

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

No. RDM-Reg-MPR-0001-2018 - 23892 R&DM dated 02-07-2018

From

Dr. Usharani Sahoo, OAS(S)
Joint Secretary to Government

To

IGR, Odisha, Cuttack
All ADM-cum-District Registrars
All Registering Officers

Sub: Furnishing of information on delivery of registration services notified under ORTPS Act through web-based online MPR formats.

Madam/Sir,

In inviting your attention to the above mentioned subject, I am directed to say that 16 (sixteen) registration services have been notified as public services u/s 3 (1) of the ORTPS Act vide Gazette Notification No. 1668 dated 17.10.2017 (copy enclosed) for hassle free delivery to the citizens within the given time limit. IGR, Odisha, ADM-cum-DRs and DSRs/SRs have been notified as Designated Officers for different registration services u/s 3 (2) of the Act.

All DSRs/SRs were instructed vide this Department Letter No. 13598 dated 13.04.2018 to furnish information on 16 parameters through web-based online MPR formats. They have already been provided with the login credentials through their respective e-mail IDs for the purpose. Similarly, login credentials have also been provided to all ADM-cum-DRs and IGR, Odisha to view the MPRs on 16 parameters and review the functioning of registration offices.

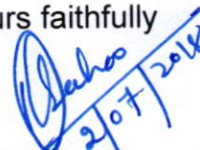
In order to obtain the information in time & to review the pendency of applications/documents beyond the ORTPS time, the Professional Agency of e-Registration has developed web-based online MPR formats for furnishing of information on delivery of registration services notified under ORTPS Act.

IGR, Odisha, all ADM-cum-DRs and all DSRs/SRs shall log in into the web application by giving their respective user ID and password and enter the data as Designated Officers for a particular month within 10th of the succeeding month to generate reports, after which it will be automatically disabled and reports under ORTPS would be available in the log in ID of Principal Secretary. The Standard Operating Procedure (SOP) for ORTPS entry is available in the log in page of the

users. In case of any difficulty, the PMU of e-Registration set up in the IGR office may be contacted (7894438202 /7894438220).

You are, therefore requested to enter the data on 16 (sixteen) ORTPS services of each month in the web-based online MPR formats by 10th of the succeeding month. However, the entry of data for the month of April, 2018, May, 2018 and June, 2018 shall be completed by 10th July, 2018 positively

Yours faithfully



Joint Secretary to Government

Memo No. 23893 /R&DM Dated 02-07-2018

Copy forwarded to PS to Hon'ble Minister, Revenue and DM for kind information of Hon'ble Minister.



Joint Secretary to Government

Memo No. 23894 /R&DM Dated 02-07-2018

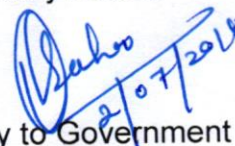
Copy forwarded to PPS to Principal Secretary to Government, Revenue and DM Department for kind information of Principal Secretary.



Joint Secretary to Government

Memo No. 23895 /R&DM Dated 02-07-2018

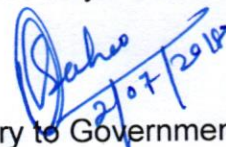
Copy forwarded to all Collectors for kind information and necessary action.



Joint Secretary to Government

Memo No. 23896 /R&DM Dated 02-07-2018

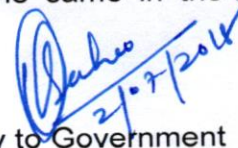
Copy forwarded to the Project Head, e-Registration, IL&FS Technologies Ltd., OCAC Building, Bhubaneswar for information and to extend necessary technical support to the Designated Officers.



Joint Secretary to Government

Memo No. 23897 /R&DM Dated 02-07-2018

Copy forwarded to the IMU Cell with a request to upload the same in the website of the Department.



Joint Secretary to Government

The Odisha Gazette

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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

NOTIFICATION

The 12th October, 2017

No. 21960-GAD-AR-ORPJ-0003/2016/AR.— In exercise of the powers conferred by Section 3 read with Sections 5 and 6 the Odisha Right to Public Services Act, 2012 (Odisha Act, 8 of 2012) and in supersession of all the notifications issued in this connection, from time to time, the State Government do hereby declare the services as mentioned in column (2) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such service in column (3) thereof, by the Designated Officers as mentioned in column (4) for the purpose of the said Act and also notify the Appellate and Revisional Authority respectively as mentioned in columns (5) and (6) of the said Schedule, for passing of orders if any under the provisions of the said Act whenever an application is preferred to them.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
1. COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT:					
1.	Temporary Registration	3 days	MM/ Add. RTO/RTC	RTO Sub-Collector	Collector-cum-Chairman, RIA
2.	Registration of Vehicles	5 days	MM/ Add. RTO/ RTO	RTO Sub-Collector	Collector-cum-Chairman, RIA
3.	Tax Clearance Certificate (TCC) in Form-D	4 days	MM/ Add. RTO/ RTO	RTO Sub-Collector	Collector-cum-Chairman, RIA
4.	NOC in Form-28	4 days (after receipt of Police clearance report)	MM/ Add. RTO/ RTO	RTO Sub-Collector	Collector-cum-Chairman, RIA
5.	Addition/Deletion of Hire Purchase/Mortgage entry	4 days (after receipt of confirmation from Financier)	MM/ Add. RTO/ RTC	RTO Sub-Collector	Collector-cum-Chairman, RIA
6.	Transfer of Ownership of vehicle	4 days (after appearance of both seller & purchase)	MM/ Add. RTO/ RTO	RTO Sub-Collector	Collector-cum-Chairman, RIA

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
25	Renewal of Licence to Driving Training School	15 days after physical verification of the Institute	MM / Addl. RTO/RTC	RTO/ Sub-Collector	Collector-cum-Chairman, RTA
26	Transfer of ownership of vehicle on succession after death of owner	5 days from the date of filing required documents and appearing before RT.O	MM / Addl. RTO/RTO	RTO/ Sub-Collector	Collector-cum-Chairman, RTA
27	Transfer of ownership of vehicle purchased on auction	5 days from the date of filing required documents and appearing before RT.O	MM / Addl. RTO/RTC	RTO/ Sub-Collector	Collector-cum-Chairman, RTA
28	Cancellation of hypothecation agreement	5 days from the date of filing required documents and after verification from financier	MM / Addl. RTO/RTC	RTO/ Sub-Collector	Collector-cum-Chairman, RTA
29	Issue of Certified copy of Route Permit	2 days	MM / Addl. RTO/RTC	RTO/ Sub-Collector	Collector-cum-Chairman, RTA
30	Renewal of Registration Certificate (RC) of non-transport vehicle	5 days from production of vehicle for inspection	MM / Addl. RTO/RTC	RTO/ Sub-Collector	Collector-cum-Chairman, RTA
31	Addition of New Vehicle Class to an existing Driving License	5 days after passing the test	MM/Addl. RTO/ RTO	RTO Sub-collector	Collector-cum-Chairman, RTA
31					
2. REVENUE & DISASTER MANAGEMENT DEPARTMENT:					
1.	Disposal of application for issue of Scheduled Caste (SC) Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Collector	RDC
2	Disposal of application for issue of Scheduled Tribe (ST) Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Collector	RDC
3	Disposal of application for issue of CBC Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
4	Disposal of application for issue of SEBC Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
5	Disposal of application for issue of Legal Heir Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
6	Disposal of application for issue of Residence Certificate	15 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
7	Disposal of application for issue of Income Certificate	15 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
8	Issue of certified copy of FoR	3 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
9	Disposal of uncontested mutation case	90 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
10	Disposal of case u/s 8(A) of CLRA Act	60 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
11	Partition of land on mutual agreement of all co-sharers u/s 19(1) (c) of CLRA Act	180 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
✓ 12	Registration of Documents	3 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
✓ 13	Issue of Encumbrance Certificate	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
✓ 14	Issue of certified copy of previously registered document	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
✓ 15	Registration along with issue of marriage certificate under Special Marriage Act (where no objection received)	40 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
✓ 16	Registration along with issue of marriage certificate under Special Marriage Act (where objection received)	70 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
✓ 17	Registration of Society (where one district is involved)	30 days from the date of receipt of the application	Addl Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
✓ 18	Registration of Society, where more than one district is involved (State Level Society)	90 days from the date of receipt of the application	Registrar of Societies (IGR)	Land Reforms Commissioner	Member, Board of Revenue
19	Disbursement of ex-gratia by Tahasildars	90 days (from the date of approval subject to availability of funds)	Tahasildar	Sub-Collector	Collector
20	Disposal of application for issue of Solvency Certificate for an amount upto Rs. 5 Lakh	30 days from the date of receipt of the application (Excluding the period taken for disposal of objections, if any)	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
21.	Disposal of application for issue of Solvency Certificate for an amount exceeding Rs. 5 Lakh	30 days from the date of receipt of the application (Excluding the period taken for disposal of objections, if any)	Tahasildar / Addl. Tahasildar (subject to approval of Sub-Collector)	Collector	RDC
22.	Disposal of application for issue of Guardianship Certificate	45 days from the date of receipt of the application (Excluding the period taken for disposal of objections, if any)	Collector	RDC	Member, Board of Revenue
✓ 23.	Certified copy of the document filed U/s. 89 of Registration Act, 1908	7 days from the date of receipt of the application	DSR/SR	ADN-curr-DR	IGR
✓ 24.	Registration of Partnership Firm	90 days from the date of receipt of the application	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
✓ 25.	Amendment of Registered Partnership Firm	30 days from the date of receipt of the application	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
✓ 26.	Dissolution of Partnership firm	45 days from the date of receipt of the application	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
✓ 27.	Certified Copy of Certificate of Firm	7 days from the date of receipt of the application	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
✓ 28.	Amendment of the Bye-law of Registered Society (District level)	30 days from the date of receipt of the application	Additional Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
✓ 29.	Amendment of the Bye law of Registered Society (State level)	60 days from the date of receipt of the application	IGR	Land Reforms Commissioner	Member, Board of Revenue
✓ 30.	Issue of Certified Copy of Certificate of Society Registered, Certified Copy of Byelaws of Society registered and Certified Copy of Memorandum of Society Registered within last ten years (District Level)	7 days	Additional Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
✓ 31.	Issue of Certified Copy of Certificate of Society Registered, Certified Copy of Byelaws of Society registered and Certified Copy of Memorandum of Society Registered within last ten years (State Level)	7 days	IGR	Land Reforms Commissioner	Member, Board of Revenue
31					