

GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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No. RDM-CHS-POLICY-0003-2018 *27330* /R&DM dated *25 JUL 2018*

From

Dr. Chandra Sekhar Kumar, IAS  
Principal Secretary to Government.

To

The Director, Land Records Survey & Consolidation, Odisha, Cuttack.

Sub- **Collection of user fees for postal delivery of RoR through Speed Post after mutation cases: Modalities thereof**

Sir,

With reference to this Department Resolution No.26916/R&DM dated 21.07.2018 , I am to say that 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 after a mutation case is finalized. After careful consideration, the Government have been pleased to order that the Registering Officers shall collect user fees of **Rs.40.00**(Forty rupees only) 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. The detailed guidelines have been issued and communicated to all concerned vide the above said resolution. In order to simplify the matter further, following instructions are issued:

- 1. As decided, the DLRS&C will sign an agreement with the Department of Posts, Govt. of India for one year, initially. Hence, you are requested to get in touch with Office of CPMG, Odisha , Bhubaneswar, immediately.*
- 2. The DLRS&C shall open a separate account in any nearby branch of a Nationalized Bank for deposit of user fees and intimate the account details to all Registering Officers for deposit of user fees on weekly basis. This account will be a central account and a separate cashbook for the purpose shall be maintained by DLRS&C.*
- 3. A specific envelope for dispatch of RoR by Tahasildars in Speed post will be designed and distributed by DLRS&C. This envelope shall be poly-coated to make it water-proof and the cost of the envelope including transportation charges to District headquarters will not exceed Rs.10.00 per envelope. The DLRS & C will ensure that*

the specific envelopes reach the District Offices in time to be collected by the Tahasildars, so that they do not face any inconvenience.

4. Procurement of envelopes will be through the Tender Process. The DLRS& C will follow prescribed Govt. guidelines and the supplier should be finalized by 31<sup>st</sup> of August 2018.
5. The Tahasildar shall only use the specific water-proof envelope received from DLRS&C/ District Office for dispatch of RoR by Speed Post.
6. The DLRS&C in collaboration with the Department of Posts will indicate specific Post Offices nearest to the tahasil for dispatch of RoR by the Tahasildars.
7. The Department of Posts will provide volume discount to DLRS&C as will be applicable from time to time and this may be reflected in the bill.
8. The Department of Posts will submit bill every month only to DLRS&C and on receipt of the bill, the DLRS&C will make payment in accordance with the terms of agreement signed.

These instructions should be followed meticulously so as to make the governance transparent.

Yours faithfully

Principal Secretary to Government

Memo No. 27331 /R&DM

dated 25 JUL 2018

Copy forwarded to Secretary, Board of Revenue Odisha, Cuttack for information.

Additional Secretary to Government

Memo No. 27332 /R&DM

dated 25 JUL 2018

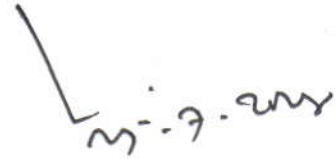
Copy forwarded to the IGR, Odisha, Cuttack for information.

Additional Secretary to Government

Memo No. 27393 /R&DM

dated 25 JUL 2018.

Copy along with this Department Resolution No.26916/R&DM dated 21.07.2018 forwarded to the Manager, Speed Post, National Sorting Hub, Office of CPMG, Odisha, Bhubaneswar for information and necessary action .



Additional Secretary to Government.

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

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**RESOLUTION**

No. RDM-Reg-EXINST-0001-2018- *269/6* / R& D.M., Dated 21-07-2018

**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 19.05.2017 and No. 20947/R&DM dated 29.06.2017 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 18.08.2017.

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 cashbook 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 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.

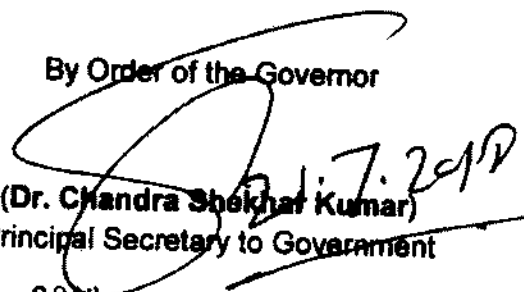
9. If no such address is provided by the Vendee/Claimant, the RoR shall be dispatched in the address mentioned in the document.

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

Memo No. 26917 / R & D.M., Dt. 21 JUL 2018

Copy along with soft copy forwarded to the Gazette Cell, Commerce & Transport (Commerce) Department for information and necessary action.

They are requested to publish the Resolution in an extra-ordinary issue of the Odisha Gazette and supply copies to all concerned and 20 spare copies to this Department.

26918

Memo No. / R & D.M., Dt 21 JUL 2018

Copy 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.

  
Additional Secretary to Government

  
Additional Secretary to Government

26919  
Memo No. / R & D.M., Dt. 21 JUL 2018

Copy forwarded to the Private Secretary to Hon'ble Chief Minister, Odisha / All Ministers / All Ministers of State for kind information of Hon'ble Chief Minister / Ministers / Ministers of State.

*[Signature]*  
21.7.2018

Additional Secretary to Government

26920  
Memo No. / R & D.M., Dt. 21 JUL 2018

Copy forwarded to the Private Secretary to the Chief Secretary, Odisha / Development Commissioners-cum-Additional Chief Secretary, Odisha / Agriculture Production Commissioner, Odisha / Principal Secretary to Government, Revenue & DM Department for kind information of the Chief Secretary, Odisha / Development Commissioner-cum-Additional Chief Secretary, Odisha / Agriculture Production Commissioner, Odisha / Principal Secretary to Government, Revenue & DM Department.

*[Signature]*  
21.7.2018

Additional Secretary to Government

26921  
Memo No. / R & D.M., Dt. 21 JUL 2018

Copy forwarded to all Officers / all Branches of Revenue & DM Department for information and necessary action.

*[Signature]*  
21.7.2018

Additional Secretary to Government

26922  
Memo No. / R & D.M., Dt. 21 JUL 2018

Copy forwarded to IMU Cell of Revenue & DM Department for uploading the same in the Department website.

*[Signature]*  
21.7.2018

Additional Secretary to Government