

Ins4.1985/71

Office of the Inspector General of  
Registration, Kerala, Trivandrum 1  
14-11-1974.

General Memorandum.

Sub. Registration Department - Receipts issued for various  
transaction in Sub Registry Offices - instructions issued.

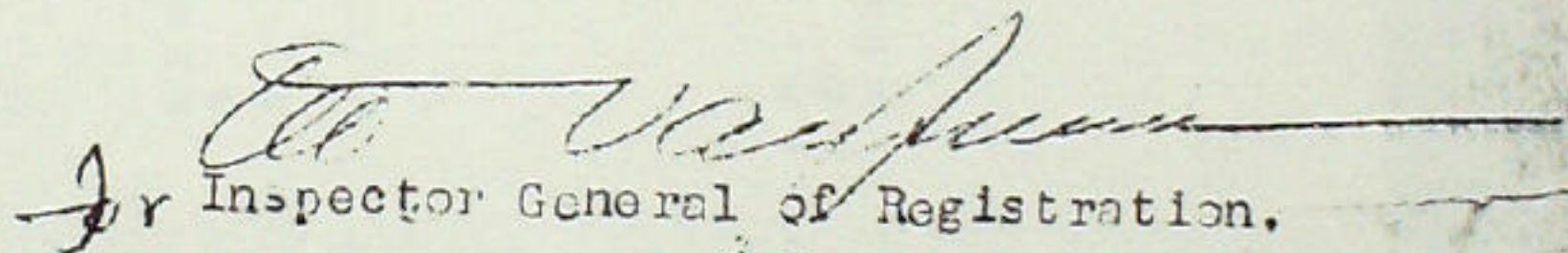
At present the following 3 types <sup>of</sup> forms are being used  
for acknowledging collections in Sub Registry Offices.

1. Registration form No.18.
2. Invoice Forms
3. T.R.form No.5.

T.R. form No.5 is a common form prescribed under the Kerala  
Treasury Code while the invoice form and registration form  
No.18 are the special forms prescribed for the departmental  
receipts. Certain Sub Registrars are not quite sure as to  
which form is to be used in a particular transaction. The  
T.R. form 5 and the invoice form ~~and the invoice forms~~  
are very often confused. In order to obviate the confusion  
the following instructions are issued.

- (i) Registration form No.18 should be used for collections  
pertaining to this Department other than those  
ledgered on invoice form
- (ii) Invoice form should be used for the sole purpose  
of sale of copying sheets.
- (iii) T.R.form No.5 should be used for the sale of  
Po.kuvaravu forms, the amounts collected under  
statutory functions under the Kerala Stamp Act,  
Collections towards Sales Tax and all other collections  
pertaining to other Departments.

The receipt of this communication should be  
acknowledged.

  
Inspector General of Registration.

- To
- 1) All registering Officers
  - 2) All Inspector of Registration Offices,
  - 3) All District Registrars
  - 4) All Internal Auditors
  - 5) All Sections
  - 6) Review.

DR Palghat