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[No. 26916-RDM-Reg-EXINST-0001/2018/R&DM.]

REVENUE & DISASTER MANAGEMENT DEPARTMENT

RESOLUTION

The 21st July, 2018

Sub: Collection of user fees for postal delivery of RoR through speed post after order in mutation cases.

In order to improve the delivery of services to the citizens, it has been decided to dispatch the RoR from Tahasil office through speed post to the citizens after order is passed in mutation case. For the said purpose, after careful consideration, the Government have been pleased to order that the Registering Officer shall collect user fees of Rs.40/- (forty) per document in case of Sale Deed/ Gift Deed/ Exchange Deed/ Partition Deed from the vendee / claimant in whose favour the RoR is to be issued by the Tahasildar.

2. Collection of the user fees is over and above the user charges notified vide this Department Notification No.16293/R&DM., dated the 19th May, 2017 and No. 20947/R&DM., dated the 29th June, 2017 for registration of various documents.

3. Collection of the user fees at the Registration Office is also over and above the user fees collected at Tahasil Office as notified vide this Department Resolution No. 27047/ R&DM., dated the 18th August, 2017.

4. The mode of collection of user fees and the procedure of deposit and accounting is as follows: —

- (i) The user fees collected by Registering Officer shall be kept in a Savings Account in any of the nearby branch of a Nationalized Bank.
- (ii) The Account shall be opened jointly by the Registering Officer and the Head Clerk of the concerned Registration Office.
- (iii) The Registering Officer shall issue money receipt for collection of user fees which may be system generated. The applicant shall be asked to furnish

correct address in which the RoR is to be delivered and the said address shall be entered in the money receipt issued to the party.

- (iv) The Registering Officer shall maintain a separate Cash Book for collection and deposit of user fees.
- (v) The Registering Officer shall ensure that the user fees so collected is properly accounted for.
- (vi) The DLRS&C shall open a separate Savings Account in any nearby branch of a Nationalized Bank for collection and deposit of user fees and intimate the account details to all Registering Officers.
- (vii) The Registering Officers shall deposit the user fees so collected once in a week in the central account of DLRS & C without fail. DLRS & C shall maintain a separate cash book for collection of user fees and expenditure incurred out of the collected amount.
- (viii) The Registering Officer shall submit a monthly report of collection and deposit of user fees to ADM, IGR, Odisha and DLRS & C in every month. The IGR, Odisha shall submit a monthly consolidated report to DLRS & C on collection and deposit of user fees. There shall be a system for generation of MIS report.

5. Collection of User fee for dispatch of RoR shall be one of the item in the check list for presentation of document where Form No. 3 or Form No. 4, whichever is applicable is transmitted to Tahasil office for correction of RoR.

6. The Registering Officer shall intimate the Tahasildar the date from which the user fees are collected. The fact of such collection shall be made available in the LRMS (e-Mutation) software.

7. While maintaining the cash book for collection of user fees, the Registering Officer shall enter the correct address of the party in whose favour RoR is to be delivered in the Cash Book. He shall send a consolidated list of such parties along with their correct address to the concerned Tahasildar at the end of each week with a copy to DLRS&C so that no inconvenience is caused to the citizens paying the user fees for delivery of RoR through speed post.

8. The Tahasildar shall dispatch the RoR to the claimant in the address as provided by Registering Officer. He shall also furnish monthly information on dispatch of RoRs to the DLRS&C.

9. If no such address is provided by the Vendee/Claimant, the RoR shall be dispatched in the address mentioned in the document.

10. The DLRS&C shall maintain a Register of consolidated list of number of such RoRs dispatched through the post for proper accounting.

ORDER

Ordered that this Resolution be published in the next issue of the *Odisha Gazette* and copies thereof forwarded to the Principal A.G. (A&E), Odisha, Bhubaneswar / Principal A.G. (Audit), Odisha, Bhubaneswar / Deputy Accountant General, Odisha, Puri / all Departments of Government / all Heads of Departments / The Secretary, Board of Revenue, Odisha, Cuttack / IGR, Odisha, Cuttack / Director, Land Records, Survey and Consolidation, Odisha, Cuttack / all Revenue Divisional Commissioners / all Collectors / all ADM-cum-DRs / all Sub-Collectors / all DIGRs / all Tahasildars / all Registering Officers.

By Order of the Governor

Dr. CHANDRA SHEKHAR KUMAR
Principal Secretary to Government