

Rc.OR3/19534/2019-1  
Dated: 19.01.2026

O/o Directorate of Survey and Settlement  
Survey House, Chepauk, Chennai-5.

### Circular

Sub: Online Patta Transfer System – processing of patta transfer request for cases involving Sub division and not involving sub division – physical processing of hard files not required – instructions issued – Reiterated –reg

- Ref:
1. G.O.(Ms.) No. 303 Revenue [SS-II(2)] Department dated: 27.12.2016
  2. G.O.(Ms.) No. 317 Revenue [SS-II(2)] Department dated: 30.07.2014
  3. Circular (K2/3774/14) on OPT instructions in Tamil dated: 16.10.2015
  4. Additional instructions on OPT dated: 16.10.2015

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Attention is drawn to the references cited.

Presently, Online Patta Transfer is operational across the State in Rural, Urban and Natham formats. The processing of the Patta Transfer files is being electronically processed by User logins. VAO, ZDT for processing NISD cases and Firka Surveyor, LRD, DIS, Tahsildar for processing ISD cases.

In the reference 4<sup>th</sup> cited, the instructions have been issued by the Commissioner of Survey and Settlement as follows:

1. It is seen that in some Pilot Taluks the manual processing is done exactly as per the manual system, and then again repeated for the online system. This doubling of work is not required.
2. The Firka Surveyor shall do the field work and prepare the subdivision sketch, as well a draft subdivision statement within the sketch itself. The manual application from the applicant, manual note file, manual approval of the sub division statement by Tahsildar are all not required, since they are done electronically. All these records will be stored electronically for future use by the system automatically.

Since 04.12.2025 the service of Collabland and Tamilnilam for Rural has been integrated across the State except in 4 districts where only one taluk has been integrated viz., Ranipet, Tiruvallur, Kanchipuram and Chengalpattu.

During the meeting conducted by the DOSS with all ADSLRs and RDDs, it is being continuously instructed that Taluk officials shall not process manual note file and manual approval of Sub-division statement by the Tahsildars.

It is reiterated through this circular that all the processing of OPT-ISD, NISD in Rural, Urban and Natham formats shall be electronically processed using User logins and manual Note file, Sketch, Sub division statement need not be prepared by the Survey and Revenue officials during the processing of OPT applications.

Sd/- Deepak Jacob  
Director of Survey and Settlement

To:

1. All District Collectors
2. All Assistant Directors of Survey and Land Records

Copy to:

All Regional Deputy Directors of Survey and Land Records

Copy submitted to:

1. The Additional Chief Secretary to Govt.,  
Revenue and Disaster Management Department,  
Secretariat,  
Chennai-9.
2. Additional Chief Secretary/ Commissioner of Revenue  
Administration,  
Ezhilagam, Chennai-5
3. Commissioner of Land Administration,  
Ezhilagam, Chennai-5

//Forwarded by Order//

  
Additional Director (General)

19.10.2026