

URGENT

SRQ/10425/72.

Office of the Inspector General of  
Registration, Kerala, Trivandrum 1  
20-3-1972.

The Inspector of Registration Offices,  
South Zone, Trivandrum.

All District Registrars  
All Internal Auditors

Sub. Preparation and processing of inspection notes of Sub  
Registry Offices - Instructions issued.

Sir,

In spite of the instructions issued from time to time, it is observed that Registrars are not paying adequate attention in the preparation and processing of their inspection notes of Sub Registry Offices. In many cases Registrars are found to have failed to follow the instructions in standing order 700 (a) and (b) of the Kerala Registration Manual, without showing any reason for the non-observance of the time limit. It is observed that only in very few cases the inspection notes are forwarded to the Inspector General of Registration within the stipulated period of one month. Instances where inspection notes are delayed for several months have also come to the notice of Inspector of Registration Offices. Such inordinate delay in this respect cannot be tolerated as it delays the final disposal of the inspection notes in this office. It is also found that even in cases where the officer responsible is about to retire or has already retired from service, the Registrars refuse to be prompt in forwarding the reports in spite of the fact that special instructions have been issued time and again by the Government and the Inspector General of Registration, that delays in such cases should be strictly avoided at every stage.

Registrars are therefore ~~forwarded~~ forewarned that any delay noticed in forwarding the inspection notes for final orders in future will be viewed with concern.

It is also observed that there is a tendency on the part of the Registrars to make the inspection notes voluminous and bulky by incorporating all sorts of minor defects and irregularities which could have been rectified on the spot. This appears to be partly due to the non-supervision of the camp clerks by Registrars who decline to strictly adhere to the instructions in standing order 712 which requires that the remarks noted by the camp clerks should be examined by the Registrars carefully with reference to the concerned records. Registrars will do well to realise their responsibility in this regard and to curtail the bulk of the contents of their inspection notes and to incorporate therein only irregularities of serious nature and cases in which specific orders are required for rectification of the defects.

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The following defects and omissions are generally noticed in the reports.

- (1) Names of the officers responsible are omitted to be indicated against each item.
- (2) In respect of short levy and excess levy of fees and stamp duty, the remarks do not contain complete and essential particulars, date of execution etc for assessment of stamp duty and fees. Copies of the relevant documents or other records are not being forwarded or along with Registrar's further remarks. The remarks and copies of documents are also found to be not legibly written.
- (3) Registrars do not fully discuss the issues involved with reference to the provisions of the Acts, Rules and Orders. Previous decisions and authoritative orders on which reliance is placed are not pointed out by the Registrars.
- (4) Registrars are found to seek orders through the medium of inspection reports about matters in which separate reports are to be forwarded as stated in Order 728.

Registrars are requested to see that the above defects are avoided in future so that unnecessary and prolonged correspondence on the item noted in the inspection reports could be eliminated and final orders could be issued promptly in the first instance itself.

It is observed that a large number of old inspection reports are pending disposals. Registrars are requested to rise up to the occasion and to see that all the pending inspection notes are closed without any further delay by forwarding the further reports called for in respect of all the undisposed items and eventually coming up for closure of the files.

Registrars should review the position of the work relating to disposal of inspection notes every month and issue suitable instructions to all Sub Registrars every month in future in the form of a circular.

Instructions have already been issued by the Inspector General of Registration to the effect that one copy of the Part I of inspection report alone need be forwarded to this office in future for orders, and that Parts II and III might be finally disposed of by the Registrars themselves. The question of simplifying the form and structure of the inspection notes of the Registrars is under consideration of the Inspector General of Registration. Registrars are therefore requested to observe in future a narrative style in preparation of the inspection notes closely following and answering the questions prescribed therefor as far as possible without the questions themselves being reproduced and noting the remarks below each item in the questionnaire, remarks being written on the right



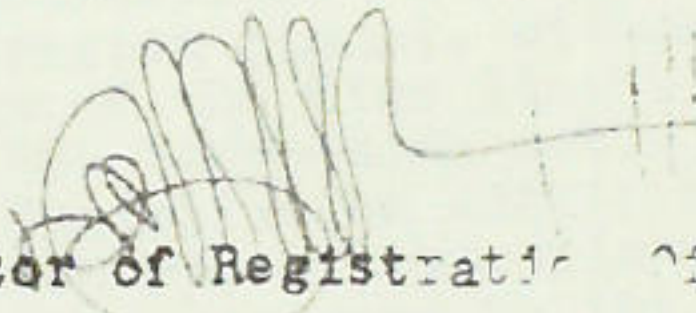
side only. Remarks other than those relating to the record with in the questionnaire may also be noted under appropriate headings. The above procedure will save time to be spent on summarizing the reports in Inspector General's Office. Only one sheet should be used for writing purpose.

Registrars are requested to deal separately their remarks on office building and furniture and note the fact as such instances of awaiting final orders on the above matters. They need not incorporate the establishment list of the office and statement of volume of business to the inspection notes in future.

Registrars are once again informed that the effective efficiency of administration lies in pursuing the further action which should ensue on each item of the remarks and rectifying them properly and immediately and not merely in conducting the inspections and simply noting down the several omissions and mistakes and other irregularities without pursuing the required further action. They are requested to bear in mind the above instructions and observe them strictly in future.

The receipt of this letter should be acknowledged.

Yours faithfully,



Inspector of Registration Offices.

Copy to -

All Inspector of Registration Offices (with C L)

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