

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

No. Regn. 63/10- 41392 /R&D.M. dtd. 8.10.2010.

From

Sri Chitrasen Rout,
Under Secretary to Government.

To

All District Registrars
All District Sub-Registrars
All Sub-Registrars.

Sub : General guidelines for maintaining uniformity in the matter of e-Registration.

Sir,


It is needless to mention that e-Registration of documents has been introduced since 6.1.2010. It is brought to the notice of the State Government that all registering offices have not been following uniform practice and procedure in the matter of e-Registration. Hence, the following guidelines may be strictly followed :-

1. Every document along with true copy thereof and its translation, if any u/s 19-A of the Registration Act, 1908 read with Rule-3 of the Orissa Registration (filling of true copies) Rules, 1989 shall be presented before the Registration officer, In case of documents in respect of which stamp duty and Registration fees have been exempted may not accompany with true copy thereof, but a duplicate one as per rule 97 of the Orissa Registration Rules, 1988.
2. Except in cases mentioned in sections 31,88 and 89 every document to be registered under the Act shall be presented before the Registering Officer by the person executing or claiming under the same as mentioned in section 32 of the Act. Under Section 32-A of the Act, the photo graph, thumb impression and signature of the person presenting the documents shall be affixed on the documents and also on the copy thereof.

3. The Registering Officer shall scrutinize the document as per the law with regard to admission and proper stamp duty, registration fees and thereafter transmit the same to the data entry operator of the computer section to generate the endorsement, proper details and receipt for compliance of sections 52 and 58 of the Act, and to take the biometric signature, thumb impression and photograph of the executant/ presentant and the identifier by an electronic device as per the Orissa Registration (Amendment) Rules, 2008.
4. In case of transfer of ownership of immovable properties, pass port size photographs, finger print of each buyer and seller of such properties mentioned in the document shall be affixed to the document. But it is made clear that the appearance or presence of the claimant/ buyer before the Registering Officer is not required, but if he/ she desires he/she may be entertained.
5. The date-entry operator will hand over the document to the Registering officer for his enquiry u/s 34 and signature endorsement u/s 59 of the Act.
6. After that the document will again be given to the computer section for scanning of every page of the document. One copy of the endorsement duly signed by the Registering Officer to be kept with the true copy originally filed and another copy along with original document to be handed over to the party.
7. The property details statement generated from the computer may be kept village wise for Index-I/ Index-II and for valuation propose and for reference in future and for issue of encumbrancy certificate.
8. A rubber seal indicating e-Registration I.D No., e-Registration document, Book No, No. and date and year of registration shall be affixed on the first and last page of the document and on the true copy (Xerox copy) duly signed by the Registering Officer.
9. If there is failure of electronic device the registration work may be done in OFF line which will be subsequently performed ON line, and if both ON and OFF line could not be operated then the documents may be registered by manual process.


10. e-Registration project has been introduced to expedite the process of registration and the registrant public must get immediate service which shall not be undermined under any circumstances.
11. In e-Registration, every purchaser may give his mobile No. at the time of presenting the documents while registration, who will be intimated after the registration is over through a message in his mobile in the number given above to receive the documents. In no case, the document will be given to any middle man.

Yours faithfully,


Under Secretary to Government
08/10/10

Memo No. **41393** /R&D.M. dtd. 8.10.2010.

Copy forwarded to the Chief Executive, OCAC and OeSL for information and necessary action.


Under Secretary to Government
08/10/10


Memo No. **41394** /R&D.M. dtd. 8.10.2010.

Copy forwarded to IGR, Orissa, Cuttack/ Secretary, Board of Revenue, Orissa, Cuttack/ All Deputy Inspector General of Registration for information and necessary action.


Under Secretary to Government
08/10/10

Memo No. **41395** /R&D.M. dtd. 8.10.2010.

Copy forwarded to the IMU Cell/ 10(Ten) copies to the Guard File of Registration Branch for information and necessary action.


Under Secretary to Government
08/10/10