

REGISTRATION DEPARTMENT

From

To

The Inspector General of
Registration
Chennai -28.

All Deputy Inspector Generals of
Registration,
All District Registrars,
All Sub Registrars,
Director, Registration Training
Institute.

Letter No54841/C1/2018-1 dated 14.12.2018

Sub: Amendment- amendment to standing order No.
1024(a) of Registration Manual, Part II - reg

Ref: IGR order No 42407/C1/96, Dt: 29/05/97

Vide the reference cited a time limit of five days excluding the date of production of Stamp papers for preparation of certified copies of documents and miscellaneous records had been prescribed. After computerisation, the documents are stored in digital format and issuing certified copies of documents is made easy. Moreover, for issuing certified copies of documents from registered books (volumes) kept in the Sub Registrar offices, xerox machines have been supplied for speedy issuance.

Further, on 10.12.2018, Hon'ble CM inaugurated the scheme of issuance of the QR coded digitally certified encumbrance certificates and certified copies. For issuing QR coded digitally certified certified copies, production of stamp paper is not required, since payment of stamp duty is made online by the citizen. Hence, following amendment to the Standing Order 1024(a) for prescribing time limit for issuance of certified copies is necessitated.

AMENDMENT

In the Tamil Nadu Registration Manual Part II for the existing Standing Order No. 1024(a), the following shall be substituted namely:

Standing order No. 1024(a)(i): The preparation of certified copies of miscellaneous records shall ordinarily be completed within five days excluding the date of production of stamp papers.

Standing order No. 1024(a)(ii): The preparation of certified copies of documents shall ordinarily be completed within three days excluding the date of application. In case production of stamp paper is necessitated, the date of production of stamp paper shall be reckoned instead of date of application.

The above amendments shall come into effect from the 17th December 2018.


Inspector General of Registration. 14/12/2018


12/12/18