

GOVERNMENT OF ODISHA
LAW DEPARTMENT

File No. III-J-11/2009 . 936 /L dt. 18/01/2020.

From

Smt. K. Mohanty, OLS
Joint Secretary to Government.

To

All the District & Session Judges, Odisha

Sub - Online submission of annual return from the year 2021 by the Notaries.

Sir/Madam,

In inviting a reference on the subject cited above, I am directed to say that as prescribed under rule-14 of the Notaries Rules, 1956, the Notaries are required to submit their annual returns in Form-XIV in the month of January every year. In order to create paperless environment, to save time and to improve security of the documents, it has been decided for submission of annual return by the Notaries through online from 2021 onwards. (Copy of the Form-XIV prescribed under the Notaries Rules, 1956 is uploaded in the website of Law Department).

It is therefore, requested to kindly issue necessary instructions to the concerned Notaries functioning under your control for taking further needful action in the matter.

Yours faithfully,

K. Mohanty
18/01/2020

Joint Secretary to Government.

Memo No.

937

/L., dt. 18/01/2020

Copy forwarded to the Secretary, (Administration), All Odisha Notaries Mahasangha, At- Benudhar Nilaya, Silpi Kumbhar Sahi, Po- Buxibazar, Cuttack-753001 for information and necessary action.

K. Mohanty
18/01/2020

Joint Secretary to Government.

Memo No.

938

/L., dt. 18/01/2020

Copy along with copy of Form-XIV forwarded to Sri Binay Kumar Nayak, Computer Programmer, Law Deptt. for information and necessary action.

He is requested to upload the Form-XIV in the website and take all other necessary steps so as to enable the Notaries to submit their annual return through online from the year 2021.

K. Mohanty
18/01/2020

Joint Secretary to Government.

2

FORM - XIV

FORM OF RETURN TO BE SUBMITTED BY A NOTARY

(See rule-14)

- 1. Name and Address of Notary:
- 2. Registration number:
- 3. Particulars of Notarial acts done during the year

Type of work	Name of Cases	Fee charged
01. Noting an Instrument		
02. Protesting an instrument		
03. Recording a declaration of payment for honour.		
04. Duplicate protests		
05. Verifying authenticating, certifying or attesting the execution of any instrument.		
06. Presenting any promissory note, hundi or bill of exchange for acceptance or payment or demanding better security.		
07. Administering oath to, or taking affidavit from any person.		
8. Preparing any instrument intended to take effect in any country or place outside India in such form and language as may confirm to the law of the place where such deed is intended to operate.		
09. Attesting or authenticating any instrument intended to take effect in any country or place outside India in such form and language as may confirm to the law of the place where such deed is intended to operate.		
10. Translating and verifying the translation of any document from one language into another		
11. Other Notarial Acts.		

Signature of Notary

Date and Place