

District Sub Registrar Office, Sambalpur

Introduction

MANUAL-1

Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

1. Objective/propose of the public Authority:

This is an oldest Organization of the State. The first general law of Registration applicable throughout British India was passed in the year 1864 (Act XVI of 1864). The Aims and objectives of the organization are as follows:

- To provide public evidence of certain transactions.
- To afford publicity to the transaction.
- To secure conclusive guarantee of the authenticity of deeds.
- To protect individual from being deceived by entering in to transactions relating to properties previously disposed of.
- To afford facilities to people for providing service against any injury to the rights of property by loss or destruction of documents and transactions relating to immovable property.

2. Mission/ Vision statement of the public authority:

To render service to the General Public as well as the subordinate Registration Office as per the instruction of the Inspector General of the Registration/ District Registrar and Govt. guidelines.

3. Brief History of the public authority and context its function.

This office was functioning as a sub-registration office on 1861 and the establishment of this office is as here under:

Sl. No.	Post	Strength
1	2	3

1	District Sub-Registrar	1
2	Head Clerk	1
3	Senior Clerk	3
4	Junior Clerk	9
5	Daftary	1
6	Peon	2
7	Night watchman-Cum-Sweeper	1

The existing staff position is as follows:

Sl. No.	Post	Strength
1	2	3
1	District Sub-Registrar	1 (Incharge)
2	Head Clerk	1
3	Senior Clerk	2 (one on deputation)
4	Junior Clerk	4
5	Peon	Nil
6	Night Watchman-cum-Sweeper	Nil
7	Daftary	Nil

8. Expenditure of the public authority from the public for enhancing its effectiveness and efficiency.

To achieve the target (Govt. Revenue) as provided by Inspector General of Registration in shape of Stamp duty and Registration fees

from the registrant public is the main efficiency of the Registration wing.

9. Mechanism available for monitoring the service delivery and public grievance resolution.

E-registration process.

10. Address of the main office and other offices at different levels (Please categories the Address District wise for facilitating the understanding by the User)

District Registration Office, Sambalpur, At/ P.O/ Dist.- Sambalpur, Pin-768001.

11. Working Hours:

- Morning hours of the Office: 10.00 A.M
- Closing Hours of the Office: 5.30 P.M

(During peak summer 7.00 A.M to 1.00 P.M by order of the Govt.)

4. Duties of Public Authority:

The registration organization is a part of Revenue Department. The Inspector General of Registration is the chief controlling officer of the state, who frames the Rules for the Registration Department and approved by the Govt. of Odisha. Besides the above the A.D.M. of the District is functioning as District Registrar of the District. The Sub-Registrars are the Registering Officer of their own jurisdiction; whereas the District Sub-Registrar is the registering officer of his jurisdiction as well as the registering officer of the Sub District.

Besides Registration work, the D.S.R and S.Rs are discharging other work such as:

- Marriage officer of their own jurisdiction as provided in special Marriage Act 1954.
- They have also authority to grant money lending license.

- Provide Non-Encumbrance/Encumbrance Certificate to the parties and Schedule Banks.
- They exercise the power of stamp collector as provide u/s (2) of Indian Stamp Act 1899.
- In order to check the Forged Stamp Papers, E-Stamp or Franking Stamps are provided to the registrant public.
- Provide Certified Copies of previously registered documents to the public.
- Provide intimate to public as per the R.T.I. Act 2005.

5. Main activities / Function of the Public Authority:

The allocation of business of the establishment divided into two parts i.e

- Administrative
- Technical
- The administrative works allotted to 1 Junior Clerk.

The works are as follows:

- Establishment and Correspondence.
- Audit Inspection
- Bill and budget.

The works are given below:

- Checking of the documents.
- Scrutiny of the valuation, preparation of checklist, booking of documents u/s 47A.
- Prepared of endorsement and filing of the documents.
- Taking Photo, Signature and Thumb Impression of the parties thorough biometric.
- Preparing Certified Copies & E.C.
- Deliver the documents to the parties.

6. List of services being provided by the public authority with a brief write up on them:

All possible steps have been taken to render service to the General Public as detailed below:

- Provide valuation of land to the parties.
- Deliver the document in time.
- Delivery of the E.C. / C.C to the parties.

7. Organizational structure diagram at various levels namely state, Directorate, Registration District, Block etc. (Whichever is applicable)

- Revenue & D. M. Department
- Inspector General of Registration
- District Registrar
- District Sub-Registrar
- Sub-Registrar
- Head Clerk
- Senior Clerk
- Junior Clerk
- Peon

MANUAL-2

Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl. No.	Â		
1	Designation	Sub-Registrar	
	Power	Administrative	Head of office controlling the staff reporting C.C.R of the staff & registering the documents.
		Financial	
		Others	
	Duties	One Jr. Clerk in charge of Establishment & of Bill & budget.	

One Jr. Clerk in charge of search in charge of Report & Return.

One Jr. Clerk in charge of technical.

MANUAL-3

Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

Sl. No.	Subject on which the decision is to be taken	Guidelines/ direction if any	Process of execution	Designation of officers involved in decision making	Contact information of above mentioned officers	If satisfied by the decision where and how to apply
1	2	3	4	5	6	7
1	Registration of various type of documents	Stamp Act & Regn. Manual	As under Act 1894 & Manual 1908	District Registrar/ D.S.R, Sambalpur		I.G.R
2	Registration of Marriage	Spl. Marriage Act-1954	As under Act 1954	S.R.		I.G.R
3	Money lending license	Revenue & Excise Deptt.	As under Act 1939	D.S.R		D.R

4	Provide information Act as per R.T.I Act	R.T.I Act- 2005	As under Act 2005	P.I.O of the Office		Appellate Authority
---	--	-----------------	-------------------	---------------------	--	---------------------

MANUAL-4

Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

- Each document is registered after realization of Govt. Revenue in shape of stamp duty and Registration fees. After completion of statutory provision the documents are delivered to the parties within 3 days. In case any deficiency is found in course of Registration, the notices are being issued to the parties for necessary compliance.
- Notices in form No.3 under O.L.R Act 1965 Section - II Sub Sec- 5 & Rule-14 are sent online to the concerned Tahasildar for mutation of the sold land in favour of the buyer on the same days.
- Encumbrance Certificates have been issued to the public within 7 days from the date of receipt of the application. Similarly certified copies are issued within 7 days.
- Beside the above the Govt. letters are entertained in the same day and the reply submitted to the concerned quarters within 3 days. The reply relating to Assembly Question/ Parliament Question are submitted to the proper quarter in the same day by "Fax".

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

Sl.	Name of the Act,	Brief Gist of	Reference	Price in case of
-----	------------------	---------------	-----------	------------------

No.	Rules, Regulations etc.	the Contents	No., if any	Priced Publications
1	2	3	4	5
1	Registration Act			
2	Registration Manual			
3	Stamp Act			
4	Stamp Manual			
5	Special Marriage Act			
6	Odisha Service Code			
7	O.G.F.R			
8	Pension Rules			

MANUAL-6

Categories of Documents Under Control

[Section-4 (1) (b) (vi)]

Use the format given below to give the information about official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, others. (Please mention the level in place of writing others)

Sl. No.	Category of the document	Name of the document And its introduction in one line	Procedure to obtain the document	Held by/ Under control of
1	2	3	4	5
1		Various type of Registered	On production of receipt u/s 52 the	Sub-Registrar

		deed.	deed is delivered to the party	
2		Encumbrance Certificate/ Certified Copy	-do-	Sub-Registrar
3		Marriage Registration Certificate	-do-	-do-

MANUAL-7

Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

Nil

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

A statement of boards, council, committees and other bodies constituted as its part.

A committee such as District Level Bench Mark Valuation Committee Meeting meets biennially for revision of valuation of the land as provided.

in the Bench Mark guidelines.

(i) Sub-District Level Bench Mark Valuation Committee.

(ii) District Level Bench Mark Valuation Committee.

(iii) Function: The revision of the valuation biennially.

There is no need of any special revision of the Bench Mark Valuation since the villages are mostly rural by nature.

(iv) The Collector is the Chairman of the Committee. The District Registrar is the Member Convener Officer. The Commissioner of Municipal Corporation is the Member. All Sub-Collector, All Tahasildars, D.S.R. and all Sub-Registrars are the Member. 02 private persons are the nominee of the committee.

(v) The Collector is the Head of the Body.

(vi) The Collector.

(vii) The Tahasildar, Executive Officer-Municipality, Executive Engineer, (R&B) are members of the Committee.

(vii) 2 numbers of public persons are the member of the committee.

(ix) Minutes of the meeting prepared.

(x) The minutes of the meeting are made available to the public.

MANUAL-9

Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sri Niranjan Sahu, OAS-1 (JB)	District Sub-Registrar I/c		7008273700			District Sub Registrar Office, Sambalpur
2	Sri Kishor Kumar Sahu	Head Clerk		9861017399			District Sub Registrar Office, Sambalpur

3	Sri Ashok Kumar Nanda	Senior Clerk		8456988317			District Sub Registrar Office, Sambalpur
4	Sri Anil Kumar Mallik	Senior Clerk (on Deputation)		7008771342			Sub-Registrar, Office, Rengali
5	Sri Amaresh Chandra Panda	Jr. Clerk		8917364238			District Sub Registrar Office, Sambalpur
6	Sri Om Prakash Padhan	Jr. Clerk		7008056799			District Sub Registrar Office, Sambalpur
7	Sri Priya Ranjan Naik	Jr. Clerk		9778174905			District Sub Registrar Office, Sambalpur
8	Sri Sonu Mirdha	Jr. Clerk		9090152756			District Sub Registrar Office, Sambalpur

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Monthly Remuneration (In Rs.)	The Procedure to Determine the Remuneration
---------	------	-------------	-------------------------------	---

				as Given in the Regulation
1	2	3	4	5
1	Sri Niranjan Sahu	D.S.R. I/c		
2	Sri Kishor Kumar Sahu	Head Clerk	49520/-	
3	Sri Ashok Kumar Nanda	Senior Clerk	30691/-	
4	Sri Anil Kumar Mallik	Jr. Clerk	33108/-	
5	Sri Amaresh Chandra Panda	Jr. Clerk	27804/-	
6	Sri Om Prakash Padhan	Jr. Clerk	27804 /-	
7	Sri Priya Ranjan Naik	Jr. Clerk	11830/ -	
8	Sri Sonu Mirdha	Jr. Clerk	11830/ -	

MANUAL-11

Budget Allocated to each Agency

[Section-4(1) (b) (xi)]

Dose not relate to the Organization.

MANUAL-12

Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

Dose not relate to the Organization.

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations
Granted

[Section-4 (1) (b) (xiii)]

Not Applicable

MANUAL-14

Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

Not Applicable

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining
Information

[Section-4 (1) (b) (xv)]

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	Notice Board		
2	Inspection of Records in the office		
3	System of issuing of copies of document		
4	Through R.T.I		

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1		District Sub-Registrar, Sambalpur		7008273700			District Registrar Office, Sambalpur

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1		District Registrar & ADM, Sambalpur					District Registrar Office, Sambalpur

MANUAL-17

Other Useful Information

[Section-4 (1) (b) (xvii)]

1. Related to seeking information:

- i. Application form: Form A to be shown.

ii. Fees: Application fees: Rs. 10.00 for General, Nil for BPL applicant.

Content for this page yet to be published Content for this page yet to be published