

Government of Orissa

Revenue and Disaster Management Department

No. 168 /RR&DM Dated 22-1-2010
1097-7/08

ORDER

1 Government of Orissa after taking careful consideration has finalized the following service charges to be collected from citizens for availing services through the Registration Offices:

- a) Issue of encumbrance Certificate (EC) through e-Registration System
- b) Issue of Certified Copy (CC) through e-Registration System
- c) For each registration of different type of documents.

2 Government after careful examination of the mechanism for collecting service charges, approves the operational procedure mentioned at paragraphs 3 to 7. Government hereby accords permission to the Inspector General of Registration, Orissa to levy the Service Charges and to adopt the operational procedure, with immediate effect.

3 The revenue receipt & user charges for services rendered at e-Registration Centres shall be collected by the Sub-Registrar or his authorized representative. A computer generated receipt shall be handed over to the citizen against user charges collected. By the end of the day's transaction, a compiled list of receipts for the day shall be printed out and neatly pasted in the cash book, which shall be duly authenticated by the D.S.R./ S.R./ Representative of OeSL. This cash book will be subject to audit by the Internal audit organization/ A.G. Orissa, Bhubaneswar.

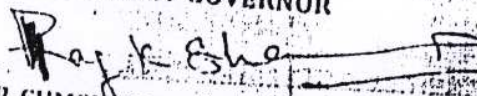
4 At the end of office/ transaction hours, reconciliation of the collections shall be done, based on computerized report generated from the e-Registration Software. Both Sub-Registrar or his representative & OeSL representative shall sign the report generated from Software at the end of day.

5 The user charges collected every day shall be deposited by the Sub-Registrar or his authorized representative in designated account of OeSL in the SBI Branch. OeSL shall accordingly transfer <<90%>> of the user charges so collected to II. & FS ETS, through a standing instruction to the designated bank. The remaining <<10%>> of the user charge collected shall be credited to an account duly designated by the Revenue & D.M. Department.

6 At the end of month, OeSL shall reconcile the bank statement with computerized report signed by OeSL representative & D.S.R./ Sub-Registrar. The reconciled report shall be submitted to the Government in Revenue Department.

7 A copy of the order is available on the Internet and can be accessed at the address - www.orissa.gov.in/revenue

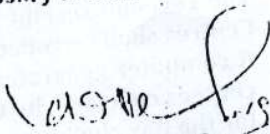
BY THE ORDER OF GOVERNOR



COMMISSIONER-CUM-SECRETARY TO GOVERNMENT

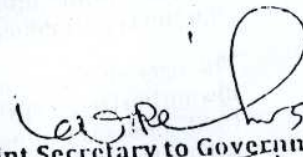
Memo No. 169 /R&DM Date. 2-1-2010

Copy forwarded to the Member, Board of Revenue, Orissa, Cuttack/ Inspector General of Registration, Orissa, Cuttack/ Commissioner cum-Secretary I.T. Deptt., Orissa, Bhubaneswar/ Secretary to Govt. Finance Department, Orissa, Bhubaneswar/ All Collectors/ All District Registrars/ All Deputy Inspector General of Registration/ All District Sub-Registrars/ All Sub-Registrars for information and necessary action.


Joint Secretary to Government
2/1/10

Memo No. 170 /R&DM Date. 2-1-2010

Copy forwarded to the Accountant General, Orissa, Bhubaneswar for information and necessary action.


Joint Secretary to Government
2/1/10