

O/o. Inspector General of Registration,
Chennai 600 028.

Circular

No.20274/CS1/19, dated:31.10.2020

Sub: Registration Department – Ease of doing business –
Implementation of District Level Business Reforms Action
Plan (BRAP) – Instructions issued - regarding.

Ref : 1. Letter from Ministry of Finance, Department of Expenditure,
and Government of India dated 17-5-2020 (Letter No. F.No. 40
(06)/ PF-S/2017-18/Vol.V)
2. Letter from Department for Promotion of Industry and
Internal Trade (DPIIT), Government of India dated 1-6-2020
(Letter No. D.O. No. P-25015/7/2020-EODB-Part (1))
3. Government Letter No.1683/U1/2020-3, dated:20.7.2020

With reference to the above letters cited 1 & 2 by the Government of India received with vide 3rd cited letter of Government of Tamil Nadu, it requires States to implement reforms under District Reforms Action Plan (DRAP) to avail additional borrowing (2% of GSDP) from the Government of India. It is hereby directed that the authorities concerned to complete the process only Online for the following:

- Registration of Societies
- Issuing of Encumbrance Certificate
- Registration of documents

It is informed that the following facilities are also created in the online system:

- Displaying information regarding procedure, checklist of documents, fees, etc.
- Provision has been made for an applicant to submit application, online
- Provision has been made for an applicant to upload supporting documents

- Provision has been made for an applicant to make payment of requisite fees
- Provision has been given for an applicant to track the status of application
- Provision has been created for department officials to raise queries to applicants and applicant to respond to queries
- Provision has been created for an applicant to download the final digitally signed certificate

Further,

- Department officials shall not ask the applicant to submit the application form and / or supporting documents and / or respond to queries in hard copy or any other form.
- There will be no physical touch points between the Department officials and the applicant during the entire application cycle.
- Applications and queries shall be processed only through the online system.
- The applications must be processed within the timelines defined under the Tamil Nadu Business Facilitation Act and Rules, 2017-2018.

All the officials concerned are instructed to take note of the above instructions and follow scrupulously.

S/d...31.10.20

Inspector General of Registration

//By Order//

 31.10.20
for Inspector General of Registration

 31/10/2020

To
All Sub Registrars
All District Registrars

Copy to

1. The Secretary,
Commercial Taxes and Registration Department, Secretariat,
Chennai 600 009.
2. Tamil Nadu Industrial Guidance & Export Promotion Bureau,
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-8.
3. All Deputy Inspector Generals of Registration