

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

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RDM-Reg-REGN-0004-2022- 28191 /R&DM.,, Dated 25 AUG 2022

**ORDER**

Government of Odisha have issued user fee Notification bearing No. 16293/R&DM dated 19.5.2017 and No. 16469/RDM dated 20.5.2017 prescribing the rate of user charges for different types of deeds and services with effect from 01.07.2017.

The operational procedure for collection of user fees shall be as follows:

- i. User fee, Registration fee and other Government levies along with applicable taxes and charges collected at e-Registration Centre shall be properly accounted for by the Registering Officers through e-Registration software. Under e-Registration system, it is proposed to adopt following procedure for collecting & accounting User Fee etc.,
- ii. All the Fees including User Fee for services rendered at e-Registration Centres shall be collected by the Sub-Registration. A computer generated receipt shall be handed over to the citizen against the User Fee and applicable taxes collected. By the end of the day's transactions, a compiled list of receipts for the day shall be printed out and neatly pasted in the cashbook, which shall be duly authenticated by the Registering Officer's Representative and Representative of the Professional Agency. This Cashbook will be subject to audit by the internal audit organization/A.G. Odisha, Bhubaneswar.
- iii. At the end of office/ transaction hours, reconciliation of the collections shall be done, based on computerized report generated from the e-Registration software. Both the Registering Officer's Representative and Representative of the Professional Agency shall sign the report generated from the software at the end of the day.
- iv. The portion of the user fees along with service taxes, as applicable shall be deposited by the Registering Officer or his authorized representative in designated Bank Account of the professional agency as per its entitlement after

deducting applicable TDS on daily basis. Out of the amount of user fees collected as per Notification No. 16293/R&DM dated 19.5.2017, the professional agency shall receive the portion of user charges at the rate as mentioned below against the amount of each item respectively.

Sl. No.	Amount of user fees notified vide Notification No. 16293/R&DM dated 19.5.2017	Entitlement of Professional Agency (excluding GST+)
1	Rs. 625.00	Rs. 472.50
2.	Rs. 250.00	Rs. 189.00
3.	Rs. 125.00	Rs. 94.50
4.	Rs. 75.00	Rs. 47.25
5.	Rs. 40.00	Rs. 23.62

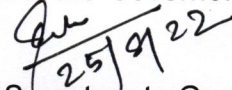
The balance amount of user fees shall be deposited by the Registering Officer in the Designated Head of Account of Government i.e.” 0030- Stamps and Registration Fees- 03-Registration Fees-104-Fees for Registering Documents- 0135-Registration Fees- 01053- User Fees towards e-Registration”. The Income Tax deducted shall be credited to the proper account of the Income Tax Department by the Registering Officer under intimation to the Professional Agency, IGR, Odisha and Government in Revenue & D.M. Department. IGR, Odisha shall intimate the TAN No. to all the Registering Officers for deposit of the Income Tax deducted from the dues of the Professional Agency towards applicable Income Tax.

- v. To the extent of TDS amount deposited to the Income Tax Authority on behalf of Professional Agency, IGR shall issue required TDS Certificate to the Professional Agency.
- vi. At the end of the month, the Professional Agency shall reconcile the Bank statement in respect of deposit of user fees with computerized report signed by the Registering Officer’s Representative and Representative of the Professional Agency.

Government hereby accords permission to the Inspector General of Registration, Odisha, Cuttack to levy the user fees w.e.f. 01.09.2022 adopting the above operational procedure.

This order supersedes this Department Order No. 19940/R&DM Dated 21.06.2017.

By order of the Governor



Additional Chief Secretary to Government  
Revenue & D.M. Department

Memo No. 28192 /R & DM dated. 25 AUG 2022

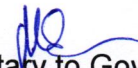
Copy along with soft copy forwarded to the Gazette Cell, Commerce and Transport (Commerce) Department with a request to publish the order in an extraordinary issue of the Odisha Gazette. The order will bear SRO Number.

200 printed copies to this Department/ 200 printed copies to the IGR, Odisha, Cuttack/20 printed copies to the Secretary, Board of Revenue, Odisha, Cuttack may please be supplied.



Memo No. 28193 /R & DM dated. 25 AUG 2022

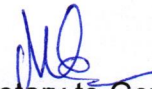
Copy forwarded to the AG( A&E), Odisha, Bhubaneswar for information and necessary action.



Memo No. 28194 /R & DM dated. 25 AUG 2022

Copy forwarded to the Finance Department/Law Department/ E&IT Department/Secretary, Board of Revenue, Odisha, Cuttack/IGR(O), Cuttack/ All RDCs/ All Collectors/ CEO, OCAC, Bhubaneswar/ All District Registrars/ All Dy. IGRs/All DSRs/ All Sub-Registrars for information and necessary action.

IGR, Odisha, Cuttack is requested to issue necessary instruction to all District Registrars and Registering officers in this matter.



Joint Secretary to Government