

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

NOTIFICATION

Dated, Bhubaneswar, the 21st October, 2010

No. IMU-13/10- 42518 /R&D.M. In order to provide Government to Citizen (G2C) Services to the citizens under e-District Pilot Project being implemented in Ganjam & Mayurbhanj Districts of Orissa through the Common Services Centres (CSCs) being set up in these Districts under the National e-Governance Plan (NeGP), the Government have been pleased to decide to allow electronic filing, receipt, processing and delivery of miscellaneous certificates prescribed under "The Orissa Miscellaneous Certificates Rules, 1984", in the manner laid down as follows.

- 1. Government to Citizen(G2C) Services through Tahasil and Charges for Delivery of Services through CSCs under e-District Pilot Project :**
 - I. The list of G2C Services under e-District Pilot Project for Revenue & D.M. Department & user charges for Tahasil for Delivery of those Services through CSCs as front-end for service delivery to the citizens is as per the Annexure-I of this Notification.
- 2. Manner and Procedure for Delivery of Certificates of G2C Services:**
 - I. Citizens may file Application online for any of the G2C services as per Annexure-I at the CSC in the District along with all requisite documents and photograph, and pay the requisite fee/user charges. The Attachments will be sent online through scanning.
 - II. The certificate to be delivered to the citizen will be generated electronically and signed digitally by the concerned Tahasildar/ Additional Tahasildar along with e-copy of the signature of the

Tahasildar / Additional Tahasildar on the delivery certificate with provision of barcode. Therefore, no ink signed signature of the Tahasildar / Additional Tahasildar, stamps of Tahasildar / Additional Tahasildar and Round seal of Tahasil will be required to be affixed on the certificate. The e-copy of photograph of the Applicant will be on the electronically generated certificate.

III. Certificate will be delivered to the citizen at the concerned CSC where the citizen has applied for the certificate.

3. Manner of Collection and Deposit of Government Fees Charges for the Services by the CSC:

- I. The requisite Government fee/ user charges for Tahasil for the services/ certificates to be provided under e-District Pilot Project shall be collected by the CSC Operator from the citizen at the time of filing Application. Court fee stamp will be affixed on the Application form or on the Attachments to be sent separately to the Tahasil Office.
- II. The CSC Operator will be required to submit Application form or Attachments with court fee stamp to Tahasil office in a timely manner within 8 days (excluding Government holidays) and obtain the acknowledgement from Tahasil office. But pending receipt of Application form or Attachments from CSC Operator, the Tahasil will start the processing of the Application as soon as it gets the online Application and make necessary field inquiry, and complete necessary processing of Application for delivery of Certificate.
- III. Apart from the statutory Government fees and user charges for Tahasil, CSC Operator will also collect service charges for CSC and the scanning & printing charges from applicant as per Executive Instruction to be notified separately by IT Department. The receipt / acknowledgement in support of all payment

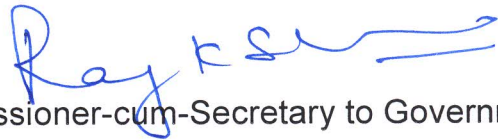
received shall be issued free of cost to applicant by the CSC Operator. The service charges may be revised from time to time.

- IV. The CSC Operator will deposit the Statutory Government fees and user charges for Tahasil in the respective Tahasils on a weekly basis and obtain money receipt from Tahasil.

4. Miscellaneous:

- I. This service will be addition to the existing manual system and the citizens will have option to file Application through e-District or directly.
- II. The digitally signed certificates will be issued from such Tahasils as may be included in the e-District Project from time to time.
- III. The genuineness of the certificate may be verified from the website of the e-District Project.

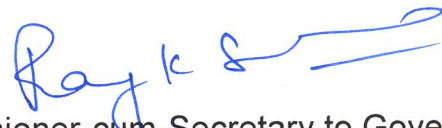
By order of the Governor



Commissioner-cum-Secretary to Government

Memo No. 42519 / R&D.M. dated. 21st October, 2010

Copy along with soft copy of the notification forwarded to the Director, Printing, Stationery and Publication, Orissa, Cuttack with a request to publish the notification in the next extraordinary issue of the Orissa Gazette and supply 100 copies to this Department.



Commissioner-cum-Secretary to Government

By FAX

Memo No. 42520 / R&D.M. dated. 21st October, 2010

Copy forwarded to the Secretary, Board of Revenue, Orissa, Cuttack for information and necessary action.

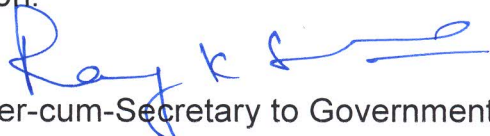


Commissioner-cum-Secretary to Government

By FAX

Memo No. 42521 / R&D.M. dated. 21st October, 2010

Copy forwarded to all Revenue Divisional Commissioners/ All Collectors for information and necessary action.

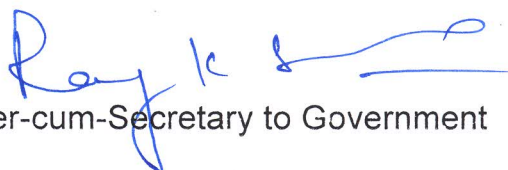


Commissioner-cum-Secretary to Government

By FAX

Memo No. 42522 / R&D.M. dated. 21st October, 2010

Copy forwarded to Commissioner-cum-Secretary to Government, Information and Technology Department for information and necessary action.



Commissioner-cum-Secretary to Government

ANNEXURE – I

Services & Charges for delivery of G2C services under e-District Pilot Project in Ganjam & Mayurbhanj District

| Sl. No. | Services / Certificates | Office in which processed | User Charges for Tahasil (Rs.) |
|----------------|--------------------------------|--------------------------------------|---------------------------------------|
| 1. | Income Certificate | Tahasil Office | Rs. 20/- |
| 2. | Residence Certificate | Tahasil Office | Rs. 20/- |
| 3. | Caste Certificate | Tahasil Office | Rs. 20/- |
| 4. | Solvency Certificate | Tahasil Office/ Sub-Collector Office | Rs. 20/- |
| 5. | Legal Heir Certificate | Tahasil Office | Rs. 20/- |
| 6. | Certified Copies including RoR | Tahasil Office | Rs. 20/- |

N.B.

The acknowledgement of receipt of Application / Delivery of Certificate and Payments received from citizens shall be issued free of cost by the CSC Operator to the citizens.

[CSC-Common Service Centre (Jana Seva Kendra)]