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Government of Odisha  
Revenue & Disaster Management Department

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RDM-CHS-SCH-0015-2018 L. No. 43525 / R & DM dated, 28.11.2018

From

Sailendra Dwivedi,  
Additional Secretary to Government

To

1. The Director, LRS & C, Odisha, Cuttack
2. All Collectors

Sub:-

Step-wise instructions for Postal Delivery of RoR through Speed Post

Sir,

I am directed to enclose herewith Step-wise instructions for Postal Delivery of RoR (with map) through Speed Post on finalization of mutation cases. The guidelines may please be strictly adhered to with immediate effect. Any queries, regarding supply of envelopes and postal issues, may please be addressed to the DLRS & C, Odisha, Cuttack.

These instructions may please be brought to the notice of the Field Officers.

Yours faithfully,

*[Handwritten Signature]*

Additional Secretary to Govt.

e-mail  
Memo No. 43526 / Dt 28 NOV 2018

Copy alongwith enclosure forwarded to all Sub-Collectors / Tahasildars for information and necessary action

*[Handwritten Signature]*

Additional Secretary to Govt.

e-mail  
Memo No. 43527 / Dt 28 NOV 2018

Copy forwarded to the Private Secretary to the Principal Secretary for kind information of the Principal Secretary.

*[Handwritten Signature]*

Additional Secretary to Govt.

# Step wise instructions for postal delivery of RoR through Speed Post after order in mutation case

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1. The Government have decided to dispatch RoR along with map through speed post after order in mutation case.
2. In accordance with the Resolution No. 26916 dated 21.07.2018 and Addendum No. 27367 dated 25.07.2018, collection of user fees of Rs. 40/- per document is collected in case of Sale Deed/ Gift Deed/ Exchange Deed/ Partition Deed from the Vendee / Claimant for postal delivery of RoR after order passed in the mutation case.
3. The Government have decided that RoRs corrected on the basis of registered documents with effect from 01.08.2018 shall be sent only through Speed Post and any deviation will be viewed seriously.
4. The DLRS&C has already signed an agreement with Department of Posts, G.O.I for delivery of RoR through Speed Post.
5. The DLRS&C shall send the specially designed poly-coated envelope for dispatch of RoR and Map to all Collectors by **28.11.2018** and the Tahasildars shall collect the envelopes from the District Office by **30.11.2018**. It shall be the duty of the DLRS&C to ascertain the availability of envelope and ensure steady supply to the districts. The ADMs shall intimate in advance the requirement of envelopes taking into account inputs from of Tahasils based on number of mutations effected in last two months. A copy of such consolidated report shall be sent to the R and DM Department in addition to intimation to the office of the DLRS&C.
6. The DLRS&C shall submit a monthly report to the Government in the following format.

Month: _____			
Name of the District	No. of envelopes for which requisition received from the ADMs	No. of envelopes supplied	Remarks

7. The Revenue and DM Department shall develop an online application which can be used by Tahasildars, ADMs, DLRS&C and Revenue and DM Department for submission of online consolidated requirement by ADMs to DLRS&C, the district wise distribution by DLRS&C, use of envelope by Tahasildars and viewing of MIS reports.
8. The details of the transmission of Speed Post Packets to the Post Office shall also be entered online by a designated ministerial staff to be assigned by the Tahasildar. The format indicated at Point No.11(c) will be available online and after necessary entry, the printed copy of the same will be generated. The above entry shall be made by the ministerial staff on daily basis or on the date on which Speed Post Packets are sent to the Post Office. There shall be provision for dashboard monitoring in the software application.
9. Guidelines have been issued vide Resolution No. 43050/R&DM dated 20.11.2018 for collection of user fees and demarcation fees for delivery of RoR through speed post after order in mutation case. As per existing guidelines, Rs.80/- is being collected for mutation RoR by Tahasildar for issue of RoR, out of which Rs.50/- is retained by the Tahasildar and Rs.30/- is being credited to Govt. account. As per the modified guidelines, this user fee of Rs.80/- shall be collected in the registration office at the time of registration of document, out of which Rs.50/- shall be deposited in designated account of concerned Tahasildar and Rs.30/- shall be credited to Govt. account. Similarly, Demarcation fee of Rs.20/- per plot shall be collected in the registration office and this will be credited to proper head of account of Government by the Registering Officer under intimation to the concerned Tahasildar. The receipts for the above shall be issued to the citizens by the Registering Officers which may be system generated. In other words, the citizens will not be required to visit the Tahasil Office for the deposit of user fee for Demarcation or to receive the Patta in person.
10. The Tahasildars shall ensure that the RoRs which user fee for postal delivery has been collected in the registration office with effect from

01.8.2018 shall be sent through Speed Post, specifically through the designated Post Office assigned by the Department of Posts. The DLRS&C shall provide the list of such tagged / linked Post Offices to the Tahasildars.

11. NIC has been requested to make provisions in the LRMS application for tracking of delivery of RoR and Map through Speed Post by linking an Unique Number like Mutation Case No. with the Bar Code Sticker to be pasted on the Speed Post Envelope. However, pending changes in the software, the Tahasildars are advised to follow these guidelines.

- a) Every Tahasilar shall obtain Speed Post Bar Code from the tagged Post Office in a lot for a period of 2/3 months and will ensure safe custody of Bar Code Stickers.
- b) The concerned Post Master shall issue Bar Code Stickers in duplicate.
- c) The Tahasilar shall maintain the following format for transmission of RoR in Speed Post to the concerned Post Office.

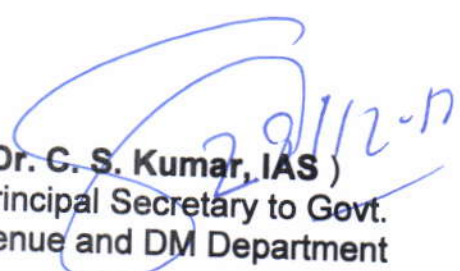
Name of Tahasil:			Date:	
Sl. No.	Mutation Case No.	Name & Address of person to whom RoR shall be despatched	Bar Code Sticker (to be posted here)	Remarks
(1)	(2)	(3)	(4)	(5)

The NIC software shall capture the Bar Code and mutation case will not be shown disposed of unless delivery of RoR by Speed Post is indicated.

- d) This challan will be prepared on the date of dispatch of RoR from the Tahasil. After affixing one copy of the Bar Code in this format at Column No.4, another copy of the same Bar Code will be affixed on the Speed Post Envelope.
- e) The original challan / format shall be photocopied and both will be sent to the concerned Post Master along with the packets.

- f) The Post Master shall retain the original format for his record and shall put his signature on the photo copy as a token of acknowledgement. The Tahasildar shall retain this copy with dated acknowledgement of the Post Master in a Guard File for the purpose of audit and reference.
- g) **On 1st and 3rd Saturday of every month**, the concerned Tahasildar and Post Master shall jointly certify in a statement and specific RoRs actually be dispatched through Speed Post. The DLRS&C shall closely monitor the system and a weekly report regarding availability of envelopes, dispatch of RoR through Speed Post, payment effected to the Department of Posts and such other matters, as deemed proper, will be intimated to the Govt. and this will be taken up every Tuesday in the meeting at the level of Govt. where DLRS&C will remain present.
- h) Once in a month, the concerned Tahasildar and Post Master will jointly certify a statement that the specific RoRs have actually been despatched through Speed Post.
- i) The Sub-Collector and ADM shall review the dispatch of RoR through Speed Post, every fortnight.
- j) The bills will be raised centrally for Speed Post by the Office of the Chief Post Master General and bill will be paid by the DLRS&C as per Agreement on monthly basis.

12. This will be given immediate effect.

  
(Dr. C. S. Kumar, IAS )  
Principal Secretary to Govt.  
Revenue and DM Department