

**Top Priority**

**By e-Mail/FAX**

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

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No. RDM-CHS-COMM-0001-2018 /R&DM 22658

18 SEP 2020

From

Shri Bishnupada Sethi, IAS  
Principal Secretary to Government

To

All Collectors

Sub: Regarding on-line payment of land revenue

Madam/Sir,

I am directed to say that the Government after careful consideration have been pleased to issue the following guidelines to facilitate on-line payment of land revenue through e-Pauti Portal and PAUTI Mobile App.

1. Henceforth, Revenue Inspectors shall issue system generated rent receipts to the citizens. In other words, if the Revenue Inspector receives cash towards collection of land revenue from the citizens, then he shall enter the details of such collection in the e-Pauti Portal and issue a computer-generated rent receipt to the citizens. NIC shall develop an offline module for the purpose. However, it is abundantly made clear that the Revenue Inspectors shall continue to issue physical rent receipts to citizens in respect of collection of amount towards royalty, conversion fee, assessment, penalty and for other miscellaneous collections.

2. Henceforth, Revenue Inspectors shall enter the demand for the financial year 2020-21 in the Electronic Tenant Ledger (ETL) taking into account the offline collections made by them during the financial year 2019-2020 and the online payments made by citizens through e-Pauti Portal. While updating the data in the ETL for the financial year, 2020-21, the Revenue Inspectors shall follow the rounding off principles as communicated vide this Department letter No.28344 dt.19.9.2019. It is further clarified that each item such as rent, cess, nistar cess, CBWR, FWR and interest on individual item shall be rounded off following the rounding off principles communicated vide afore-mentioned letter. If the amount under any individual item is less than Rs.1/- (Rupees one), then it will be fixed at Rs.1/- only.
3. Offline (cash) collection report of land revenue shall be made available to the Revenue Inspectors in their log-in so that they can generate consolidated report from the e-Pauti Portal.
4. Revenue Inspectors shall deposit the above amount in the nearest offline enabled bank branch by generating an over the counter challan from the Odisha Treasury Portal. The list of such branches is available in the Odisha Treasury Portal.
- (<https://www.odishatreasury.gov.in/echallan/index>).
5. Revenue Inspectors shall enter the demand for the financial year 2020-2021 following the guidelines issued from the Government and Board of Revenue from time to time.
6. Tahasildar / Addl. Tahasildar in charge of the concerned R.I. Circle shall check at least 10% of the ETL entry made by the Revenue

Inspector to ensure its accuracy and Sub-Collectors shall check at least 1% of such entries.

7. The entire exercise shall be done under the direct supervision of ADM(Revenue) / ADM.

8. The entire cycle shall be completed by 30th September, 2020 unfaithfully.

Yours faithfully,

*Hislopah Jeth.*

Principal Secretary to Government

Memo No. 27659 / Dt 18 SEP 2020

Copy forwarded to the Private Secretary to Minister, Revenue and Disaster Management for kind information of Hon'ble Minister.

*18-9-2020*  
Addl. Secretary to Government

Memo No. 27660 / Dt 18 SEP 2020

Copy forwarded to Principal Secretary to Government, Finance Department for kind information and necessary action.

*18/9/2020*  
Addl. Secretary to Government

Memo No. 27661 / Dt 18 SEP 2020

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

*18/9/2020*  
Addl. Secretary to Government

Memo No. 27662 / Dt 18 SEP 2020

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

*18/9/2020*  
Addl. Secretary to Government

Memo No. 27663 / Dt 18 SEP 2020

Copy forwarded to the DLR&S, Odisha, Cuttack for information and necessary action.

*18/9/2020*  
Addl. Secretary to Government

Memo No. 27664 / Dt 18 SEP 2020

Copy forwarded to the Director, Directorate of Treasuries and Inspection, Odisha, Bhubaneswar for information and necessary action.

*[Signature]* 18/9/20.  
Addl. Secretary to Government

Memo No. 27665 / Dt 18 SEP 2020

Copy forwarded to the DDG and SIO, NIC, Odisha, Bhubaneswar for information and necessary action..

*[Signature]* 18/9/20.  
Addl. Secretary to Government

Memo No. 27666 / Dt 18 SEP 2020

Copy forwarded to the LRGE branch for information and necessary action.

*[Signature]* 18/9/20.  
Addl. Secretary to Government

Memo No. 27667 / Dt 18 SEP 2020

Copy forwarded to the e-Governance Branch for information and necessary action. They are requested to upload this letter in the Department website.

*[Signature]* 18/9/20.  
Addl. Secretary to Govt.