

By e-mail



Government of Odisha

Board of Revenue, Odisha, Cuttack

(Rajaswa Bhawan, Chandini Chowk, Cuttack-2 : email:igrodisha2012@yahoo.com)

(Registration Wing)

No. IX-148/2018 565 /Regn. Date 30.01.2019

From

Sri G.G. Debata, IAS
Inspector General of Registration, Odisha.

To

All the Registering Officer of the state.

Sub:

Collection of user fee for Postal Delivery of registered documents through Speed Post.

Ref:

- 1) Notification No.5172 – IX-103/2018- Regn. Dated 04.10.2018 of the Rev. & DM Deptt., Odisha (copy enclosed)
- 2) Govt. in R&DM Deptt. Resolution No.3259/R&DM., dated 29.01.2019. (copy enclosed)

Madam/Sir,

In order to provide Registration Services at the door step of the Citizen I.G.R. has entered into an agreement with the Postal Department. Government in Rev. & D.M. Deptt. Vide the above cited Resolution has issued the mode for enabling the same from 1st February, 2019 which should be meticulously followed

- 1) Envelops for dispatch of Registered Deeds have already been delivered to the ADM-cum-District Registrars of the respective districts for onward transmission to all the Sub-ordinate Offices under their administrative control.
- 2) The User Fees collected towards postal delivery should be deposited weekly in the IGR's Current Account No.**38201310208** at S.B.I. Main Branch, **Cuttack** .
- 3) An undertaking as enclosed herewith is to be obtained from the registrant public alongwith the Deed.
- 4) The receipt towards collection of the User Fees for Postal Delivery of Registered Documents will be system generated.

Hence, you are directed to facilitate successful implementation of the postal delivery of Registered documents at the door steps of the Citizens.

Yours faithfully

Inspector General of Registration, Odisha

Memo No. 566 /Regn., dated 30.01.2019

Copy forwarded to the Addl. Secretary to the Govt. in Revenue and Disaster Management Deptt., Odisha, Bhubaneswar for information and necessary action.

Inspector General of Registration, Odisha

Memo No. 567 /Regn., dated 30.01.2019

Copy forwarded to the All ADM-cum-District Registrars of the state for information and necessary action.

Inspector General of Registration, Odisha

Memo No. 568 /Regn., dated 30.01.2019

Copy forwarded to the CEO, IL & FS for enabling system generated receipt towards collection of the User Fees for Postal Delivery of Registered Documents .

Inspector General of Registration, Odisha

The Odisha Gazette



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 1912 CUTTACK, THURSDAY, OCTOBER 11, 2018/ASWINA 19, 1940

BOARD OF REVENUE, ODISHA, CUTTACK

(Registration Wing)

NOTIFICATION

The 4th October 2018

No. 5172—IX-103/2018-Regn.—In exercise of the powers conferred by Section 69 of the Registration Act, 1908 (Act No. 16 of 1908) and after due approval of the State Government as required by sub-section (2) thereof, the Inspector General of Registration, Odisha, Cuttack do hereby make the following rules further to amend the Odisha Registration Rules, 1988, namely :—

1. Short title and commencement.—

- (1) These rules may be called the Odisha Registration (Amendment) Rules, 2018
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*

2. In the Odisha Registration Rules, 1988 (hereinafter referred to as the said rules), for rule 100, the following rule shall be substituted, namely :—

“100. Procedure for return of documents after registration.—

- (1) Documents admitted to registration shall be completed and made ready for return to the presentant or to the person authorised to receive them within three working days from the date of their admission and shall be promptly returned to the presentant or to his authorised person by post or in person in the following manner, namely :—
 - (a) the documents registered shall be sent by Speed Post or Registered Post with acknowledgement due to the presentant or to the person authorised to receive the document in the address as may be provided on the duplicate part of the fee receipt granted under Clause (b) of sub-section (1) of Section 52 :

Provided that the presentant or the authorised person, as the case may be, furnishes written undertaking to receive such document through Speed Post or Registered Post.

- (b) when the registration is completed, the Registering Officer shall dispatch the document by Speed Post or Registered Post with acknowledgment due to the address of the presentant or his authorised person as provided under Clause (a).

- (c) the authorisation for return of the document shall be made by the presentant by recording the name and complete postal address with PIN Code on the duplicate part of the fees receipt in the manner provided under rule 128.
 - (d) the postal receipt shall be pasted on the back of the duplicate part of the fee receipt and the postal acknowledgement shall be filed serially in a separate file register named as 'Postal Acknowledgement Register'.
 - (e) if the document is returned undelivered, it shall be entered in the register of unclaimed documents in Form No. 40 of Appendix-1.
 - (f) the fees for the custody as applicable under Article -H of the table of fees published under Section 78, shall be leviable before such document is delivered to the presentant or to his authorised person after obtaining his signature on the duplicate receipt.
 - (g) in case the presentant or his authorised person desires to receive the registered document in person, such presentant or the authorised person shall give in writing to the Registering Officer at the time of presentation and shall produce the duplicate part of the receipt to the Registering Officer, who shall thereafter obtain the signature of such presentant or the authorised person on the said duplicate part and the registered document shall be returned and the duplicate receipt returned by the parties shall be posted to their respective originals.
- (2) When the fee receipts are granted under Clause (b) of sub-section (1) of Section 52 to the presentant, he shall be informed of the probable date on which the document shall be returned and such date shall be intimated by SMS in the Mobile Phone Number and by e-mail in the e-mail address furnished in the document to the presentant or to his authorised person".

GOSWAMI GOLAM DEBTA
Inspector General of Registration, Odisha

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RESOLUTION

No. 3259 / R&D.M., Dated 29th January, 2019
RDM-Reg-EXINST-0001-2018

Sub: Collection of user fee for postal delivery of registered documents through speed post.

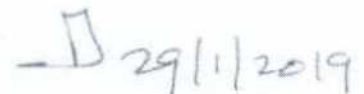
To improve the delivery of services to the citizens, the Odisha Registration Rules, 1988 have been amended making provisions for dispatch of registered documents to the registrant public through speed post. For the said purpose, Government have been pleased to order that the Registering Officer shall collect user fee of Rs. 60/-(sixty) per document up to 25 pages and Rs. 80/-(eighty) per document for more than 25 pages from the presentant / authorized person at the time of registration.

2. The above user fee shall be collected from the presentant or the person duly authorized by the presentant who furnishes written undertaking at the time of presentation of document to receive such document through speed post.
3. Collection of above user fee is over and above the user charges notified vide this Department Notification No.16293/R&DM dated 19.05.2017 and No. 20947/R&DM dated 29.06.2017 for registration of various documents.
4. Collection of above user fee at the Registration Office is also over and above the user fee collected for postal delivery of RoR as per Resolution No. 26916/R&DM dated 21.07.2018 and the user fee and demarcation fee collected as per this Department Resolution No. 43050/R&DM dated 20.11.2018.
5. The procedure of collection, deposit and accounting of user fee is as follows:
 - a. The user fee collected by the Registering Officer for postal delivery of the registered document at the time of registration shall be kept in any eligible Scheduled Bank as per Finance Department letter No.15984/F dt.30.05.2016.
 - b. The Registering Officer shall issue money receipt for collection of user fee which may be system generated. The presentant / the person duly authorized by presentant shall be asked to furnish correct address in which the registered document is to be delivered and the said address shall be

- c. The Registering Officer shall maintain separate Cash Book for collection and deposit of user fee. He will ensure that the user fee so collected is properly accounted for.
 - d. IGR, Odisha shall open a separate account in any eligible Scheduled Bank as per Finance Department letter No.15984/F dt.30.05.2016 for deposit of above user fee and intimate the account details to all Registering Officers.
 - e. The Registering Officers shall transfer the user fee so collected to the Bank account of IGR, Odisha once in a week.
 - f. IGR, Odisha shall maintain a separate cash book for collection of user fee and the expenditure incurred out of the collected amount.
 - g. The Registering Officer shall make proper reconciliation with cash book, Bank statement and submit report to IGR, Odisha by 10th of the succeeding month.
 - h. IGR, Odisha shall make payment to the Postal Authorities as per the Agreement executed with them.
6. Furnishing of undertaking for delivery of registered document either in person or through speed post shall be one of the items in the check list for presentation of document.
7. The Registering Officer shall dispatch the registered document to the presentant/authorized person in the address mentioned in fee receipt. He shall also furnish monthly information on postal delivery of documents which may be system generated.
8. The Registering Officer shall follow the procedure prescribed in the Odisha Registration (Amendment) Rules, 2018 for maintaining records pertaining to delivery of registered documents through speed post

This shall come into force with effect from the date of it's publication in the Odisha Gazette.

By Order of the Governor

 29/11/2019

(Nikunja Bihari Dhal, IAS)
Principal Secretary to Government

Memo No. 3260 / R&DM Dated 29.01.2019

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 01.02.2019 and supply 50 (fifty) copies to this Department.

Sujal
29.1.2019

Additional Secretary to Government

Memo No. 3261 / R&DM Dated 29.01.2019

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 / Secretary, Board of Revenue, Odisha, Cuttack / IGR, Odisha, Cuttack / DLR&S, Odisha, Cuttack / all RDCs / all Collectors / all ADM-cum-DRs / all Sub-Collectors / all DIGRs / all Tahasildars / all Registering Officers.

Sujal
29.1.2019

Additional Secretary to Government

Memo No. 3262 / R&DM Dated 29.01.2019

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

Sujal
29.1.2019

Additional Secretary to Government

Memo No. 3263 / R&DM Dated 29.01.2019

Copy forwarded to the Private Secretary to the Chief Secretary, Odisha / Development Commissioner-cum-Additional Chief Secretary, Odisha / Agriculture Production Commissioner, Odisha for kind information of the Chief Secretary, Odisha / Development Commissioner-cum-Additional Chief Secretary, Odisha / Agriculture Production Commissioner, Odisha.

Sujal
29.1.2019

Additional Secretary to Government

Memo No. 3264 / R&DM Dated 29.01.2019

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

Sujal
29.1.2019

Additional Secretary to Government

Memo No. 3265 / R&DM Dated 29.01.2019

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

Sujal
29.1.2019

Additional Secretary to Government

UNDERTAKING

U/R 100(1)(a) OF THE ODISHA REGISTRATION RULES,1988

(Postal delivery of Registered Document)

I hereby authorise the Registering Officer,,
to return the document bearing Application Id / Document No.
..... Date by post to me/the person
duly authorised by me in the following postal address.

Complete Postal Address (IN CAPITAL LETTERS)

.....

.....

P.O. Town/City

District State

Landmark (if any)

PIN

Mobile No.(Recipient)

Date

Signature of the Presentant

.....

(To be pasted on the envelope)

Complete Postal Address (IN CAPITAL LETTERS)

To

.....

.....

P.O. Town/City

District State

Landmark (if any)

PIN

Mobile No.(Recipient)