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No. 25606 / R&DM
RDM-Reg-REGN-0015-2017
Date 02-08-17

To

All ADM-cum-DRs

Sub: *Monitoring of proper functioning of Registration offices as per the enclosed parameters.*

Madam/Sir,

As you are aware, the Registering Officers are delivering 26 (twenty six) public services to the citizens under the Odisha Right to Public Services Act/Rules. Some of the important services include registration of property, issuance of Encumbrance Certificates / Certified Copies, Registration of Partnership Firms/ Societies, marriage registration, etc. Government has adopted e-Registration System in the state in order to ensure efficient, hassle-free and timely delivery of registration services.

For prompt and hassle-free delivery of registration services in a transparent manner, the registration offices need to be continuously and systematically monitored. For this purpose a check list containing certain parameters has been devised and enclosed herewith for reference of all supervising officers like ADM-cum-DRs, Deputy IGRs and IGR, Odisha, Cuttack.

The concerned registering officer shall furnish the information as per the check list to ADM-cum-DRs and Deputy IGRs by 7th of succeeding month who in turn will furnish the consolidated report to IGR, Odisha with a copy to this Department by 10th of succeeding month.

You are, therefore, requested to monitor the performance of the Registering Officers under your control on monthly basis as per the basic parameters mentioned in the checklist. The performance of the Registering Officers shall be evaluated and ranked as per information furnished in the checklist. The best performing registering officer will be appreciated / awarded and suitable action will be initiated against the officer performing below state average to drastically improve his/her functioning. ADMs shall also take suitable action, if required, to improve the functioning of the supporting staff in the registration office.

The above instructions shall be followed in letter and spirit.

Yours faithfully,

Principal Secretary to Government

BY FAX

Memo No. 25607 /R & DM dated 02-08-17

Copy forwarded to All Collectors for kind information and necessary follow up action.

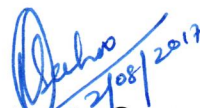

2/08/2017

Deputy Secretary to Government

BY FAX

Memo No. 25608 /R & DM dated 02-08-17

Copy forwarded to IGR, Odisha, Cuttack / all Deputy IGRs for kind information and necessary follow up action.


2/08/2017

Deputy Secretary to Government

Memo No. 25609 /R & DM dated 02-08-17

Copy forwarded to All DSRs/SRs for information and necessary follow up action.


2/08/2017

Deputy Secretary to Government

Parameters for monitoring the functioning of Registration Offices
(for the Month of _____, 2017)

Name of District: _____

1. Registration of documents:

Sl. No.	Name of Registration office	Regular / EX-officio SR	No. of documents registered	Time taken for registration of document								Remarks
				1 day		2 days		3 days		more than 3 days		
				No.	% age	No.	% age	No.	% age	No.	% age	
Total												

Signature of ADM-cum-DR

2. Delivery of documents:

Sl. No.	Name of Registration office	Regular / EX-officio SR	No. of documents delivered	Time taken for delivery of document								Remarks
				1 day		2 days		3 days		more than 3 days		
				No.	% age	No.	% age	No.	% age	No.	% age	
Total												

Signature of ADM-cum-DR

3. Issue of Encumbrance Certificate:

Sl. No.	Name of Registration office	Regular / EX-officio SR	No. of Encumbrance Certificates issued	Time taken for issue of Encumbrance Certificates																Remarks
				1 day		2 days		3 days		4 days		5 days		6 days		7 days		more than 7 days		
				No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	
Total																				

Signature of ADM-cum-DR

4. Issue of Certified Copy of previously registered documents:

Sl. No.	Name of Registration office	Regular / EX-officio SR	No. of Certified Copies issued	Time taken for issue of Certified Copies																Remarks
				1 day		2 days		3 days		4 days		5 days		6 days		7 days		more than 7 days		
				No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	No.	% age	
Total																				

Signature of ADM-cum-DR

5. Mode of collection of stamp duty:

Sl. No.	Name of Registration office	Regular / EX-officio SR	Total amount of stamp duty collected	Non judicial stamped paper		e-Stamping		Franking	
				Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age
1	2	3	4	5	6	7	8	9	10
Total									

Mode of collection for franking																Remarks
Cash		Demand Draft		Cheque		Pay Order		Bank Challan		e-Payment (NEFT/RTGS/Net Banking/ IMPS)		e-Payment through Odisha Treasury Portal (IFMS)		POS Machine		
Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	

Signature of ADM-cum-DR

6. Mode of collection of Registration fees:

Sl. No.	Name of Registration office	Regular / EX-officio SR	Total amount of registration fees collected	Cash		Demand Draft		Cheque		Pay Order		Bank Challan		e-Payment (NEFT/RTGS /Net Banking/ IMPS)		e-Payment through Odisha Treasury Portal (IFMS)		POS Machine		Remarks
				Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Total																				

Signature of ADM-cum-DR

7. Audit Compliance:

Sl. No.	Name of Registration office	Regular / EX-officio SR	pendency of IAR (Internal Audit Report)					pendency of I/Rs and Paras as per AG audit					Remarks
			No. of IARs	No. of Paras	Compliance furnished fully	Compliance furnished partly	Compliance not furnished	No. of I/Rs	No. of Paras	Compliance furnished fully	Compliance furnished partly	Compliance not furnished	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total													

Signature of ADM-cum-DR

8. Achievement of collection of Stamp duty and Registration fee:

(Amount in Lakhs)

Sl. No.	Name of Registration office	Regular / Ex-officio SR	Target for the current month	Collection made during the month	Achievement against the current month (in % age)	Progressive target till current month	Progressive collection till current month	Achievement against the progressive target (in % age)	Annual Target for the financial year	Achievement till date against the annual target (in % age)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Signature of ADM-cum-DR

9A. Disposal of Under Valuation Cases:

Sl. No.	Name of the Court (Specify)	No. of UV cases pending at the beginning of the month				No. of UV cases instituted during the month				Total no. of cases for disposal				No. of cases disposed during the month				No. of cases transferred to Certificate Officer during the month				No. of cases pending at the end of the month			
		No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total
TOTAL																									

Signature of ADM-cum-DR

9 B. Disposal of certificate cases arising out of under valuation cases:

Sl. No.	Name of the Certificate Officer (specify)	No. of certificate cases pending at the beginning of the month				No. of certificate cases instituted during the month				Total no. of cases for disposal				No. of cases disposed during the month				No. of cases pending at the end of the month				Remarks
		No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	No.	Stamp Duty (in Rs)	Regn. Fee (in Rs)	Total	
Total																						

Signature of ADM-cum-DR

10. Best practices introduced:

Sl. No.	Name of Registration office	Regular / EX-officio SR	Compliance to the latest circulars issued by Ministry of Finance, Gol (Y/N)	Compliance to the circulars issued by R&DM Deptt. and IGR, Odisha (Y/N)	Proper functioning of Hardware (Y/N)	Proper functioning of e-Registration Counter (s) (Y/N)	e-Stamping Counter opened (Y/N)	AC machine in the e-Registration counter installed (Y/N)	CC TV installed (Y/N)	Additional Hardware required (Y/N)	Remarks
Total											

Signature of ADM-cum-DR