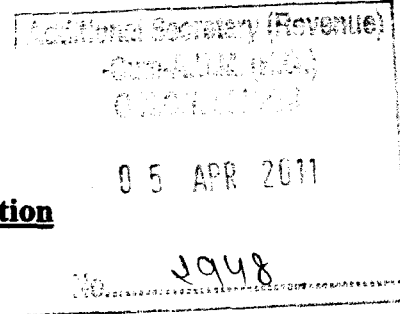


Government of the NCT of Delhi
Revenue Department
Stamp & Registration Branch
Office of the Inspector General of Registration
5-Sham Nath Marg
Delhi-54



F. No. 1(65)/Regn.Br./DivCom/HQ/11/ 126

Dated the 4th April, 2011

ORDER

The Government of the National Capital Territory of Delhi having reviewed the documents receipt and delivery system in the offices of the sub-Registrars are of the view that there is a need to improve the said system. Accordingly, the following instructions may be noted by all the sub-Registrars and their supervisory officers for strict compliance:

- (i) Presentation shall be accepted from and delivery shall be made only to the applicant/purchaser unless the documents are presented by or delivery is to be made to a person duly authorized as prescribed in sub-paragraph (v) below or through a Special Power of Attorney to do so by the applicant/purchaser in writing with a duly attested photograph and signatures of the person so authorized (section 32 of Registration Act, 1908 refers).
- (ii) Even if the applicant/purchaser authorizes any other person to present or receive delivery of documents, the formal cash / receipt of documents against which delivery of documents is to be made shall be handed over only to the applicant/purchaser and to no one else, unless the Special Power of Attorney holder is also the executant.
- (iii) Delivery of documents shall be ensured as soon as possible but in any case within a maximum of five days of its acceptance for registration.
- (iv) If even after acceptance, the document is not delivered within five days, reasons for not doing so shall be conspicuously displayed on a public notice board.
- (v) In case the document is not accepted for registration a reasoned refusal order shall be passed within a maximum of three days of presentation.
- (vi) The attested photographs/signatures of the authorized person should be provided by the applicant/purchaser along with the written instructions for delivery of documents. The said instructions shall be submitted on plain paper receipt of which shall be duly and separately acknowledged by the office of the sub-Registrar.

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- (vii) The date and time of delivery of the document shall be indicated on the receipt of the application/instructions for delivery of documents.
- (viii) The instructions of the applicant/purchaser in the matter of delivery of documents shall be binding on the sub-Registrars. Any deviation shall be viewed seriously.
- (ix) The sub-Registrars shall submit a weekly report of documents denied registration with cogent reasons for such denial to the Registrar/Special Inspector General through e-mail to be followed by a hard copy.
- (x) Any document neither registered nor denied registration for a period exceeding five days shall be reported to the Registrars/Special Inspector General in the Divisional Headquarters on the fourth day through e-mail followed by a hard copy.

2. Failure to comply with the above order shall invite disciplinary action.

Lambhara 4/14/11
(DM SPOLIA)
Inspector-General of Registration
Government of NCT of Delhi

Copy for compliance to:

1. All sub-Registrars

Copy for ensuring compliance to:

1. All Deputy Commissioners
2. Special Inspector General
3. All Additional District Magistrates
4. SDM (HQ-II), Divisional Headquarters (Guard file also)

Copy for kind information to;

1. Principal Secretary to LG
2. Principal Secretary to CM
3. Secretary to Minister of Revenue
4. OSD to Chief Secretary
- ✓ 5. Additional Secretary (Revenue): for record
6. Guard file.

Lambhara 4/14/11
(DM SPOLIA)
Inspector-General of Registration
Government of NCT of Delhi