

General Memorandum

Sub. Half yearly inspection reports of District Registrars -
Modification regarding.

1. The Inspector General observes that the half yearly inspection notes received from the District Registrars are neither uniform nor precise, which causes inordinate delay in their disposal. In order to secure uniformity and simplicity which can facilitate their expeditious disposal the following instructions are tentatively issued.

2. Part I A. This need contain the following items:-
Collections and remittances, Arrears of work, enquiries conducted by the Sub Registrar, transcription and authentication, thumb impressions, refusals, records, deficit fee and stamp duty, to be recovered, previous inspection reports, Chitties and Kuries, priced books and forms and General condition only general or serious remarks need be made against these.

3. Part I B. As at present, all serious irregularities may be included under this head.

4. Part II. This should contain the following items.
Attendance and casual leave register, Register Books, Thumb impression register, Accounts A to H, Cash book, Searches, Copies and encumbrance certificates, issue of memoranda, file of powers of attorney, Register of revocations of powers of attorney, Minute Book, Deposition Book, Register of impounded documents, Book 2, service books, acquittance roll, contingent register, T.A. register, stock book of furniture, stock book of stationery articles, stock book of books and forms, surcharge register, ledger of examination of register books, register of disbursements and liabilities, petition register and petition file, register of unclaimed documents, permanent record register, temporary record register, transfer of revenue registry, history of office, personal register and notice board. Registrars may at their discretion include any other items.

5. Part III. Indexes.

6. A specimen form of the facing sheet is enclosed. It may be utilised for inspection reports relating to Chitty Auditors also with suitable modifications. Defects sheets may be used only for further reports. Form No.54 will be discontinued. Manual order 716 (1) and 720 stand modified to the extent.

7. The instructions contained in Inspector General's circular No. Ins.3-1382/72 dated 10-1-72 and Ins.3-3350/72 dated 8-2-72 shall be specially observed.

DN Sub with 6d
May be filed
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To
F 3
16/1
IP J.A.O.

Inspector General of Registration in ch
All District Registrars.
All Inspectors of Registration Offices.
Manual Revision Section
File

REGISTRATION DEPARTMENT

Report on the inspection of Sub Registrar's Office,
 by Sri.....District Registrar
 on the.....19 .

No.	Dated	No.	Dated
Forwarded to the Sub Registrar.		Resubmitted with explanations.	

District Registrar.

Sub Registrar.

No. Dated

Submitted to the Inspector of Registration Offices,

District Registrar.

Names of officers in charge. Periods

Full names for abbreviations used.

Date of last inspection by the Registrar.

Transactions

Regis- trations.	Single searches.	Copies.	General searches.
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Upto the date of inspection:

Do. last year.

Note: - 1. Only general or serious remarks need be included in Part I
 A. Minor remarks may be carried over to Part II.

2. Initials of officers should be noted against each defect.

3. Reports may be either in English or in Malayalam.

4. Enter Registrar's remarks on even pages 2, 4, 6 etc (left side), Sub Registrar's explanation and Registrar's further remarks should be added on pages 3-5-7 etc. (right side) by dividing the page into 2 columns. Attach a blank sheet at the end of the report.