

## Guidelines for e-filing of Requisitions under Central RR Act

New module was added in RROnline Portal to process requisitions under Central RR Act. Under RR Central Act, Requisitioning Authorities outside Kerala can request for Revenue Recovery procedures to Revenue Authorities of Kerala, if defaulters are residents of Kerala.

### Procedure:

- 1) Requisitioning Authorities outside Kerala will be filing requisitions to the respective District Collector, as per rules and acts of the respective state.
- 2) District Collector of RA's district will send request in Section 3 format (Under Central RR Act) to District Collector of concerned District in Kerala.
- 3) On receiving such Section 3 formats/requisitions, RR District Administrator may intimate LRC / RR State Administrator (lrbclrtvm@gmail.com, clrb2clerk@gmail.com, rr.kerala@gov.in) for adding the following details in RR Portal:  
a) Name of Department b) Office details c) Nature of Dues
- 4) After ensuring that Department, Office and Nature of Dues are included in RR Portal, the requisition can be initiated in RROnline by entering the Section 3 details in Clerical login of District Collectorates.

### Collectorate Clerical Login:

#### 1) Entry of Section 3 details:

(Requisitions under Central RR Act -> Section 3 Entry)

Clerical user at Collectorate can initiate RR under Central Act by entering Demand, Defaulter Details etc., available in Section 3 format received. Scanned copy of Section 3 has to be uploaded prior to final confirmation. On confirmation, RR number will be assigned to the requisition & moved to the Inbox of clerical user who entered the Section 3 details.

**New Section 3**

Demand Defaulter Land Details Salary Details Confirmation

**Office Details**

Sector \* Under Central RR Act Department \* --Please choose--

Office \* --Please choose--

**Requisition Authority Details**

Reference File No. \* Reference File Date \*

Nature of Dues \* --Please choose-- Pending from \*

**Arrear Details**

Principal Amount / അടിയായമാതാവ് / തുക \* Annual rate of interest / വാർഷിക പലിശ നിരക്ക് \*

Effective Date of Interest / പലിശ നിരക്ക് നടപ്പിലാക്കുന്ന തീയതി \* Additional Charges (if any) \* 0

File No. \*

Amount Due [including Interest - As on 25/02/2019] \* Calculate

Note: Amount Due calculated automatically based on Principal Amount, Annual Rate of Interest, Effective Date of Interest and Additional Charges (if any)

## 2) RRInbox:

Case for which Section 3 entry has been done will be available in the tab **Received as per Central Act** of RRInbox. Users can view notes / forward / verify / generate RRC / generate notices etc., as in any RR case.

RR Inbox								
Received from RA		Received from JS		RRC List		Received as per Central RR		
Received as per Central RR								
10	records per page		Search:					
Sl No.	Requisition No.	Requisition Authority	Received Date	Hidden	Name, Address and Amount due	View section3	View Notes	Forward to JS
1	2019/30/01	Defence department, gov of India [Defence Authority]	23/02/2019	2019-02-23 11:02:19	Mohan, TC345 Vanchiyur Vanchiyur-695011 Rs 204208/-			
2	2019/7/01	Defence department, gov of India [Defence Authority]	05/02/2019	2019-02-05 18:42:46	Anoop, 1234 vanchiyur vanchiyur-673211 Rs 25460/-			
3	2019/14/01	Defence department, gov of India [Defence Authority]	05/02/2019	2019-02-05 13:40:20	Ram, 1234 vanchiyur vanchiyur-673211 Rs 28819/-			
4	2019/3/01	Defence department, gov of India [Defence Authority]	05/02/2019	2019-02-05 13:38:12	Akhil, 1234 vanchiyur vanchiyur-673211 Rs 25575/-			

## 3) Section 3 List:

(Requisitions under Central RR Act -> Section 3 List)

Partially saved Section 3 will be available in the tab **Pending Section 3**. Completed Section 3 entries which are moved to inbox will be available in **Completed Section 3** tab.

Section 3 List											
Pending Section 3			Completed Section 3								
Pending Section 3 List											
10	records per page		Search:								
Sl No.	Year	Requisition Date	RR No.	Ref. File No.	Ref. File Date	A/c No.	Principal Amount	Amount Due	Name of Principal Defaulter	Edit & Submit	Print Draft
1	2019	10-01-2019	9	20181212	01-02-2018	256365897575	25000	25304	Ram		
2	2019	10-01-2019	10	20181212	01-02-2018	256365897575	25000	25304			

Showing 1 to 2 of 2 entries

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#### 4) RRC Returned List

(Requisitions under Central RR Act -> RRC Returned List)

RRC Returned Cases will be listed here. District Collectorate may take steps to intimate RA's Collectorate regarding the Return status.

RRC Returned List						
10	records per page	Search: <input type="text"/>				
Sl No.	Req. No.	Return Date	Amount Due	Name and Address	RRC Returned by Village	Section 3 Returned from Collectorate
1	2019/11/01	16/01/2019	25304	Anoop, 1234, vanchiyur, vanchiyur-673211	---	<a href="#">View</a>
2	2019/15/01	17/01/2019	26584	Ram, 1234, vanchiyur, vanchiyur-673211	---	<a href="#">View</a>
				Anoop, 1234, vanchiyur, vanchiyur-673211	---	<a href="#">View</a>

Showing 1 to 3 of 3 entries

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#### 5) RRC Closed List

(Requisitions under Central RR Act -> RRC Closed List)

Closed cases will be listed here. District Collectorate may take steps to intimate RA's Collectorate regarding the Closure of the case.

**Note:** After Collectorate Clerk level, the movement and procedures in Central RR cases are same as any other RR case.