

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

No. RDM-Reg-EXINST-0001-2018-37889 /R&DM dated -6 OCT 2018

From

Dr. Chandra Shekhar Kumar, IAS
Principal Secretary to Government

To

The Inspector General of Registration,
Odisha, Cuttack

Sub: Procurement of envelopes through tendering process & signing of agreement with Department of Post for postal delivery of registered documents

Sir,

I am to say that in order to improve the delivery of services to the citizens, it has been decided to dispatch the registered documents from the registration office through speed post. After careful consideration, Government have been pleased to approve that the Registering Officers shall collect the User fees @ Rs. 60/- per document within 25 pages (Speed post tariff Rs. 40/- and cost of envelope Rs. 20/-) and @ Rs.80/- per document more than 25 pages (Speed post tariff Rs. 60/- and cost of envelope Rs. 20/-) from the Vendee/Claimant at the time of registration.

You are, therefore, requested to complete the following formalities before issuance of Resolution/Guidelines regarding collection and deposit of User fees.

1. Floating of the tender for procurement of envelopes with requisite specifications following the prescribed Government guidelines.

2. Since, the registered documents are voluminous and they have evidentiary value of flow of title, the envelope for postal delivery shall be of very good quality, water proof and contain the name & logo of Odisha Government and "REGISTERED DOCUMENT" in Odia language be written on the top of the envelope.

3. Signing an agreement with the Department of Posts, Government of India for one year initially for delivery of registered documents through speed post..

Yours faithfully,


Principal Secretary to Government

Memo No. 37890 dtd. -6 OCT 2018

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


Principal Secretary to Government