

No. E4- 35950/86

GENERAL MEMORANDUM

Sub:- Registration Department - Establishment - Delegation of Powers under Rule 10 of the Registration Rules- Reg.

Ref:- Gazette Notification No. E4-35950/86 dated 12.8.86 published in Gazette No. 42 dated 28.10.1986.

In the Notification referred to above, Government have delegated certain powers of the Sub Registrars to the Junior Superintendents and Head Clerks of various Sub Registry Offices in the state so as to avoid delay in transactions.

Certain irregularities committed by officers of the Department while implementing the above Delegation of powers were brought to the notice of the undersigned. To avoid such irregularities and also for the sake of uniformity in practice thorough out the state, the following instructions are issued.

(1) Application for Encumbrance Certificates, Certified Copies and copies of miscellaneous records should be accepted by the Registering Officer himself direct from the parties or through post as required under Rule 154 and 155 of the Registration Rules. Such applications should not be accepted by the Junior Superintendents and Headclerks when the Sub Registrar is in charge of the office.

(2) Separate Receipt Books should be opened for drawing receipts for documents and Encumbrance Certificates, Certified Copies, etc.,

(3) Encumbrance Certificates and Certified Copies when made ready should not be returned by the Junior Superintendents and Headclerks direct to the parties. The Sub Registrar as the Head of Office is responsible for the proper maintenance, safe custody and return of documents certified copies and Encumbrance Certificates.

(4) The Delegations contemplated in Rule 10 (2) can be exercised only by Junior Superintendent or Headclerk and not by any other clerk of the office. When the Junior Superintendent or Headclerk is on leave absent otherwise, the Sub Registrar himself has to exercise those power

(5) At the close of the day the Account D and Receipt book to be maintained by the Junior Superintendent or Headclerk should be handed over to the Head of Office alongwith cash collected from the party and Encumbrance certificates and certified copies prepared during the course of the day for proper accounting and disposal.

(6) In offices where there are Junior Superintendent or Headclerk the powers delegated under rule 10 (2) should not be exercised by the Sub Registrar himself.

Sd/-  
DIRECTOR OF REGISTRATION.