

General Memorandum.

Sub: Issue of Encumbrance Certificates and certified copies -
procedure laid down

The inadequate nature of the instruction in force with regard to the preparation and issue of Encumbrance Certificate and Certified copies have led to the spread of discontent among the public due to practical difficulties experienced by the staff. The necessity for nationalising the procedure has been engaging the attention of the Inspector General of Registration for the past several months and the following instructions are issued with a view to safeguard revenue to the State and also to render better service to the public.

1) Encumbrance Certificates and Certified copies for which priority fee has been collected shall be issued on the same day of application or on the succeeding days. Under no circumstances it should go beyond the first seven working days from the date of application.

2) If an Encumbrance Certificate or Certified Copies as to be issued within the first seven working days from the date of application in violation of priority, emergency fee should be collected subsequently even though it was not collected at the time of application.

3) In the case of Encumbrance Certificates for one year or less or certified copies of 1000 words or less priority fee need be collected only if the request is to issue them on the same day of application violating priority. After the first day such small Encumbrance Certificates and Certified copies can be issued without observing any priority and without collecting any priority fee.

4) All Encumbrance Certificates and Certified Copies must be issued within fourteen days and seven days respectively from the date of application.

5) In the case of Encumbrance Certificates for longer period and lengthy Certified Copies (other than those mentioned in para 3 above) priority fee need not be observed for issue after the first seven working days from the date of application. But a clerk to whom two or more Encumbrance Certificates or Certified copies are allotted should observe strict priority in their preparation.

6) In respect of searches conducted by parties, such applications shall be treated as a separate series for realising priority fee.

7) Priority applications from Co-operative Societies, whether exempted or not, should be treated as ordinary applications from the public and fee collected accordingly. The previous orders issued from this office in this respect are hereby cancelled.

8) In allotting Encumbrance Certificates or Certified copies to Clerks capacity to prepare and not strict turn is to be taken into account. Subsequent applications should be allotted to those clerks who have finished the items on hand.

9) If the Register Volume has been sent to the Registrar's Office for binding, the Sub Registrar shall realise the approximate copying fee in a lumpsum to be credited in Account C and forward a copy of the application for certified copy together with the stamp paper and a few sheets of white paper to the District Registrar. The certified copy should be prepared by the binding Supervisor, compared by another clerk and attested and sealed by the Amalgamated Sub Registrar and sent to the concerned Sub Registrar. On receipt of the certified copy from the District Registrar the Sub Registrar shall credit the required amount of copying fee in Account D and return the balance amount, if any to the party.

10) If the Index Register has been forwarded to the Registrar's Office for binding, the Sub Registrar shall forward a copy of the search application to the District Registrar. The search should be made and Encumbrance Certificate prepared by the Binding Supervisor, verified by another clerk and the certificate attested and sealed by the Amalgamated Sub Registrar and sent to the concerned Sub Registrar.

Sd/-

Inspector General of Registration

Copy to All Sub Registrars, District Registrars, Internal Auditors, Chitty Inspectors, Inspector of Registration Offices, Personal Assistant, and Section Superintendents in the Central Office.

/True Copy/