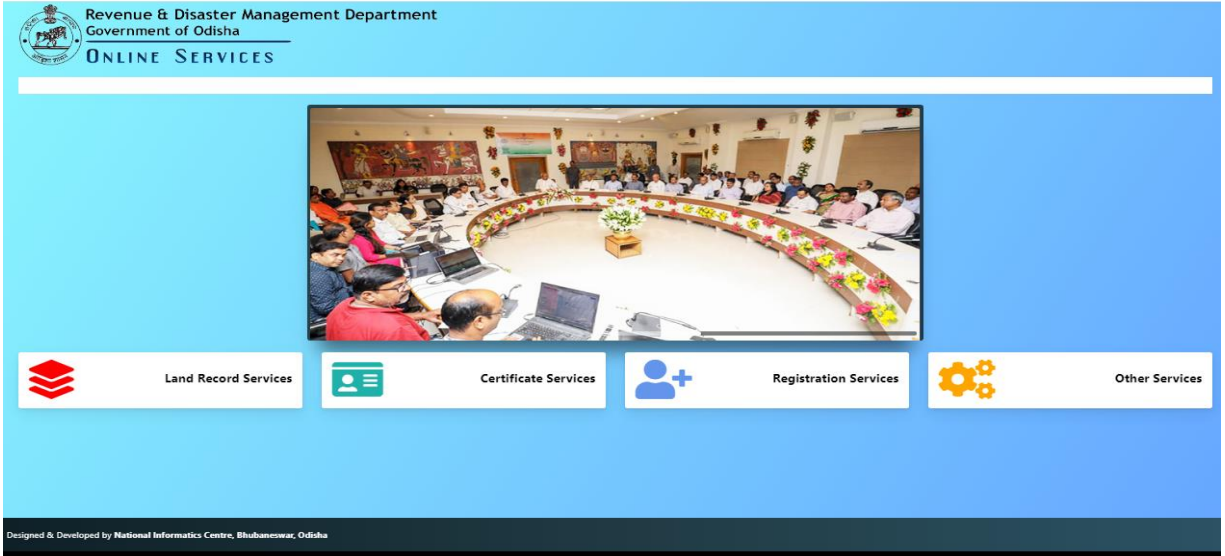
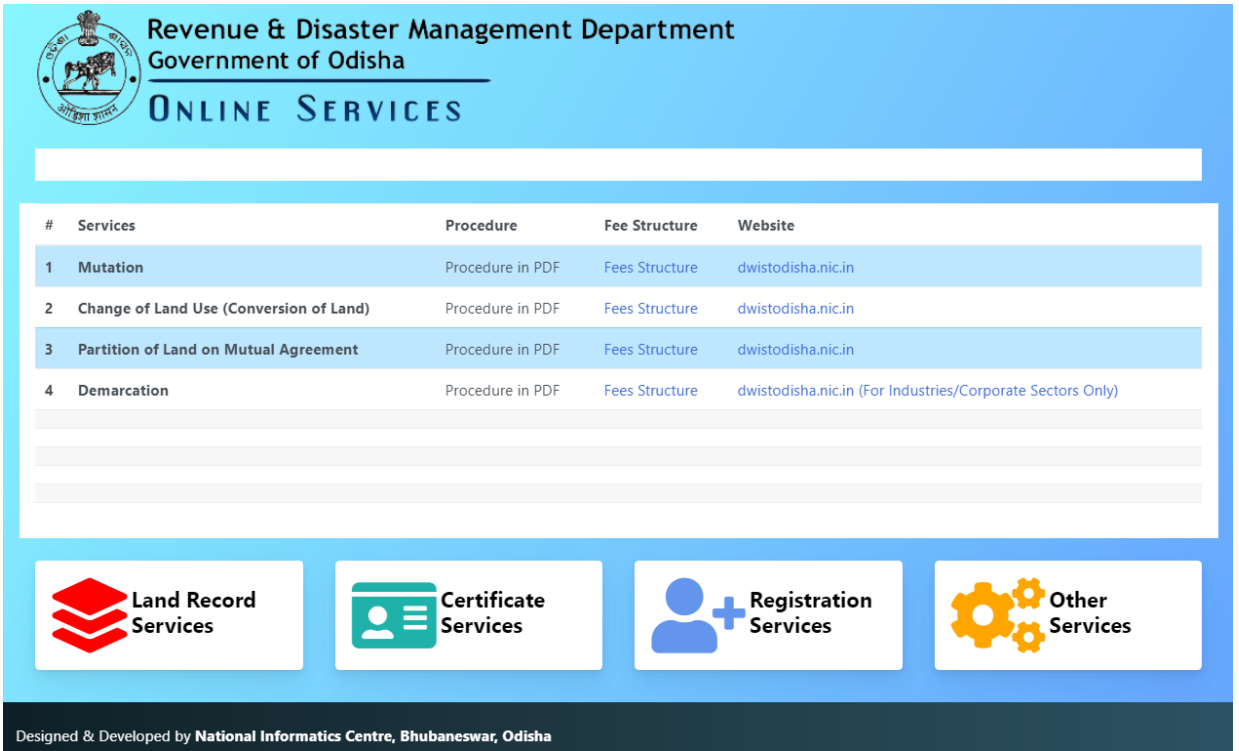


Procedure to apply for Mutation


1. Visit URL <http://dwistodisha.nic.in/OnlineServices/index.html>




2. Click on link **“Land Record Services”**



3. Click on link **“dwistodisha.nic.in”**



Government of Odisha Revenue & Disaster Management Department



ONLINE SERVICES


1. [Apply for Mutation](#)
2. [Apply for Conversion of Agricultural Land U/s 8\(A\) of OLR Act](#)
3. [Apply for Demarcation \(For Industries/Corporate Sectors only\)](#)
4. [Apply for Partition of Land on Mutual Agreement U/s Sec 19\(1\)C of OLR Act](#)

Download

Application


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4. Click on the link “Apply for Mutation”



Government of Odisha Revenue & Disaster Management Department

ONLINE APPLICATION FOR MUTATION



All * fields are mandatory

Applicant Details

<p>Name : * <input type="text"/></p> <p>Relation : * <input type="text" value="Select Relation"/></p> <p>Aadhar No : <input type="text"/></p>	<p>Father/Husband/Represented Through : * <input type="text"/></p> <p>Any Other Applicant : * <input type="text" value="Select Status"/></p> <p>Gender : * <input type="text" value="Select Gender"/></p>
---	---

Present Address	Permanent Address
<p>Village/Town : * <input type="text"/></p> <p>Address : * <input type="text"/></p> <p>District : * <input type="text"/></p> <p>State : * <input type="text"/></p> <p>Pin : * <input type="text"/></p>	<p>Village/Town : <input type="text"/></p> <p>Address : <input type="text"/></p> <p>District : <input type="text"/></p> <p>State : <input type="text"/></p> <p>Pin : * <input type="text"/></p>
<p>Email : <input type="text"/></p>	<p>Mobile : * <input type="text"/></p>

■ Same as Present

Mutation Type : *

Sale Purchase

List of Documents to be submitted

Select	Document Type	Document No	Date	Vendor Name	Vendee Name	District	DSR/SR Office
<input checked="" type="checkbox"/>	Registered Sale Deed	123	03/09/2003	abc	abc	Cuttack	NARSINGHF
<input type="checkbox"/>	Interim Deed					Select District	
<input type="checkbox"/>	Power of Attorney						
						Add RSD	Add Interim Deed

Description of Property

ଜିଲ୍ଲା : *	Cuttack	ଡିସ୍ଟ୍ରିକ୍ଟ : *	କଟକ
ଖେଳା : *	ଅକଳି	ଭ. ବି. ନଂ : *	ବେଞ୍ଚରା
ଆକା :	କଟକ ସରକାର	ଆକା ନମ୍ବର :	77

Khata No : *

111

Choose Plot :

 Select All
 54
 63
 77
 62
 427

Land Schedule

Plot_no	Total Area (in Acres)	Total Area (in Hectares)	Kisam	Transacted Area (in Acres)	Transacted Area (in Hectres)
54	0.050	0.0202	ବିଆଳି ରୋଡ଼ସର	0.0100	0.0040
63	0.040	0.0162	ବିଆଳି ରୋଡ଼ସର	0.0100	0.0040

Enter Captcha : *



Update

Cancel

List of Documents to be uploaded

Please check whether the RSD is available online by clicking View button. If it is available, please don't upload the RSD again.

Document Type	Document No	Date	
Registered Sale Deed	123	03/09/2003	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>

Upload Document

Payment Details			
Application Fee :	<input type="text" value="10.00"/>	Demarcation Fee :	<input type="text" value="40.00"/>
Fee for Speed Post of RoR :	<input type="text" value="40.00"/>	User Fee :	<input type="text" value="80.00"/>
Total Amount	<input type="text" value="170.00"/>		
<input type="button" value="Make Payment"/>			
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- Fill up the Applicant details like Name, Father's/Husband's Name, Present Address as shown in the screen. The applicant must provide a valid PIN and correct mobile number. SMS will be sent in the mobile number provided by you.
- Fill up the Permanent Address, if it is different from the Present Address. Otherwise , you may choose same as Present Address .

Then provide the details about the land like Tahasil Name, Village Name, Khata No. and Plot No. and area.

- Then click on the Submit button.
- You will get your Application Number which is very important for future correspondence with Tahasil.
- Then Upload the requisite document like Registered Sale Deed, Interim Deed etc.
- Now, you should pay the requisite Fee. You may either using net banking or Debit Card/Credit Card.
- Check the amount that you need to pay and Click on 'Make Payment". It will take you to Treasury Portal of Odisha. Now follow the instruction coming in your screen and make payment. Once payment is successfully made, you will get Acknowledgement-cum-Payment Receipt. Note that while making payment , if you do not get the receipt from the portal even after the amount is deducted from your account, then please check your payment status in the portal by quoting your Transaction Id. You may generate the receipt using Transaction Id.
- Now your application will be visible to respective Tahasildar for processing. SMS will be sent to you when Tahasildar institute the case after verifying the document submitted by you.
- After the institution of the case, you may also get status of the case in DWIST portal at <http://dwistodisha.nic.in>.