



Government of Odisha

Board of Revenue, Odisha, Cuttack

(Rajaswa Bhawan, Chandini Chowk, Cuttack-2 : email: igrodisha2012@yahoo.com / for DeSL: IGR PMO)

ରାଜସ୍ୱ ବୋର୍ଡ, ଓଡ଼ିଶା, କଟକ

(Registration Wing)

No. 3789 Date. 03-08-2018
17-124/18

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.

1. 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.
2. 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.
5. 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.
6. 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.

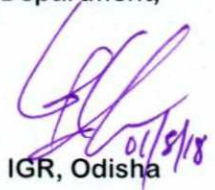
All other instructions contained in the said resolution shall be followed scrupulously and meticulously.

Yours faithfully


Inspector General of Registration
Odisha

Memo No. 3790 Date. 03-08-2018

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


IGR, Odisha

Memo No. 3791 Date. 03-08-2018

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


IGR, Odisha

Memo No. 3792 Date. 03-08-2018

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


IGR, Odisha

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.


IGR, Odisha

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

1. Name of the Registration Office:
2. Name of the Tahasil :
3. Date of Execution :
4. Date of Admission :
5. Document Application ID :
6. Document Registration No :
7. Nature of Document :SALE/ GIFT/ EXCHANGE/SETTLEMENT
: PARTITION
8. User Fee Paid for Postal Delivery: Rs. 40/- MR No
Date.
9. Complete address for transmission of ROR by post:
(IN CAPITAL LETTER'S) only

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..... PIN CODE :
10. Mobile No :
11. E-mail ID :

Signature of the Claimant.

**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. Consideration Money/
Valuation set Forth :
9. Stamp 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 Officer
 - a. Who admitted the Document :
 - b. Who registered the Document :

Date

Registering Officer

