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No. 26874...../ R&DM
RDM-Reg-REGIN-0015-2017
Date 17.08.2017

To

All ADM-cum-DRs

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

Ref: Letter No. 25606/R&DM dtd.02.08.2017

Sir,

In continuation of this Department letter as referred above, I am to say that instructions were issued earlier to submit information on 10 parameters in the prescribed formats for monitoring the proper functioning of Registration offices. In the meantime, Principal Accountant General has sent the draft paragraph on delivery of services under Odisha Right to Public Services Act. The AG has pointed out inordinate delay in registration of documents which is 44% of the total documents registered during April, 2013 to March, 2017. It has also been brought to the notice of the Government that in some cases delay occurred beyond 60 days. The findings of the senior officers of the Department also corroborate the same fact. So proper monitoring of the registration offices for timely delivery of public services is urgently required.

In view of the above, it is felt necessary for furnishing further additional information on six (6) more parameters as per enclosed format for better monitoring.

You are therefore, requested to submit the information on sixteen (16) parameters in the prescribed formats henceforth for continuous and systematic monitoring of functioning of Registration offices.

Yours faithfully,

Principal Secretary to Government

By e-Mail/Fax

Memo No. 26875 /R & DM dated 17.08.2017

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

[Signature]
17/8/2017

Additional Secretary to Government

By e-Mail/FAX

Memo No. 26876 /R & DM dated 17.08.2017

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

[Signature]
17/8/2017

Additional Secretary to Government

Memo No. 26877 /R & DM dated 17.08.2017

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

[Signature]
17/8/2017

Additional Secretary to Government

Formats for additional parameters

Name of the District: _____

11. Document pending for completion of registration / delivery

Sl. No.	Name of the Sub-Registrar Office	No. of documents pending			Steps Taken for Delivery
		Time Period	No. of documents	Reasons for pendency (specify)	
		>10 Years			
		>5 Years			
		>1 Year			
		>6 Months			
		>1 Month			
1	2	3	4	5	6
Total					

12. Documents pending for scanning and uploading

Sl. No.	Name of the Sub-Registrar Office	No. of documents pending for Scanning		No. of documents pending for Uploading	
		No.	Reasons for pendency (specify)	No.	Reasons for pendency (specify)
1	2	3	4	5	6
Total					

13. e-Registration counters in Registration office

Sl. No.	Name of the Sub-Registrar Office	No. of e-Registration counter(s) opened by professional agency	No. of manpower / DEO deployed by professional agency
1	2	3	4
Total			

14. Transmission of Form No. 3 to Tahasil office

Sl. No.	Name of the Sub-Registrar Office	No. of documents registered during the month	No. of Form No. 3 transmitted to the Tahasil office	
			0-3 Days	>3 Days
1	2	3	4	5
Total				

15. Correspondence made with Tahasil office regarding transmission of Form No. 3

Sl. No.	Name of the Sub-Registrar Office	Whether any correspondence made with the Tahasil office regarding transmission of Form No. 3 (As Per SOP of the Department)	
		Yes	No
1	2	3	4
Total			

16. Working status of infrastructure in the Registration office

Sl. No.	Name of the Sub-Registrar Office	Working status of computer		Working status of UPS		Working status of Scanner		Working status of Printer		Working status of Biometrics device		Working status of Signature pad		Working status of Genset	
		No	F/ NF	No.	F/ NF	No.	F/ NF	No.	F/ NF	No.	F/ NF	No.	F/ NF	No.	F/ NF
1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Total															

NB: F– Function
NF – Non Functional

Signature of ADM-cum-DR