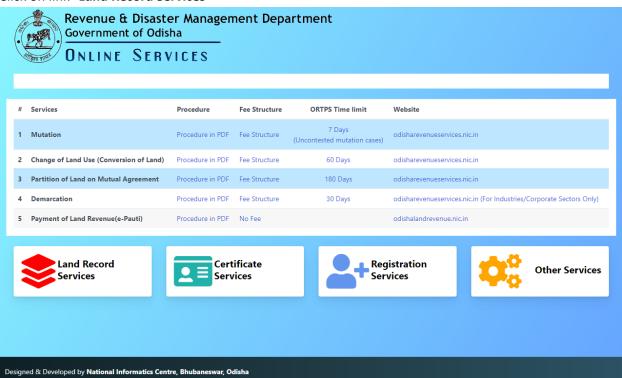
Procedure to apply for Mutation

1. Visit URL https://odisharevenueservices.nic.in



2. Click on link "Land Record Services"

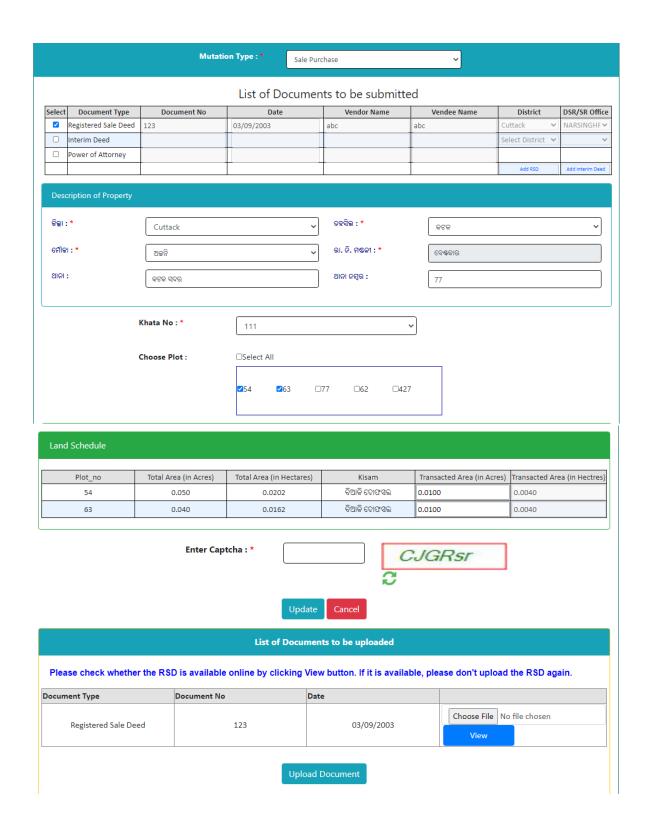


3. Click on link "odisharevenueservices.nic.in"



4. Click on the link "Apply for Mutation"





Payment Deatails			
Application Fee :	10.00	Demarcation Fee :	40.00
Fee for Speed Post of RoR :	40.00	User Fee :	80.00
Total Amount	170.00		
Make Payment			
Designed & Developed By NIC,Bhubaneswar.			

- **5.** 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.
- **6.** 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.

- 7. Then click on the Submit button.
- **8.** You will get your Application Number which is very important for future correspondence with Tahasil.
- 9. Then Upload the requisite document like Registered Sale Deed, Interim Deed etc.
- **10.** Now, you should pay the requisite Fee. You may either using net banking or Debit Card/Credit Card.
- 11. 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.
- **12.** 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.
- **13.** After the institution of the case, you may also get status of the case in DWIST portal at http://dwistodisha.nic.in.