

By Speed Post

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

No. Stamp-99/2013 - <sup>\*\*\*\*</sup>25942 / R&DM., Dtd. 05.07.2013

From,

Dr. Taradatt  
Additional Chief Secretary to Government

To

The Inspector General of Registration, Odisha, Cuttack  
All Additional District Magistrate-cum-District Registrars

**Sub:-** On-line issue of Encumbrance Certificate and Certified Copy.

Sir,

I am directed to say that Revenue & Disaster Management Department, Odisha have implemented e-Registration in all the Registration Offices for Citizen Centric Services in the State and for better management and hassle free services. Now, the citizen can avail various online services on a single click through a secured payment gateway by utilizing the services at Community Service Centres/Jana Seva Kendra/e-Seva Kendras, which are already setup at different corner of the state to provide various services of Government to Citizen.

1. Scanned legacy data/scanned copy of registered documents need to be uploaded and made available in [www.odishaonline.gov.in](http://www.odishaonline.gov.in) for the view of general public without any payment in the line of "Bhulekh" by logging into the web site by entering the property details.

The property details statement generated from the computer may be kept village wise for Index-I/ Index-II for issue of encumbrance certificate. IGR is requested to take immediate steps to upload the scanned legacy data.

2. It has been felt necessary to check the infringement of outsiders to registration offices to check corruption and unethical practices. For authenticated digitally signed document it can be applied on-line. The on-line issue of encumbrances certificates (E.Cs) and certified copies (C.Cs), shall be on payment of usual fees as per Notification No. 173/Rev dated 02.01.2010 of Revenue and Disaster Management Department, Government of Odisha. Apart from these charges, Searching Fee and Copying Fee as per

Act and User Fee shall be levied on each transaction as per schedule-IA of Article-25 of Indian Stamp Act, 1899 and Section-57 of Registration Act, 1908 and Rule-112 and 123 of Odisha Registration Rule, 1988. The application has to be made under form no-23,24,25 and 26 as mentioned under Appendix-I.

3. The detailed procedure for the on-line issue of Encumbrance Certificate and Certified Copy are as under:-

**I) The procedure to be followed for Online application for Certified Copy**

- a. Citizen can logon to [www.odishaonline.gov.in](http://www.odishaonline.gov.in) to avail online Certified Copies.
- b. Citizen to fill-up the details related to the property document
- c. Fee will be calculated automatically and citizen can pay through Net Banking/Credit Card/Debit Card.
- d. After that, request goes to the e-Registration login of concerning DSR/SR.
- e. Once DSR/SR approves the request then the certified copy will be digitally signed by the Sub-Registrar.
- f. After that, digitally signed Certified Copy shall be downloaded from the Document Repository.

**II) The procedure to be followed for Online Encumbrance Certificate**

- a. Citizen can logon to [www.odishaonline.gov.in](http://www.odishaonline.gov.in) to avail online Encumbrance Certificate.
- b. Citizen to fill-up the details related to the property.
- c. Fee will be calculated automatically and citizen can pay through Net Banking/Credit Card/Debit Card.
- d. After that, request goes to the e-Registration login of concerning DSR/SR.
- e. Once DSR/SR approves the request then the Encumbrance Certificate will be digitally signed by the Sub-Registrar.
- f. After that, digitally signed Encumbrance Certificate shall be downloaded from the Document Repository.

**II) The Fund transfer mechanism and there after**

- Payment for following heads will be collected through Online Payment Gateway Integration.
  - a. Searching/Copying Fee-Treasury
  - b. User Fee-OeSL e-Registration Account



c. Postal/Odisha Online Service Charges-OeSL Odisha Online Account

- The user will pay the total service charge including Searching/Copying fee, User Fee & postal fees together while applying for Certified Copy & Encumbrance Certificate online by a secured payment gateway through [www.odishaonline.gov.in](http://www.odishaonline.gov.in).
- The payment can be made directly to the Odisha Online account & subsequently the Searching/Copying fee shall be transferred to the designated Treasury account, where as user fee shall be transferred to OeSL's e-Registration by 13.30 PM of the next working day on the basis of daily transactions duly prepared by OeSL. Bill format, working procedure for fund remittance and periodic reporting will be done on a mutual understanding.
- On providing the Registration Number, the User precedes to the page where the applicant fills in the details.
- After that, the form is directed to the payment Gateway for Online Payment of Searching Fee, user Charges and other Services Charges.
- After successful completion of payment, receipt will be generated and the task is redirected to the concerned Sub-Registrar's login.
- After due scrutiny and approval Sub-Registrar has to put his digital signature on the EC/CC and the same can be printed/generated through the computer.

The on-line service charge will be Rs.10/-.

4. If there is failure of electronic device, the registration work may be done in OFF line which will be subsequently performed ON line, and if both ON and OFF line could not be operated then the documents may be done by manual process.
5. e- Registration project and this online facility have been introduced to expedite the process of registration and the registrant public must get immediate service which shall not be undermined under any circumstances.

You are requested to properly monitor on-line issue of Encumbrance Certificate and Certified Copy. Any deficiency found in the process should also be intimated to service providing agency for immediate corrective measures under

intimation to Government. It is also requested to publicize the automation process for better appreciation of registrant public, and the procedure of online documents may please be displayed in a conspicuous place of registration office for awareness of general public.

All necessary steps should be taken to implement the entire on-line process on the eve of "Rathayatra".

Yours faithfully,

*Sanjiv*  
5.7.13

Additional Chief Secretary to Government

Memo No. 25943 / R&DM., dtd. 05.07.13

Copy forwarded to I.T Dept / M.D. OCAC / CEO, OeSI for information and necessary action with a request to take immediate steps to ensure the security of digital signature and other aspects for online provision of ECs, CCs and Registration process, which shall be availed through on-line process.

*Sanjiv*  
5.7.13

Joint Secretary to Government

Memo No. 25944 / R&DM., dtd. 05.07.13

Copy forwarded to All Deputy IGRs/ All District Sub-Registrars/ All Sub-Registrars for information and necessary action.

*Sanjiv*  
5.7.13

Joint Secretary to Government

Memo No. 25945 / R&DM., Dt. 05.07.13

Copy to OSD, NRLMP Cell/Under Secretary, IMU Cell for information and necessary action.

*Sanjiv*  
5.7.13

Joint Secretary to Government