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[No.3259–RDM-Reg-EXINST-0001/2018/R&DM.]

REVENUE & DISASTER MANAGEMENT DEPARTMENT

RESOLUTION

The 29th January, 2019

Sub: Collection of user fee for postal delivery of registered documents through speed post.

To improve the delivery of services to the citizens, the Odisha Registration Rules, 1988 have been amended making provisions for dispatch of registered documents to the registrant public through speed post. For the said purpose, Government have been pleased to order that the Registering Officer shall collect user fee of Rs. 60/-(sixty) per document up to 25 pages and Rs. 80/-(eighty) per document for more than 25 pages from the presentant / authorized person at the time of registration.

2. The above user fee shall be collected from the presentant or the person duly authorized by the presentant who furnishes written undertaking at the time of presentation of document to receive such document through speed post.

3. Collection of above user fee 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.

4. Collection of above user fee at the Registration Office is also over and above the user fee collected for postal delivery of RoR as per Resolution No. 26916/R&DM., dated the 21st July, 2018 and the user fee and demarcation fee collected as per this Department Resolution No. 43050/R&DM., dated the 20th November, 2018.

5. The procedure of collection, deposit and accounting of user fee is as follows:—

- a. The user fee collected by the Registering Officer for postal delivery of the registered document at the time of registration shall be kept in any eligible Scheduled Bank as per Finance Department letter No.15984/F., dated the 30th May, 2016.
- b. The Registering Officer shall issue money receipt for collection of user fee which may be system generated. The presentant / the person duly

authorized by presentant shall be asked to furnish correct address in which the registered document is to be delivered and the said address shall be entered in the money receipt issued to the party as well as in the cash book.

- c. The Registering Officer shall maintain separate Cash Book for collection and deposit of user fee. He will ensure that the user fee so collected is properly accounted for.
- d. IGR, Odisha shall open a separate account in any eligible Scheduled Bank as per Finance Department letter No.15984/F dt.30.05.2016 for deposit of above user fee and intimate the account details to all Registering Officers.
- e. The Registering Officers shall transfer the user fee so collected to the Bank account of IGR, Odisha once in a week.
- f. IGR, Odisha shall maintain a separate cash book for collection of user fee and the expenditure incurred out of the collected amount.
- g. The Registering Officer shall make proper reconciliation with cash book, Bank statement and submit report to IGR, Odisha by 10th of the succeeding month.
- h. IGR, Odisha shall make payment to the Postal Authorities as per the Agreement executed with them.

6. Furnishing of undertaking for delivery of registered document either in person or through speed post shall be one of the items in the check list for presentation of document.

7. The Registering Officer shall dispatch the registered document to the presentant/authorized person in the address mentioned in fee receipt. He shall also furnish monthly information on postal delivery of documents which may be system generated.

8. The Registering Officer shall follow the procedure prescribed in the Odisha Registration (Amendment) Rules, 2018 for maintaining records pertaining to delivery of registered documents through speed post.

This shall come into force with effect from the date of its publication in the *Odisha Gazette*.

By Order of the Governor

NIKUNJA BIHARI DHAL
Principal Secretary to Government