

**PRO-ACTIVE DISCLOSURE OF INFORMATION UNDER SECTION(D) OF RTI
ACT-2005 OF SUB-REGISTRAR OFFICE : BANPUR, DIST-KHURDA.**

MANUAL-1

Information on identification of records that can be available to General Public under the provision of RTI Act-2005.

Objective/Purpose of the Public Authority→	This is a Government Office of Government of Odisha established on 01.11.1973. With reference to Act-XVI of 1864, the first law enacted on the year 1864- this Office caters services for i) registration of various types of documents of immovable properties, ii) to issue of Encumbrance Certificates(E.C) on land transactions & Certified Copies(C.C.) of registered documents iii) Solemnization & registration of marriages under the Special Marriage Act-1954 and to issue the Money Lending Licenses to the intending applicants. Being one of the key sources of Government Revenue Collection this office provides public evidence of certain transaction, affords publicity to the transaction, secures conclusive guarantee of the authenticity of the deeds and protects the registrant public from the transactions of properties which were previously disposed of.
Mission/Vision Statement of the Public Authority→	This office provides the services to the General public on registration of documents and other related works as per the guidelines prescribed by the Directorate and Competent Authority.
Brief History of the Public Authority and context of its formation →	On 01.11.1973- this office was established at Banpur comprising of 362 villages (Mouzas) spread over Banpur & Chilika Tahasils under jurisdiction of entire Banpur Police Station . This office runs with a staff capacity(yardstick) of Sub-Registrar-1, Head Clerk-1, Senior Clerk-1, Junior Clerks- 4, Peon-1 and Night watchman-cum-Sweeper(contingent paid)-1 whereas the present staff position is as follows:- SR-1(under training), HC-1, SC-2 (1 is under deputation to this from other office) and Night watchman-cum-Sweeper(contingent paid)-1 .
Duties of the Public Authority→	The Public Authority is a Registering Officer of the Sub-Division- Banpur who performs duties as per executive instructions & guidelines issued by the Administrative Head - the I.G.R., Odisha, Cuttack. In addition to normal Registration work- the Public Authority(Sub-Registrar, Banpur) discharges the duties of providing EC/CC, Marriage Certificates(under the Special Marriage Act-1954), Money Lending Licenses , acting as Stamp Collector as provided u/s (2) of Indian Stamp Act-1899 and to issue franked stamp papers through Franking Machine No- PB-1186, SR-BANPUR-37 in order to check the forged stamp papers. ORDER
Main activities/Function of the Public Authority→	Generally, the work of the establishment divided as A) Administrative and B) Technical. The Administrative work of this office i:e: i) Establishment & Correspondences ii) Audit/Inspection are allotted to the Head Clerk in addition to his own duties, due to scarcity of staff. The remaining Administrative work i:e: Bill and Budget along with Technical work like Scrutiny of valuation, preparation of Check List, booking of documents, preparation of EC/CC, Delivery of documents , Solemnization & Registration Marriages and the work of Record Keeper are allotted among the 2 (two) Senior Clerks. The Head Clerk is the Supervising Authority of both A) Administrative and B) Technical work.

List of Services being provided by the Public Authority.....→	P.A. provides the valuation of land to the parties as per Bench Mark Valuation, delivers the registered documents, EC/CC to the parties, transmits the notices in Form No-3 under OLR Act, and franked stamp papers to the parties.
Organizational Structure Diagram at various levels....→	The organizational Structure of this office is begins from:- Government of Odisha → Directorate→ District Registrar →.District Sub-Registrar→ Sub-Registrar → Head Clerk → Senior Clerk → Junior Clerk →Peon → Night watchman-cum-Sweeper.
Expectation of P.A. from the public for enhancing its effectiveness and efficiency→	To achieve the Revenue Collection target as fixed by the Directorate through the District Registrar.
Arrangement of methods made for seeking public participation →	Not applicable.
Mechanism available for monitoring the service Delivery and public Grievance resolution→	The registration of Documents through electronic methods which is called as e-registration or e-dharani have been implemented since 19.02.2010 in this office to provide quick registration services to general public.
Address of the main office and other offices at different levels.....→	This Office functions in its own building at Banpur PIN-752031 P.O/P.S- Banpur Dist- Khordha in the State of Odisha . The office is under the control of District Registrar, Khordha at Bhubaneswar, P.O.-BJB Nagar-751014, Bhubaneswar Dist- Khurda. The Directorate i:e: Office of the I.G.R., Odisha is at Board of Revenue, Odisha, Rajaswa Bhavan Building Cuttack-2.
Office Time-	Morning Hours of the Office begins at 10am and closing hours of the Office is 5 pm.Acceptance of documents for registration is from10.30 to 02.30 pm. And in the Summer season the office started functioning from 7am to 1 pm. And the presentation ofdocuments shall be 7.30 to 10.30 am.

MANUAL- 2.

Powers and duties of the Officers and employees

(Please provide details of the powers and duties of the officers and employees of organization):-

Designation	Power & duties	Details
Sub-Registrar	Administrative and Financial	The Administrative capacity involves as Head of Office, Controlling to staff, reporting the CCRs of the staff and registration of documents. The financial powers conferred upon the Sub-Registrar declared him as Drawing & Disbursing Officer for drawing and disbursing the salary and other claims of the employees and pensioners.
Head Clerk		General supervision, Checking various documents and check List Part-II. Scrutiny of files and process of files, deal in Establishment and Correspondences along with Audit &

		Inspection files. Writing of Fees Book & Cash Book and confidential matters.
Senior Clerk-1		Checking of Valuation, booking of documents, Bench Clerk to the SR, Copying of endorsements of documents, Marriage related works, Bill Budget work, Franking of NJS and other work.
Senior Clerk-2		In charge of Record Keeper, preparing of EC/CC, maintaining of such registers, All Reports & returns Correspondences and all other works allotted from time to time.

MANUAL-3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS:-

Sl. No	Subject on which the decision is to be taken	Guidelines/direction of any	Process of execution	Description of Officers involved in decision making	Contact information of above mentioned officers	If not satisfied by the decision where and how to apply	Remarks
1	2	3	4	5	6	7	8
1	Registration of Various type of Documents	Stamp Act & Registration Manual	As under Stamp Act 1899 and Registration Manual 1908	Sub-Registrar.		DR/I.G.R.	
2	Solemnization & Registration of Marriage	Special Marriage Act-1954	As under Act-1954	S.R.as Marriage Officer		D.S.R	
3	Issue of EC/CC	As per Registration Rules-1988	As under Rule-1988	S.R.		District Registrar	
4	Registration of Money Lending License	Revenue & Excise Department Notification Dated 20.02.1987 (SRO No-500/87)	As under Act-1939(Orissa Act-3 of 1939)	S.R.			
5	Providing Information as per RTI Act-2005	RTI Act-2005	PIO of the Office	S.R.		1 st .Appellate Authority	

MANUAL-4

Norms for discharge of Functions:-

As per section 68 & 69 of the Registration Act-1908, the Inspector General of Registration, Odisha, Cuttack has the power to issue Circulars and norms for discharge of duties by SRs and subordinate staff members. Day to day activities carried out through the norms mentioned in the Registration Manual.

MANUAL-5

Rules, Regulations, instructions, manuals and records for discharging functions:-

1. Registration Act
2. Registration Manual
3. Stamp Act
4. Stamp Manual
5. Special Marriage Act
6. Service Code
7. Orissa Records Manual
8. Orissa Treasury Code
9. Instructions on Franking of Non Judicial Stamp
10. Orissa Money Lending License Rules.

MANUAL-6

A statement of the categories of documents that are hold by it or under its control.

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 deeds.	On production of the receipt u/s 52 issued at the time of registration of the document, the deed is delivered to the party.	By the Sub-Registrar.
2		Encumbrance Certificates/ Certified Copies	On production Search receipts issued by the office at the time of filing of application, the prepared EC/CC delivered to the party.	By the Sub-Registrar.
3		Certified Copies of Marriage Solemnization/Registration Certificates.	By tendering application for the same by the party concerned or by 3 rd .party.	By the Sub-Registrar-cum- Marriage Officer.

4.		Money Lending License	By tendering application for the same along with the applicable/requisite fees deposited through Treasury Challan.	Under Control of the Sub-Registrar.
5		Franking of NJS	By tendering application for the same along with cash by the parties of the document.	By the Sub-Registrar

MANUAL-7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation thereof.(Section 4(1)(b)(vii):-

NIL.

MANUAL-8.

Particular of Board, Council, Committees and other bodies constituted as its parts. Section 4(1)(b)(viii):-

Not applicable to this office.

MANUAL-9 .

Directory of Officers and employees Section 4(1)(b)(ix):-

Sl1 No	Name	Designation	STD Code	Phone No		Fax	e-mail	Address	Remarks.
				Office	Home				
1	2	3	4	5	6	7	8	9	10
1	Sri Bijoy Kumar Pollai. (Under training)	Sub-Registrar						Sub-Registrar Office, Banpur. At/P.O=Banpur, Pin-752031, Dist-Khordha.	Training will be completed on 22.11.2011 and he will join on 23.11.2011.
2	Sri Umesh Chandra Khatai.	Head Clerk						-do-	
3	Sri Bijayananda Pattanaik	Senior Clerk						-do-	Under deputation from other office to this office
4.	Sri Ajaya Kumar Samal	Senior Clerk						-do-	
5.	Sri Trilochan Naik	Night watchman -cum - Sweeper						-do-	Contingent paid

MANUAL-10.

The monthly remuneration received by each of its officers and employees, including the system of Compensation as provided in Regulations;-

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory Allowance	The procedure to determine the remuneration as given in the regulations
1	Sri Bijoy Kumar Pollai	Sub-Registrar	Rs.16,970/- +DA+HRA (as admissible)	-	-
2.	Sri Umesh Chandra Khatai	Head Clerk	Rs. Rs.16,490/- +DA+HRA (as admissible)	-	
3.	Sri Bijayananda Pattanaik	Senior Clerk	-	-	His salary is being drawn at his mother office.
4.	Sri Ajaya Kumar Samal	Senior Clerk	Rs..10,620/- +DA+HRA (as admissible)		
5.	Sri Trilochan Naik	Night watchman-cum -Sweeper	-	-	Contingent paid

MANUAL-11 to MANUAL-14.

Not applicable to this organization.

MANUAL-15:-

The particulars of facilities available to citizens for obtaining information:-

a. Office Library	No
b. Drama and shows	No
c. Through news paper	No
d. Exhibition	No
e. Notice Board	No
f. Inspection of records of the Office	Yes
g. System of issuing of copies of documents	Yes No
h. Printed Manual Available	No
i. Website of the public Authority	No
j. Other means of advertising	

MANUAL-16:-

The Names, Designation and other Particulars of the Public Information Officers:-

SlNo	Name	Designation	STD Code	Phone No		Fax	e-mail	Address	Remarks.
				Office	Home				
1	2	3	4	5	6	7	8	9	10
1	Sri Bijayananda Pattanaik	Senior Clerk						Sub-Registrar Office, Banpur. At/P.O=Banpur,Pin-752031, Dist-Khurda.	

First Appellate Authority within Department:-

SlNo	Name	Designation	STD Code	Phone No		Fax	e-mail	Address	Remarks
				Office	Home				
1	2	3	4	5	6	7	8	9	10
1	Sri Umesh Chandra Khatai.	Head Clerk						Sub-Registrar Office, Banpur. At/P.O=Banpur,Pin-752031, Dist-Khurda.	AT PRESENT ACTING AS SR U/S-12 OF I.R.ACT.

MANUAL-17.

1. FRANKING OF NON-JUDICIALSTAMPS through Franking Machine.
2. MARRIAGE – Marriages under the Special Marriage Act-1954 are solemnized (u/s 5) and registered (u/s 15)in this office.
3. Money Lending Licenses are issued by this office.

Sub-Registrar, Banpur.