

By FAX/e-mail

Government of Odisha
Revenue & Disaster Management Department

No.SM-48/2017- 26534 /R&DM, Dated. 11-8-17

From

Sri Sashadhar Nayak, OAS (SAG),
Additional Secretary to Government.

To

The Secretary, Board of Revenue, Odisha, Cuttack.

Sub : **Payment of revenue dues by tenants through other Tahasils and amendment of MTA Rules.**

Sir,

In inviting reference to your letter No.01, dated 26.07.2017 on the above mentioned subject, I am directed to say that Government in Revenue & Disaster Management Department have been pleased to approve the procedure for payment of revenue dues by tenants through other Tahasils and amendment of Manual of Tahasil Accounts (MTA) Rules by inserting new Rules. For the above purpose, the Government have also approved the Rules from 155 to 159 under Chapter-V (Accounts of Collection of Other Tahasils) along with a format of new Register No.16 (Under Rule-157). The same is enclosed here with for your reference and issuing of necessary correction slips at your end. Besides, all the Tahasildars may be instructed to follow the same without fail.

Yours faithfully,


Additional Secretary to Government

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A New Chapter-V shall be inserted to the Manual of Tahasil Accounts below Rule-154 as follows.

Chapter-V
Accounts of Collection of Other Tahasils

155- A Tenant can deposit his dues at any Tahasil as per his convenience. Tahasildars are authorised to receive the payment from tenants or their representatives relating to other Tahasils also. He shall authorise his Nazir to receive the dues relating to other Tahasils on his behalf. Tahasildar shall issue RR books to Nazir for collection of revenue dues exclusively for other Tahasils. Nazir shall not use this RR book for any other purpose except the collection of dues or outside Tahasils.

156- A tenant desiring to make payment in any Tahasil other than the Tahasil in which his holdings are located, shall produce the original or the copy of the Rent Receipt of his previous payment made before the Nazir of the Tahasil where he intends to pay his dues. Accordingly the Nazir shall collect the dues and issue Rent receipts from the Rent Receipt Books supplied to him by the Tahasildar for the purpose. He shall serially use the Rent Receipts of a single book for different Tahasils till it is exhausted. He is strictly prohibited to use different RR Books for different Tahasils. After collection of dues he shall issue the Rent Receipt to the tenant/payee and keep the counterfoil with him. Detail procedures mentioned in Rule-70, 71, 72 and 73 shall be scrupulously followed by the Nazir for the purpose. In the Rent Receipt, name of the District and Tahasil shall be clearly mentioned under the heading of District. The payee shall be asked to furnish his mobile number which shall be mentioned by the Nazir at the bottom of the RR.

157- Nazir shall maintain a Subsidiary Cash Book for collections from other Tahasils in the format prescribed as Register No-16 (Register of Collections from other Tahasils). He will post the daily total of collection from other Tahasil dues in this Subsidiary Cash Book in the Main Cash Book. He will make a weekly deposit of collections from other Tahasils in Challan form to the Treasury in the proper Head of Account and intimate the details of deposit to the concerned Tahasildars in the following manner.

158- Nazir will prepare Tahasil wise abstract from Register No-16 on weekly basis exactly in the same format as prescribed in the Register No.16 and get it attested by the Tahasildar. This abstract along with corresponding individual Rent Receipts with a forwarding letter of the Tahasildar shall be scanned and e-mailed to the Tahasildar concerned.

159- After receipt of intimation of collection through other Tahasils, a guard file shall be maintained by the Touzi section of the Tahasil where the payee's land is located. Within three days of receipt of intimation, the Tahasildar shall prepare the abstract RI Circle wise and send the authenticated RI Circle wise abstract along with the scanned copies of Rent Receipts to concerned RI. The Touzi Section shall retain a copy of this abstract to maintain Register No-12A as per Rule- 130. Within three days of receipt of intimation from Tahasil, the RI shall post the collection in concerned Tenants' Ledgers. The abstracts and copies of Rent Receipts shall be pasted in a separate Guard File earmarked as collection through outside Tahsils. The RI shall SMS the tenant about accounting of his dues.

