

Circular

sub: Instruction to audit District Registrar (General)  
(Audit) and Inspector of Registration offices.

1. District Registrar (Audit) is Collector under the several Sections along with District Registrar (General). This need not be explicitly stated. The use of the words any Registrar would cover this aspect and give no room for doubt in this regard.

2. District Registrar (Audit) need not forward his audit report to the District Registrar (General). He will forward the report to Inspector of Registration offices with his own further remarks. District Registrar (General) need come into the picture only at the time of effecting any recovery on final orders being passed against any item.

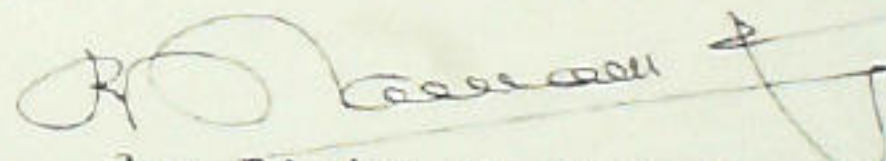
3. District Registrar (General) inspection will be limited to once a year. District Registrar (Audit) will audit every office twice a year. This will help to make the audit more effective, as it will have lesser number of documents to scrutinise within the period of time allowed and as a consequence more time to devote on each one of them. Quicker rates of disposal of reports will also follow.

4. Surprise inspection by the District Registrar (Audit) should be sparing and confined to such of the offices against which there is public complaint. Apart from this, on journeying to audit an office any other office on the way may also be surprised. There is already an order to this effect.

5. All District Registrar (General) in making reference to the Board under Sec. 54 shall obtain the remarks of the District Registrar (Audit) and discuss and analyse them in his report of reference to the Board with a copy of the remarks so obtained.

sd/-Inspector General of Regn.

/True copy/

  
For District Registrar

