

Ins.3-16271/72

Office of the Inspector General of  
Registration, Kerala, Trivandrum 1  
6-5-1972.


GENERAL MEMORANDUM.

Sub. Surprise inspection of Sub Registry Offices by the  
Inspector of Registration Offices - Modification  
regarding.

Ref. Inspector General's No.Ins.3-29411/70 dated 22-9-70.

1. The Inspector General ~~of~~ finds that the surprise inspection reports submitted by the Inspectors of Registration Offices based on the instructions contained in the above circular do not fully serve the purpose for which surprise inspections are intended, namely the detection of serious irregularities and delays in the day to day functioning of the Sub Registry Offices and that a rigid adherence to the 38 items of records prescribed for inspection tend to make them a duplication of the regular half yearly inspections conducted by the District Registrars.

2. The Inspectors of Registration Offices are therefore requested to lay more emphasis in the detection of irregularities and delays in all branches of work and in particular on matters like attendance of the Sub Registrar and staff, transcription and authentication, cash and collections, indexing, compliance of searches, accounts and proper accounting of the priced forms and books. The annexure prescribed in the above circular need not be strictly adhered to.

  
Inspector General of Registration  
in charge.

To

All Inspectors of Registration Offices.  
All District Registrars.  
Manual Revision Section  
File

O.N. Subramanian KP7  
May be filed.

16/5-

F.S.

J. R. O.

Put up a list of records  
to be initiated as per this  
4  
10/1