

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

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**RESOLUTION**

RDM-Reg-EXINST-0001-2018- 43050 / R&DM Dated 20.11.2018

**Sub: Collection of user fee and demarcation fee for 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 ordered by the Government to dispatch the RoR from Tahasil office through speed post to the citizens after order is passed in mutation cases. User fee is being collected at Tahasil Office for issue of RoR after order in Mutation case (per Khata) as per Resolution No. 27047 /R&DM dated 18.08.2017. For convenience of citizens and for dispatch of RoR through the speed post by Tahasildars, after careful consideration and in continuation of this Department Resolution No. 26916 dated 21.07.2018, the Government have been pleased to order that such user fee shall be collected by the Registering Officer at the time of registration of documents 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 in the following manner:-

The Registering Officer shall collect Rs. 80/- for RoR per Khata out of which Rs. 50/- be utilized by the concerned Tahasildar as per existing guidelines and Rs.30/- be credited to Government Account **(0029-Land Revenue-800-Other Receipts-0097-Misc. Receipts-01047-User Charge / Application fee)**. The Registering Officer shall also collect Rs.20/- per plot as demarcation fee and shall deposit the amount in appropriate Government Account **(0029-Land Revenue-800-Other Receipts-0097-Misc. Receipts - 01075-Demarcation Fee)**.

2. The procedure of collection, deposit and accounting of the user fee & demarcation fee is as follows:

- i) The user fee and demarcation fee shall be collected by the Registering Officer at the time of registration.
- ii) The Registering Officer shall issue money receipt for collection of such fee which may be system generated. The applicant shall be asked to furnish correct address in which the RoR is to be delivered.
- iii) The Registering Officer shall maintain separate Cash Book properly for collection and deposit of such fee. The Registering Officer shall ensure that the fee so collected is properly accounted for.

- iv) The Registering Officer shall deposit the demarcation fee Rs. 20/- and user fee of Rs. 30/- out of Rs. 80/- so collected in appropriate Head of Government Account as mentioned above once a week.
- v) The Tahasildar shall intimate the concerned Registering Officer about his user fee Bank Account Number. The Registering Officer shall segregate Tahasil wise amount of user fee of Tahasil share and deposit the amount in respective Tahasildar's user fee Bank Account every week.
- vi) There shall be monthly reconciliation of accounts of collection of user fee between the Registering Officer and the concerned Tahasildar.

3. The Registering Officer shall submit a monthly report on collection and deposit of user fee to Tahasildar, ADM and DLRS&C in every month. Collection of User fee for dispatch of RoR shall be one of the item in the check list for presentation of document where Form-3 is transmitted to Tahasil office.

4. While maintaining the cash book for collection of user fee, 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 through e-Mail so that no inconvenience is caused to the citizens paying the user fee for delivery of RoR through speed post.

5. This shall come into effect from the date of its publication in the Odisha Gazette.

#### ORDER

Ordered that this Resolution be published in the Extra-Ordinary 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 / 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. 43051 / R&D.M., Dated 20.11.2018

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 on **22<sup>nd</sup> November, 2018** and supply copies to all concerned.

They are also requested to please furnish 20 spare copies of this Resolution to this Department.

*Suyal*  
20/11/2018  
Additional Secretary to Government

Memo No. 43052 / R&D.M., Dated 20.11.2018

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 / All Revenue Divisional Commissioners / All Collectors / All ADM-cum-DRs/ All Sub-Collectors / All DIGRs / All Tahasildars / All Registering Officers.

*Suyal*  
20/11/2018  
Additional Secretary to Government

Memo No. 43053 / R&D.M., Dated 20.11.2018

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

*Suyal*  
20/11/2018  
Additional Secretary to Government

Memo No. 43054 / R&D.M., Dated 20.11.2018

Copy forwarded to the Private Secretary to the Chief Secretary, Odisha / Private Secretary to Development Commissioners-cum-Additional Chief Secretary, Odisha / Private Secretary to Agriculture Production Commissioner, Odisha / Private Secretary to 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.

*Suyal*  
20/11/2018  
Additional Secretary to Government

Memo No. 43055 / R&D.M., Dated 20.11.2018

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

*Suyal*  
20/11/2018  
Additional Secretary to Government

Memo No. 43056 / R&D.M., Dated 20.11.2018

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

*Suyal*  
20/11/2018  
Additional Secretary to Government