

பதிவுத்துறைத்தலைவர் அலுவலகம்,

சென்னை-600 028.

மேலெழுத்து எண்.53729/சி1/2015, நாள் 8.12.2015

அரசாணை 120/வணிகவரி மற்றும் பதிவுத்துறை/நாள் 7.12.2015 நகல் உரிய
நடவடிக்கைக்காக இத்துடன் அனுப்பி வைக்கப்படுகிறது.

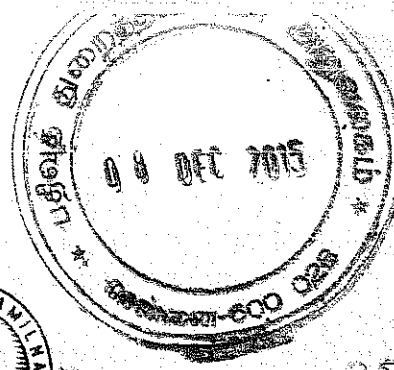
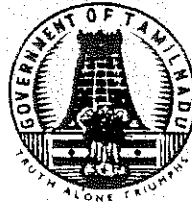
பதிவுத்துறைத்தலைவருக்காக.

பெறுநர்

அனைத்து துணைப்பதிவுத்துறைத்தலைவர்கள்,
அனைத்து மாவட்ட பதிவாளர்கள்,
அனைத்து சார்பதிவாளர்கள்.

நகல் : இயக்குநர்,
பதிவுத்துறை பயிற்சி நிலையம்,
சென்னை-14.

முக்கிய ஆணை கோப்பு.



053729

ABSTRACT

Registration Department – Issue of Certified Copies of registered documents to the persons affected by flood – Exemption from payment of Stamp Duty and other fees – Orders – Issued.

COMMERCIAL TAXES AND REGISTRATION (J1) DEPARTMENT

G.O.Ms.No.120

Dated:07/12/2015

ORDER:

Section 57 (5) of the Registration Act, 1908, provides that all copies given under that section shall be signed and sealed by the registering officer and shall be admissible for the purpose of proving the contents of the original documents. For getting the Certified Copies of registered documents necessary fees have to be paid under the Registration Act, 1908 and the Stamp Duty has to be paid under the Indian Stamp Act, 1899.

2. Due to the recent floods in several districts in the State, many people have lost their original documents. In order to mitigate the hardships faced by the Public in the flood affected areas in getting their copies of registered documents, Hon'ble Chief Minister has announced that Special Camps will be conducted in Revenue Taluks between 14.12.2015 and 27.12.2015 and the Public can get Certified Copies of their registered documents in these camps without payment of the necessary charges. People may also apply through the Common Service Centre to obtain Certified Copies of the Registered documents. These Certified Copies will be treated as original as per section 57(5) of the Registration Act, 1908.

3. Accordingly, the Government direct that the notifications appended to this order providing for remission from the payment of Stamp Duty under the Indian Stamp Act, 1899 and necessary fees under the Registration Act, 1908 for getting Certified Copies of registered documents during the period

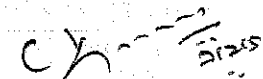
from 14.12.2015 to 27.12.2015 will be published in an extraordinary issue of the Tamil Nadu Government Gazette, dated 7.12.2015. The Works Manager, Government Central Press is requested to send 10 copies to the Government and 100 copies to the Inspector General of Registration of the gazette in which the notification is published.

(BY ORDER OF THE GOVERNOR)

Md. NASIMUDDIN
Principal Secretary to Government (FAC)

To
The Inspector General of Registration, Chennai-28
The Works Manager, Government Central Press, Chennai-79
The Accountant General, Chennai-18
Copy to
The Chief Minister's Office, Chennai-9
Office of the Minister(Commercial Taxes and Registration), Chennai-9
The Finance Department, Chennai-9

//FORWARDED/BY ORDER//


SECTION OFFICER

APPENDIX.

NOTIFICATION-I.

In exercise of the powers conferred by clause (a) of sub-section (1) of section 9 of the Indian Stamp Act, 1899 (Central Act II of 1899), the Governor of Tamil Nadu hereby remits the duty chargeable under the said Act in respect of issue of certified copies of registered documents as provided under sub-section (5) of section 57 of the Registration Act, 1908 (Central Act XVI of 1908).

2. This notification shall be in force from 14th December, 2015 to 27th December, 2015, both days inclusive.

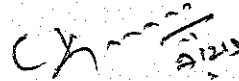
NOTIFICATION-II.

In exercise of the powers conferred by section 78-A of the Registration Act, 1908 (Central Act XVI of 1908), as the Governor of Tamil Nadu is of the opinion that it is necessary so to do as in the public interest, hereby remits the fee payable under the said Act in respect of applications made under sub-section (5) of section 57 of the said Act for obtaining certified copies of registered documents.

2. This notification shall be in force from 14th December, 2015 to 27th December, 2015, both days inclusive.

Md. NASIMUDDIN
Principal Secretary to Government (FAC)

//TRUE COPY//


SECTION OFFICER

CIRCULAR

No: 53729/C1/2015, dated 9.12.2015.

Sub: Registration Department issue of free certified copies of registered Documents to the persons affected by flood.

Ref: G.O.Ms.No.120 Commercial Taxes and Registration (J1) Department, dated 07/12/2015.

The following instructions are issued for strict compliance.

1. For the Camps to be conducted in all Taluks in the Flood affected Revenue Districts of Chennai, Kanchipuram, Thiruvallur and Cuddalore districts, the Deputy Inspectors General of Registration of Chennai and Cuddalore zones are appointed as Nodal Officers.
2. Thiru. S.Arul Mani, Director (In the cadre of DIG) of Registration Training Institute and Thiru.M.Jagadeesan, Lecturer (In the cadre of AIG), Registration Training Institute will be assisting the DIG, Chennai in respect of the camps to be held in Thiruvallur and Kancheepuram Districts respectively.
3. The Deputy Inspectors General of Registration of Chennai and Cuddalore shall nominate the Sub Registrars who are designated to attend the Special Camps organized in the flood affected Taluks of Chennai, Kanchipuram, Thiruvallur and Cuddalore Districts should also notify the coordinating Sub Registrar offices from where the applications are to be scanned and sent by e-mail to the SRO concerned.
4. The Head quarters District Registrar/ District Registrar concerned should ensure that the Sub Registrars attend the Special Camps on all days (from 14.12.2015 to

27.12.2015 both days inclusive with no holidays in between) without fail and the DIG of Chennai and Cuddalore should report to Inspector General of Registration through e-mail about the details of attendance of the Sub Registrars in the camps on daily basis.

5. The Sub Registrar in the camps should receive the applications for the Certified Copy/Copies from the public and shall hand over the same to the concerned coordinating Sub Registrars.

6. The Special Camp Sub Registrars should render proper assistance to the public in filling up the forms.

7. For a document involving transfer of property, copy shall be issued to the claimant(s) alone. In respect of other documents copy shall be issued to the executant(s). For each and every document copy separate application should be received. Only one copy per document shall be issued to the applicant on due acknowledgment.

8. Each application should be given a running serial number along with the date.

9. The details of the application so received shall be entered in a Register under the following Headings.

DATE:

(1) S.No., (2) Name of the Applicant, (3) Address, (4) Telephone /Mobile number, (5) Proof of Identity, (6) Name of the SRO, (7) Document Number (if available), (8) Date on which application handed over to the coordinating Sub Registrar, (9) Date of receipt of the certified copy from the coordinating Sub Registrar, (10) Signature of the applicant on issue of the Certified Copy.

10. Original ID of the applicants as specified in IGR Order No.21236/C1/2001, dated 24.1.2003 should be verified by the Sub Registrar in the special camp and a xerox copy of the same should be annexed to the application form. In case if no valid ID proof is available with the applicant, he/ she should annexe an Identification Certificate from the VAO / Revenue Inspector or any other Officer of the Revenue Department not less than the rank of Deputy Tahsildar.

11. At the end of the day the applications so received in the Special Camps by the Sub Registrars shall be handed over to the designated coordinating Sub Registrars in person on due acknowledgement. The coordinating Sub Registrar so designated shall scan all the applications and send a scanned copy of the applications to the Sub Registrars concerned through e-mail.

12. The coordinating Sub Registrar should maintain a register in the following format.

(1) Date, (2) Applicant Name, (3) Application scanned and sent to which SRO, (4) Date on which sent, (5) Date of Receipt of Certified Copy, (6) Date of delivery of Certified Copy to the Special Camp Sub Registrar, (7) Acknowledgement received on, (8) Remarks, (9) Initial of SR.

13. The Sub Registrar concerned in the field level should maintain a Register in the following format.

(1) Date, (2) Name of the camp from which application is received, (3) Applicant Name, (4) Document No., (5) Copy prepared on, (6) Copy sent on, (7) Acknowledgment received on, (8) Remarks, (9) Initial of SR.

14. On receipt of the application form the SR concerned should prepare the certified copy. If no document number is provided he should conduct a nominal search and prepare the certified copy and send it to the coordinating Sub Registrar from whom the application was received.

15. All copies prepared shall be signed and sealed by the Sub Registrar by adding the following Certificate:

'This certified copy is issued free of cost as per G.O. Ms No.120 CT &R(J1) Department dated 7.12.2015 and as per Section 57 (5) of the Registration Act, 1908 this copy shall be admissible for the purpose of proving the contents of the original document.'

16. The Certified Copy should be issued only to the applicant by the Sub Registrar in the Special Camp within one week from the date of application.

Sd/-9.12.2015

Inspector General of Registration

/By Order/

9.12.2015
Additional Inspector General of Registration

(Stamps & Registration)

Encl :

Model Application Form (Tamil & English)

To

1. All Deputy Inspectors General of Registration,
2. All District Registrars, Sub Registrars
3. Director, Lecturer, Registration Training Institute,
4. Stock file .

வெள்ள நிவாரண முகாமில் ஆவணங்களுக்கான சான்றிட்ட நகல்

பெறுவதற்கான மனு

(அரசாணை எண்.120, வ.வ & பதிவு (J1) துறை, நாள் 7.12.2015)

1.மனுதாரரின் பெயர்	
2.முகவரி மற்றும் தொலைபேசி எண் (இருப்பின்)	
3. நகல் கோரப்படும் ஆவணத்தில் மனுதாரரின் நிலைப்பாடு. (கிரைய ஆவணத்தைப் பொறுத்து எழுதி வாங்கியவர் மட்டுமே நகல் பெற தகுதி உடையவர் ஆவார்)	1. ஆவணம் எழுதி கொடுத்தவர் () 2. ஆவணம் எழுதி வாங்கியவர். () (✓ குறியீடு செய்யவும்)
ஆவணம் மற்றும் சொத்து விபரம்	
4. அசல் ஆவணம் பதிவு செய்யப்பட்ட சார்பதிவாளர் அலுவலகம்.	
5. ஆவணத்தின் தன்மை: (✓ குறியீடு செய்யவும்) கிரயம்/ தானசட்டில்மெண்ட்/ பரிவர்த்தனை/ விடுதலை/ பாகப்பிரிவினை/ அடமானம்/ உயில்/ பொது அதிகார ஆவணம் மற்றவை:	
6. கிராமம்: தெருபெயர்/ புல எண்(தெரிந்திருப்பின்): விஸ்தீரணம்:	
7. ஆவணம் எழுதி கொடுத்தவரின் பெயர்: (தந்தை/கணவர் பெயர்)	
8.ஆவணம் எழுதி வாங்கியவரின் பெயர் : (தந்தை/கணவர் பெயர்)	
9.ஆவண எண் : வருடம்: (விவரம் தெரியாவிடின் தோராயமாக தேடப்படவேண்டிய ஆண்டுகள்) :	
10. தாக்கல் செய்யப்படும் ஆளறி அடையாள அட்டை விவரம்.	

நாள்:

விண்ணப்பதாரர் கையொப்பம்

குறிப்பு:

1.உயில் ஆவணத்தின் நகல் உயில் எழுதி வைத்த நபருக்கு மட்டுமே வழங்கப்படும். உயில் எழுதி வைத்தவர் இறந்து விட்ட நிலையில் அவரது இறப்பு சான்றுடன் விண்ணப்பிக்க வேண்டும்.

2. 4 புத்தகத்தில் பதிவு செய்யப்பட்ட ஆவண நகல்களுக்கு மனுதாரர் மனு கோருவதற்கான உரிமையை தெரிவிக்க வேண்டும்.

3. மனுதாரர் உரிய அடையாள அட்டை தாக்கல் செய்யாத நிலை இருப்பின் கிராம நிர்வாக அலுவலர்/ வருவாய் ஆய்வாளர் / துணை வட்டாட்சியர் நிலைக்கு குறையாத வருவாய் துறை அதிகாரி ஆகியோரால் பிறப்பிக்கப்பட்ட புகைப்படத்துடன் கூடிய ஆளறி சான்றிதழின் நகல் தாக்கல் செய்யப்படவேண்டும்.

Application for Issue of Certified Copy of Registered Documents in Special Camps

1. Name of the Applicant	
2. Address & Telephone no. (if available)	
3. Capacity of the Applicant in the document for which copy is applied.	1. Executant () 2. Claimant () (mark ✓)
Document & Property details	
4. Sub Registrar Office where the document was registered	
5. Nature of Document : (mark ✓) Sale/Settlement/Exchange/Release/Partition/Mortgage/Will/General Power Others:	
6. Village : Street Name / Survey No. (if known) Extent :	
7. Name of the Executor : Father/Husband Name :	
8. Name of the Claimant : Father/Husband Name :	
9. Document No : Year : (If details not known, approximate period for which nominal has to be conducted: to)	
10. Details of Identification Certificate produced:	

Date :

Signature of the Applicant

Note :

1. In the case of will documents copies can be issued only to the executant or in the case of death of the executant, to any person against the death certificate of the executant concerned.
2. In the case of documents registered in Book IV the applicant should establish his entailment to claim the copy.
3. If the applicant is unable to produce the normal Photo Identity cards, He/she should produce an identification certificate issued by the VAO/Revenue Inspector/any officer of the Revenue Department not lower the rank of Deputy Tashildar.