

**GOVERNMENT OF ODISHA**  
**REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

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No.PT-I-RDM-Regn-PM-0019-2016-19940 /R&DM dated 21-6-17

**ORDER**

Government of Odisha have issued user fee Notification bearing No. 16293/R&DM dated 19.5.2017 and No. 16469/RDM dated 20.5.2017 prescribing the rate of user charges for different types of deeds and services, which shall come into effect from 01.07.2017.

The operational procedure for collection of user fees shall be as follows:

- (i) User fee, Registration fee and other Government levies along with applicable taxes and charges collected at e-Registration Centre shall be properly accounted for by the Registering Officers through e-Registration software. Under e-Registration system, it is proposed to adopt following procedure for collecting & accounting User Fee etc.,
- (ii) All the Fees including User Fee for services rendered at e-Registration Centres shall be collected by the Sub-Registrar. A computer generated receipt shall be handed over to the citizen against the User Fee and applicable taxes collected. By the end of the day's transactions, a compiled list of receipts for the day shall be printed out and neatly pasted in the cashbook, which shall be duly authenticated by the Registering Officer's representative and representative of the Professional Agency. This Cashbook will be subject to audit by the internal audit organization/A.G. Odisha, Bhubaneswar.
- (iii) At the end of office/ transaction hours, reconciliation of the collections shall be done, based on computerized report generated from the e-Registration software. Both the Registering Officer's representative and representative of the Professional Agency shall sign the report generated from the software at the end of the day.
- (iv) The portion of the user fees along with service taxes as applicable shall be deposited by the Registering Officer or his authorized representative in designated Bank Account of the Professional Agency as per its entitlement after deducting applicable TDS on daily basis. Out of the amount of user fees collected as per Notification No. 16293/R&DM dated 19.5.2017, the Professional