

#### Board of Revenue, Odisha, Cuttack (Rajaswa Bhawan, Chandini Chowk, Cuttack-2: email: igrodisha2012@yahoo.com / for OeSL: IGR PMO)

ରାଳସ ବୋଡ଼ି, ଓଡ଼ିଶା, କଟକ

(Registration Wing)

No. 3789

3789 Date. 03-08-2018

From

Shri G. G. Debata, IAS Inspector General of Registration, Odisha Cuttack

To

**All Registering Officers** 

Subject : General Guidelines regarding Collection of User Fees for postal delivery of ROR

through Speed Post after order in Mutation Case.

Reference: Government of Odisha, Revenue and D.M. Department, Resolution No. 26916 Dated.

21st July 2018

#### Madam/Sir,

With reference to the above resolution of the Revenue & D.M. Department the following guidelines are issued for uniformity in implementation of the instructions contained therein.

- The Registering Officer shall open a savings bank account in the nearby branch of any Nationalized Bank to be operated jointly by the Registering Officer and Head Clerk. In the absence of Head Clerk the account shall be jointly operated by the Registering Officer and the senior most ministerial staff of the registration office.
- The claimant of the document shall be asked to furnish the correct address to which the ROR shall be delivered in the Form at Annexure-A
- 3. The Registering Officer shall issue a system generated money receipt along with complete address in which ROR is to be delivered.
- 4. The Registering Officer shall maintain a separate Cash Book in the format at Annexure-B for collection and deposit of User Fees. The daily cashbook report shall be generated from MIS Report of E-Registration process which shall be kept for record in a bound Register month wise.
- The Collection of User Fees for postal delivery of ROR shall be intimated at column No.13 of the Checklist Part-I at Annexure-C used for presentation of documents.
- The concerned Thasildar relating to the jurisdiction of the respective registration offices shall be intimated regarding the date from which the user fees for postal delivery of ROR is collected under intimation to this Directorate as well as to ADM cum DR, & DLRS&C.

All other instructions contained in the said resolution shall be followed scrupulously and meticulously.

Yours faithfully

Inspector General of Registration

Odisha

3790 Date. 03.08-2018 Memo No.

Copy forwarded to the Additional Secretary to Government, Revenue & D.M. Department, Government of Odisha, Bhubaneswar for favour of information.

Memo No.

379) Date. 03-68-2018

Copy forwarded to the DLRS&C, Board of Revenue Odisha, Cuttack for favour of information.

3792 Date. 03.08.2018

Copy forwarded to all ADM cum DR for information and necessary action.

Memo No. 3793 Date. 03-08-2018

Copy forwarded to Project Manager, IL&FS Technologies Private Limited, Bhubaneswar for information and for immediate necessary configuration in the E-Registration Process as directed.

## ANNEXURE-A DETAILS OF COLLECTION OF USER FEES FOR POSTAL DELIVERY [No. 26916-RDM-Reg-EXINST-0001/2018/R&DM]

1.	Name of the Registration Offi	ice:
2.	Name of the Tahasil	
3.	Date of Execution	
4.	Date of Admission	
5.	<b>Document Application ID</b>	
6.	<b>Document Registration No</b>	
7.	Nature of Document	:SALE/ GIFT/ EXCHANGE/SETTLEMENT : PARTITION
8.	User Fee Paid for Postal Deli	very: Rs. 40/- MR No Date.
9.	Complete address for transm (IN C	nission of ROR by post: APTIAL LETTER'S) only
		PIN CODE :
10	. Mobile No :	
11	.E-mail ID :	

Signature of the Claimant.

#### NAME OF THE OFFICE:

### FORMAT OF CASH BOOK TO BE MAINTAINED FOR COLLECTION OF USER FEES OF Rs 40/- FOR TRANSMISSION OF DOCUMENT

SI. No.	DOCUMENT ID NO.	DOCUMENT NO.	DATE OF REGISTRATION	TYPE OF DEED Name of Tahasil	Name & Full Address of the Claimant to which ROR shall be sent (use CAPITAL LETTERS)	Amount of user fees Collected	Amount Deposited in DLRS&C account
							1- p
			2				
			100000000000000000000000000000000000000				

# CHECK LIST OF DOCUMENTS PART - I

1.	Name of the Office	
2.	Date of Execution	
3.	Date on which 04 Months Expire	
4.	Date of Presentation	
5.	Date of Admission	
6.	Document Application Id No.	
7.	Classification of Document	
a.	According to the Checking Clerk	
b.	According to the Registering Officer	
8. C	onsideration Money/ Valuation set Forth	
9. St	tamp Duty Payable	
10.	Stamp Duty Paid	
11.	Fees Payable	
12.	Fees Paid	
13.	User Fees Paid for postal delivery of	ROR: Rs 40/- M. R. No.:
14.	Name & Dated Signature of the Checking Clerk	
15.	Name & Signature of the Registering	g Officer
a.	Who admitted the Document	
b.	Who registered the Document	
ate .		Registering Officer

## $\begin{array}{ccc} P\,A\,R\,T & -I\,I \\ \text{(For SALE/ GIFT/ PARTITION/ EXCHANGE/ SETTLEMENT DEEDS)} \end{array}$

Village/ Thana No.	Plot No.	Area	Valu State	
			(*)	
			-	1 = 1 - 1
2. BENCHMARK GUII	DELINE VALUA	ATION FOR THE	CATEGORY	Y OF THE PLOT
Category of	the Plot	Pl	ot No.	Value/ Acre
				S . S .
		The state of the s		
		Area X Value	e = Bench l	
2.A. Volume No. & Page 3. Market Value of Land			e = Bench l	
		Area X Value	e = Bench l	
3. Market Value of Land  Market value of the l	l: Category	Area X Value Per A	e = Bench l	
3. Market Value of Land	and (Higher of the tructure (if any)	Area X Value Per Ac	e = Bench l	
Market Value of Land  Market value of the I  Market value of the S  Market Value of the I	and (Higher of the tructure (if any)	Area X Value Per Ac	e = Bench l	
Market Value of Land  Market value of the I  Market value of the S  Market Value of the I  Total V	and (Higher of the tructure (if any) Land & Structure Value of the Prop	Area X Value Per Ac	e = Bench l	
Market Value of the I  Market value of the S  Market Value of the I  Total V  Whether the document	and (Higher of the tructure (if any)  Land & Structure  Value of the Proport is suspected	Area X Value Per Ac  ne two) : : : : :	e = Bench l	
Market Value of the I  Market value of the S  Market Value of the I  Total V  Whether the document to be undervalued.	and (Higher of the tructure (if any)  Land & Structure  Value of the Proport is suspected  ed to Stamp Colle  the Clerk who	Area X Value Per Ac  ne two) : : : : :	e = Bench l	