



Government of Odisha

*Board of Revenue, Odisha, Cuttack*

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

ରାଜସ୍ୱ ବୋର୍ଡ଼, ଓଡ଼ିଶା, କଟକ

(Registration Wing)

No. 2915 /Regn. Date 02.08.2017  
vlll-4/13

From

Shri U. N. Mallick, IAS  
Inspector General of Registration, Odisha

To

All ADM-cum-District Registrars  
All Registering Officers

**Subject : General Guidelines for registration of documents on the same day and return of the registered document within 03 days of presentation.**

Madam/Sir,

On receipt of grievances received in the directorate and from the reports generated in the E-Registration process and feedback received & observation of the Senior Officers of the department during their field visits, it has been noticed that the documents presented for registration are not completed within 03 days of presentation in most of the registration offices causing serious dislocation and failure of delivery of the public service as per the provisions of the ORTPS Act, 2012.

The Principal Secretary to Government, Revenue & D.M. Department during his recent field visit to the Office of the District Sub-Registrar, Bhubaneswar has expressed his displeasure regarding the failure on the part of the Registering Officers to complete the registration of the Documents within 03 days of presentation of the documents. The reasons cited for their failure to do so have not been justified, or appropriate. In most of the cases the documents are kept pending for signature of Registering officers or for scanning and uploading after days of electronic approval in the e-Registration process.

Since the public has a right to public service under ORTPS Act, 2012 to get back their registered documents within a period of 03 working days, failure to do so by the designated officers (District Sub-Registrar/Sub-Registrar) makes them susceptible to the penal provisions of the said Act.

In order to avoid such undesirable and unpleasant situation, all the Registering officers are hereby directed to follow the following guidelines for completion of the documents within one day of presentation and delivery the document within three days when the presentant or his/her authorized person comes to office to receive the documents.

Yours faithfully

  
Inspector General of Registration  
Odisha

Memo No. 2916 Date. 02.08.2017

Copy forwarded to the Principal Secretary to Government, Revenue & D.M. Department, Bhubaneswar for information.

  
Inspector General of Registration

Memo No. 2917 Date. 02.08.2017

Copy forwarded to <sup>all</sup> Deputy IGRs for information and they are requested to monitor the completion of registration of documents on the same day and return of the registered documents within 03 days in the sub-ordinate registration offices under their control.

They are also requested to suggest any additional measures/ support services to ensure the return of registered documents within 03 days to the registrant public

  
Inspector General of Registration

Memo No. 2919 Date. 02.08.2017

Copy forwarded to the Chief Executive Officer, IL&FS Technologies Ltd, Bhubaneswar, for information & necessary action.

  
Inspector General of Registration

**GUIDELINES FOR REGISTRATION OF DOCUMENTS ONE THE SAME DAY FOR RETURN OF  
THE REGISTERED DOCUMENT WITHIN 03 DAYS OF PRESENTATION**

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1. Notwithstanding the conditions of admissibility as per Rule No. 25 of Odisha Registration Rules, 1988 the documents along with all statutory forms, papers & other documents as applicable shall be received by the Office within the presentation hours i.e. till 2.30 p.m. only. No document shall be accepted for registration if not complete in all respect. (Use the enclosed Checklist Format to ensure that the Document presented is complete in all respect)
2. After necessary checking and assessment of market value of the transacted property in case of documents of Gifts/Sale/Exchange/Partition/Settlement, the Document Application Id shall be created till 3.30 P.M. for the timely completion of the registration process of the documents by 4.30 p.m. at the Operator Level.
3. The biometrics of the parties and generation of fees receipts shall be made on first come first served basis and all the documents after generation of fees receipt & capture of biometrics shall proceed for approval by the Registering office before the close of the Office on the same day.
4. A transit register shall be maintained by the Registering Officer for movement of every document between the Data Entry Operator & Office for tracking of the registration process & time taken for each process.
5. The documents so processed shall be approved by the Registering Officers on the same day positively. The Registering officer may Reject/ keep it pending only for the reasons laid down in the Act and Rules framed there under. The documents cannot be rejected and kept pending for any flimsy reasons.
6. Printing of endorsements shall be made immediately after approval of the document on the same day of approval and shall be signed by the Registering Officer with Seal of the Office on the same day.
7. Scanning & uploading of the signed documents shall be done immediately after seal & signature of Registering Officer. The Data Entry Operators shall be suitably directed by the professional agency for scanning & uploading of the documents promptly without any delay.

8. The Registering Officer shall ensure that the registration of documents are completed on the same day of presentation and shall be kept ready for return of the registered document within the three days for necessary compliance of the delivery of public service regarding registration of documents under ORTPS Act, 2012.
9. The registering Officers shall immediately report regarding the service deficiency of Data Entry Operators, or regarding any misconduct and undisciplined behaviour of the data entry operator engaged in his office, to the Professional Agency of the E-Registration Process for resolution of the issue within 24 hours of receipt of the complaint.
10. The professional agency is directed to resolve all the issues of malfunctioning of any computer hardware system or the peripheral devices within 24 hours of receipt of the report/complain of malfunctioning of any device by the Registering Officer.
11. The professional agency for operation of E-Registration process is directed to sensitize the data entry operators to strictly follow the workflow and shall resolve the issues of misconduct and undisciplined conduct of the data entry operators by transfer/ substitution/ removal/ deployment of the reported data entry operator within 24 hours of the receipt of the report by the Registering officers.
12. The District Registrars shall strictly monitor and ensure that the documents presented for registration are completed on the same day and are made ready for return to the party within 03 days positively in all possible cases. They are requested to report regarding deficiency of service by the Registering officers to this directorate for necessary action against the defaulting Officers.

  
Inspector General of Registration

## CHECKLIST FOR DOCUMENTS

### DETAILS OF THE EXECUTANT/CLAIMANT/ IDENTIFIER/ CONSENTANT OF A DOCUMENT.

- ◇ Whether Name & Additions such as Age, Father/Mother/Husband's name, caste (General/ Schedule Caste/ Schedule Tribe), profession, Permanent address & Present address complete with Post office, P.S. & Pin code has been mentioned or not
- ◇ Mobile Number of all the parties
- ◇ Id Proof - Any acceptable ID Card has been enclosed or not
- ◇ Aadhar No. (if available)

### REQUIREMENT OF DOCUMENTS/ FORMS/ PAPERS/ DECLARATIONS

- ◇ Properly Executed Document along with its True Copy
- ◇ Maps/ trace maps/ plans etc. in duplicate
- ◇ Passport size photograph with LTI, & Signature on the Document & on its True Copy
- ◇ Copy of R.O.R. and all other supporting documents in proof of title of the immovable property transacted.
- ◇ Copy of Encumbrance certificate from the date of publication of R.O.R. by Settlement/ Consolidation authority till the date of presentation of the Document.
- ◇ Id Proof all the parties (Executants, Claimants, Identifiers, & consentants)
- ◇ I.T. Form No. 60 duly filled in the absence of PAN
- ◇ Caste Certificate if belongs to Schedule Caste/ Schedule Tribe
- ◇ Copy of permission from the competent authority where such permission is required for the transaction of property.
- ◇ Declarations in Form No. A if no structure exists on the transacted plot, & Form No. B (if any structure exists on the transacted land)
- ◇ All other documents like, Aadhaar, PAN required under Rule-9 of the Prevention of Money-laundering (Maintenance of Records) Second Amendment Rules, 2017 where the cash transaction are above Rs 50,000/-

## CHECKING OF THE DOCUMENT: Preparation of Checklist Part-I

- ◇ Date of Execution
- ◇ Date of Purchase of Stamp on which the Document has been scribed and it should not be post dated to the date of execution.
- ◇ Nature/Classification of Document for chargeability of proper Stamp Duty and Fees (in the Checklist Form Part-I)
- ◇ Amount of Stamp Duty, payable and amount of Stamp Duty paid.
- ◇ Whether the Document is to be impounded if deficiently stamped.
- ◇ Whether the Document is under-valued or not (from Checklist Part-II)
- ◇ Whether land transacted, belongs to class of lands prohibited for transaction under Section -22-A of the Registration Act.
- ◇ Whether the land has been fully described for proper identification with Jurisdictional R.I. office, Tahasil Office, Registration Office, District, Village, Thana No., Plot No., P.S., Khata No., Plot No., Area Transferred with Total Plot Area, Classification of Land/Kissam of Land, Four boundaries of the Plot if the transacted plot is part plot, Annual Rent Reserved, & market value of the land,
- ◇ The Details of the Structure as per Form No. B if existing over the transacted land with cost of ancillary structures, cost of Electric connection/sanitary & water supply facility.
- ◇ Details of recitals evidencing the flow of title of the Seller and authority of the Executant to execute the document in case he is not the Recorded tenant of the transacted property.
- ◇ Mandatory declarations on the documents as required by Other Acts and Rules
- ◇ Living certificate of the Principal on the document where the document is executed by a Power of Attorney Holder.

When the document is complete in all respect and is admissible for registration the Document Application id shall be generated and the registration process shall be initiated.

  
Inspector General of Registration

## CHECK LIST OF DOCUMENTS PART - I

1. Name of the Office :
2. Date of Execution :
3. Date on which 04 Months Expires :
4. Date of Presentation :
5. Date of Admission :
6. Document Application Id No. :
7. Nature 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. Name & Dated Signature of  
the Checking Clerk :
14. Name & Signature of the Registering Officer
  - a. Who admitted the Document :
  - b. Who registered the Document :

Date .....

Registering Officer

**PART - II**  
**(For SLAE/ GIFT/ PARTITION/ EXCHANGE/ SETTLEMENT DEEDS)**

Document Id No. .... / 2014

Total Value. ....

1. Description of Property

Village/ Thana No.	Plot No.	Area	Value Stated	Category/ Kissam

2. BENCHMARK GUIDELINE VALUATION FOR THE CATEGORY OF THE PLOT

Category of the Plot	Plot No.	Value/ Acre

2.A. Volume No. & Page No. of Bench Mark Valuation Register :

2.B Value/Acre of the plot if transacted earlier (From E.C.) :

3. Market Value of Land:       $Category \ Area \times \frac{Value}{Per \ Acre} = Bench \ Mark \ Value$       Value as stated

Market value of the land (Higher of the two)

4. Market value of the Structure (if any) :

5. Market Value of the Land & Structure :

Total Value of the Property :

6. Whether the document is suspected to be undervalued. :

Date on which referred to Stamp Collector :

7. Name & Signature of the Clerk who worked out the Market Value. :

8. Name & Signature of the Head Clerk supervising the referability. :

Date.....

Name & Signature of the Registering Officer