REGISTRATION DEPARTMENT

From
Inspector General of Registration,
100,Santhome High Road,
Chennai – 600 028.

To
All Sub Registrars

No. 55969/CS1/2013, dated: 24.05.2019

Sir/Madam,

Sub: Project TeAM STAR 2.0 – Instant return of documents in single visit – Data Entry Operators (DEOs) – Work allocation – Reg

Ref: Circular No.55969/CS1/13, dated:12.12.2018

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Vide circular cited in the reference, instructions were issued about work allocation to Data Entry Operators(DEOs).

Simplified, Quick and Transparent registration process is the motto of Project STAR 2.0. In order to provide quick services, 735 DEOs have been appointed in the Department from 1 to 3 DEOs per SRO based on the number of Registration of documents.

Aiming at immediate return of returnable documents(excluding Pending document, 47 A(1) Documents, Building inspection required documents, and Standing Order (744) related documents) after completion of the Registration Process in a single visit to the citizen, it is instructed to return those daily registered documents immediately to the persons authorised for collecting the Registered Documents after completion of the Registration Process including scanning by well utilising the services of DEOs.

For this purpose, Biometric devices for each system and two web cameras for each SRO have been provided. Moreover, M/s.ELCOT has been requested to provide additional Multifunction Devices and Scanners for heavy work loaded offices. Aiming at immediate return of the scanned

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documents to the authorised persons, now sufficient computer accessories, 3 types of connectivity (BSNL-MPLS VPN, Airtel, BSNL's Broad band) have been provided. Directly recruited Assistants also appointed in vacant positions.

The predominant role of DEOs is to co-operate with the Sub Registrar for immediate return of documents. Aiming at this, the work nature of DEO is defined as follows with effect from 17.12.2018.

1. To ensure working of computer accessories and connectivity.
2. Rectification of faults in one of the above computer accessories and connectivity immediately right from getting ticket Number immediately for faults and following up till rectification of the faults.
3. After completion of the Registration process and authentication of Index-2 of the document by Sub Registrar, affixing the Page seal and filling up of the details in the page seal.
4. After getting the signature from the Sub Registrar in Page Endorsement, scanning of documents serially.
5. Returning of the scanned document to the authorised person in a single visit after collecting the thumb impression.
6. Doing the work, allocated by the Sub Registrar for immediate return of the documents.

The above system comes into force with effect from 17.12.2018

S/d...24.05.2019
Inspector General of Registration

for Inspector General of Registration

24/5/19

Copy to,
All District Registrars
All Deputy Inspector General of Registrations

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