



Board of Revenue, Odisha, Cuttack  
(Registration Wing)

From No. IX- 171/2018 **6482** /Regn. Date **14.12.2018**  
Dr. Smita Mohanty, OAS(I)JB  
Under Secretary,(Regn.)

To All Registering Officers of the state.

Sub: Guideline for preparation and submission of immovable property deeds for taking prior appointment from the concerned Registering Officer.

Sir,  
I am directed to enclose herewith a copy of Guidelines for preparation and submission sale deeds of immovable property online for taking prior appointment from the concerned Registering Officer, for taking necessary follow up action at your end.

Yours faithfully,  
  
Under Secretary,(Regn.)

Memo No. **6483** /Regn., dated **14.12.2018**  
Copy forwarded to the Addl. Secretary to Govt. Revenue and Disaster Management Deptt., Odisha, Bhubaneswar for information and necessary action w.r.t. Govt. in Rev. & D.M. Deptt. letter No.44863/R&DM dated 13.12.2018.

Under Secretary,(Regn.)

Memo No. **6484** /Regn., dated **14.12.2018**  
Copy forwarded to All ADM-cum-District Registrars and Deputy I.G.R. Central/ Northern/ Southern Range for information and necessary action.


Under Secretary,(Regn.)

**Draft guidelines for preparation and Submission of sale deeds of  
immovable property for taking prior appointment from the  
concerned Registering Officer**

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Government in Revenue and Disaster Management Department received recommendations from Department of Land Resources, Ministry of Rural Development, Government of India to reengineer the registration process for the convenience of the Citizens with a view to bring about greater transparency and enhancing efficiency in the delivery of registration services. Accordingly the following guidelines are issued to achieve the above objective in the public interest.

- (1) The Citizens can prepare their sale deeds using the predesigned model sale deeds in the e-Registration Application Software. The Citizens have the prerogative to modify/customize the deed as per their legal necessities.
- (2) Citizens can prepare their Sale Deeds both in English and Odia language.
- (3) They can submit prepared deeds online to the concerned Registering Officer for taking prior appointment.
- (4) The facility can be availed at [www.igrodisha.gov.in](http://www.igrodisha.gov.in) under "Online Submission of Document".
- (5) The procedure for preparation and submission of Sale Deed online is available in the IGR Portal with detailed instructions.
- (6) After getting the appointment date and time from the concerned Registering Officer, the Citizen can get the Deed Stamped through 3 different modes, i.e. e-Stamping, Franking and Impressed Non-Judicial Stamp Paper and present the same for registration in the proper office after execution.
- (7) Online submission of document has been enabled in our State since September, 2017 to comply the action points on the Business Reforms Action Plan (BRAP)- 2017 under Ease of Doing Business.

  
Inspector General of Registration,  
Odisha, Cuttack

GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

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RDM-Reg-COMM-0001-2018- 44863 /R&DM Dated 13.12.2018

THE S.R. ODISHA  
14 DEC 2018  
P-71  
IX-171/18  
V. P. 14/12/2018  
Today

From  
Shri Sashadhar Nayak, OAS (SAG)  
Additional Secretary to Government  
To  
The Inspector General of Registration,  
Odisha, Cuttack

Sub: Guidelines for preparation and submission of sale of immovable property deeds for taking prior appointment from the concerned Registering Officer.

Sir,  
I am directed to invite a reference to your letter No. 5911/Regn dated 16.11.2018 on the above noted subject and to send herewith the draft guidelines for preparation and submission of sale deeds online by registrant public for taking prior appointment from the concerned Registering Officer. I am further to say that Law Department have advised that there is no legal bar for issue of such guidelines.

You are, therefore, requested to issue the above guidelines immediately under intimation to this Department. You are further requested to organise one day orientation programme at ROTI on 18.12.2018 in two sessions. The training programme of Registering Officers of Southern and Northern Division shall be organised in the forenoon session from 11 AM to 1 PM and the officers of Central Division shall be oriented in the afternoon session from 3 PM to 5 PM in the conference hall of ROTI on the above date.

Yours faithfully

*[Signature]*  
13.12.2018

Additional Secretary to Government

Memo No. 44864 /R&DM Dated 13.12.2018

Copy forwarded to the Project Head, e-Registration, IL&FS Tech. Ltd., OCAC Building, Acharya Vihar, Bhubaneswar with instruction to prepare the software for demonstration and training on the above date and time.

*[Signature]*  
13.12.2018

Additional Secretary to Government

Memo No. 44865 /R&DM Dated 13.12.2018

Copy forwarded to the Director, ROTI for information and necessary action. The cost of the training may be borne out of Training Cost placed with ROTI.

*[Signature]*  
25.12.2018

Additional Secretary to Government