

OFFICE OF THE DIVISIONAL COMMISSIONER, REVENUE DEPARTMENT

GOVT. OF NCT OF DELHI

5 SHAM NATH MARG, CIVIL LINES DELHI

No.F.1(92)/Regn. Br./Div.Comm/HQ/2012/PF-II | 865

Dated 5/5/2016.

ORDER

In order to stream line the functioning of all Sub-Registrar / e-Sub-Registrar offices, the following instructions are hereby issued for compliance:-

1. The Data Entry Operators/Civil Defense Volunteers posted in Sub-Registrar offices / e-Sub-Registrar offices who have completed tenure of more than 1 year may be transferred on rotation basis.
2. All the District Magistrate (s) are required to fill the vacant post of clerical staff in Sub-Registrar offices within their jurisdiction by deputing the staff from District offices.
3. To stream line the working as well as to improve the functioning of front office counter in Sub-Registrar / e-Sub-Registrar offices, two Data Entry Operators and two Civil Defense Volunteers may be deputed in each of the Sub-Registrar / e-Sub-Registrar offices as additional staff.
4. All the District Magistrate (s) may ensure that Annual Maintenance Contract (AMC) of Sub-Registrar / e-Sub-Registrar offices within their jurisdiction are finalized at District level latest by 31/05/2016.
5. Appointment Module System will be reviewed by Sr. System Analyst (HQ) and interval of 08 minutes shall be kept between two appointments for registration of document. Provision may also be made that persons having allotted slot cannot be entertained before the specific time and delay of maximum 30 minutes may be allowed from the allotted time.
6. To stream line the delivery system of registered documents at the time of presentation SMS alert may be sent to the applicant reminding to collect the documents on same day after 03:00 PM. In case of no delivery, the SMS alert for collecting of the registered documents may be repeated after every 12 hours. Until the system is put in place SR offices shall telephonically inform the applicant regarding ready documents every evening.
7. Display having calculation sheet of stamp duty on sale deed/ rent agreement/ lease documents may also be installed in all Sub-Registrar offices/ e-Sub-Registrar offices.
8. For effective monitoring of Sub-Registrar / e-Sub-Registrar offices, it has been decided that all District Magistrate's / Additional District Magistrate's shall visit at least one Sub-Registrar / e-Sub-Registrar offices in a week and shall submit the report to IGR. The roster of inspection shall be as under:

DM's of District

Shall inspect SR/e-SR offices of District

DM (South)	South-West
DM (South-West)	South
DM (South-East)	New Delhi
DM (New Delhi)	South-East
DM (North-West)	West
DM (West)	North-West
DM (North)	Central
DM (Central)	North
DM (East)	Shahadra
DM (Shahadra)	North-East
DM (North-East)	East

9. Sub Registrar shall also ensure that if the document is presented in their offices and are in order may be accepted as per provisions of Act(s) and Rule(s). In case the documents is not in order deficiency memo may be issued to the applicant given sufficient time to reproduce the documents. In case the document can't be registered then the refusal order may be issued by the concerned Sub-Registrar within 24 hours.
10. The cases where documents is impounded, the same may be referred to concerned collector of stamp within 2 days and such cases may also be get disposed from the concerned Collector of Stamp office within 15 days.
11. Any person, who visits the Sub-Registrar / e-Sub-Registrar offices as witness, may not to be allowed to be witness for more than one case in a day.
12. All Sub-Registrar / e-Sub-Registrar shall be the nodal officer of their offices and shall ensure that no unauthorized person/tout enters the presentation area/office premises. Poster mentioning telephone No. registering complaint of bribing may be prominently displayed in all SR Offices.

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(JUHI MUKHERJEE)
(INSPECTOR GENERAL OF REGISTRATION)

No. 1187/Regn. Dt./Div. Comm/HQ/2012/PF-II | 865

Dated 5/5/2016.

Copy to information and necessary action to:

1. All District Magistrates, Revenue Department, GNCT of Delhi, Delhi / New Delhi.
2. Special Vigilance Commissioner, GNCT of Delhi, Plot No. 419, FIE, 4th Floor, Udyog Sadan, Patparganj, Delhi.
3. All Additional District Magistrates, Revenue Department, GNCT of Delhi, Delhi / New Delhi.
4. ✓ System Analyst, Revenue Department (HQ), 5, Shamnath Marg, Delhi-110054 with the request to upload the same on the departmental website.
5. All Collectors of Stamp / SDM Revenue Department, GNCT of Delhi, Delhi / New Delhi.
6. All Sub Registrar / e-Sub Registrar (s), Revenue Department, GNCT of Delhi, Delhi / New Delhi.
7. P.A. to Secretary (Revenue), 5, Shamnath Marg, Delhi-110054
8. P.A. to Deputy Commissioner (HQ), 5, Shamnath Marg, Delhi-110054.
9. P.A. to Inspector General of Registration, 5, Shamnath Marg, Delhi-110054.

Juhi

(JUHI MUKHERJEE)
(INSPECTOR GENERAL OF REGISTRATION)