



INFORMATION MANUAL UNDER

THE RIGHT TO INFORMATION ACT, 2005
(UPDATED UP TO 31ST JANUARY 2012)

**Office of the Commissioner and Inspector General of
Registration and Stamps, Andhra Pradesh,
H.No.5-3-953, Near Karachi Bakery, M.J.Market, Hyderabad-500 001.**

Tel Phone No: 91-040-23449156



PROCEEDINGS OF THE COMMISSIONER AND INSPECTOR GENERAL OF REGISTRATION AND
STAMPS: GOVERNMENT OF ANDHRA PRADESH:: HYDERABAD
Present:- DR. LAL ROSEM, Ph.D., I.A.S.

Procs. No. G1/11608/2005

Dated:03-02-2007.

Sub:-ESTABLISHMENT—Commissioner and Inspector General of
Registration and Stamps Office—Implementation of Right to
Information Act, 2005 (Central Act, 2005)—Publication of information
under Section 4(1)(b) of Right to Information Act, 2005 – Orders—
Issued.

Ref:- 1. Right to Information Act, 2005 (Central Act No.22 of 2005)Published in
Gazette of India (Extraordinary) Notification No.25, Dated 21-06-2005.
2. Circular Memo No.85805/I&PR.II/A1/2005-6, G.A. (I&PR.II) Department,
Dated 30-08-2005.
3. Memo No.G1/11608/05, dated 27-09-2005 of Commissioner and
Inspector General of Registration and Stamps, A.P., Hyderabad

**** *** ****

ORDER:

In the reference 1st read above the Right to Information Act, 2005 has been
published in the Gazette of India on 21.6.2005 which casts certain obligations on
each Public Authority to fulfill.

2. Accordingly, in exercise of the powers conferred under sub-sections (1) and
(2) of section 5 and sub-section (1) of section 19 of the Right to Information Act,
2005 orders have been issued in the reference 3rd cited above appointing the State
Public Information Officer, Assistant Public Information Officer and Appellate
Authority respectively.

3. Now, in exercise of the powers conferred under Sub-Section (1) (b) of the
Section 4 of Right to Information Act, 2005 the information on the items referred to
therein are published herewith in respect of the office of the Commissioner and
Inspector General of Registration and Stamps for the intended users.

Sd/- LAL ROSEM,

Commissioner and Inspector General of
Registration and Stamps, A.P., Hyderabad

To

All the Dy. Inspector Generals (R&S) in the State/ DCFs.

All the District Registrars / All Vigilance Officers in the State.

All Asst. District Registrar / Audit District Registrar

All the Officers in the.

All the Sections in the C&IGs' Office, A.P., Hyderabad.

All the Superintendents in C&IGs' Office.

Right to Information Act, 2005 Section in A.P. Secretariat, Hyderabad.

Copy submitted to:

The Principal Secretary to Revenue (Regn. I) Department, A.P. Secretariat, Hyderabad.

The Chief Information Commissioner, A.P. Information Commission, HACA Bhavan, Hyderabad.

Stock File.



Registration and Stamps Department
O/o Commissioner and Inspector General of
Registration and Stamps, A.P.

Dr. LAL ROSEM, IAS, Ph.D.,
Commissioner & Inspector General of
Registration & Stamps



.Commissioner and Inspector General of
Registration and Stamps, A.P., Hyderabad

PREFACE

How far the Right to Information Act 2005, and the Rules framed therein in the Stamps & Registration Department – have achieved its goal will have to be watched with keenness as we proceed ahead in public service. On reading the contents it should enhance public service delivery and thereby satisfy them to a large extent and so also bind the public servants in the discharge of their duties in a more responsible manner. Unless we progress in transparency and be able to do things in a truthful way, Civil Service will improve little in this country. No work should be done in secret and everything should be done in the open and truthfully, then the rest will be set alright. That is the assertion.

I do hope and wish that the Act will not be a small step in that direction but a big leap. It should also not be like one of the many Acts and Rules for the sake of enactment, that has been there in heaps but rarely in use.

SD/- LAL ROSEM,
Commissioner and Inspector General of
Registration and Stamps, A.P.,
Hyderabad



PREFACE

In order to provide for greater transparency and accountability in the functioning of "public authorities", the Right to Information Act, 2005 (RTI) has been enacted by the Government of India. The Act entitles the citizens to obtain certain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 2005.

In compliance with the provisions of Section 4(1)(b) of the Act, this information manual is published for information of the general public.

**Sd/- C. PADMANABHA MURTHY,
STATE INFORMATION OFFICER**

Joint Inspector General
O/o. Commissioner and Inspector General of
Registration and Stamps, A.P., Hyderabad.



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CHAPTER –I INTRODUCTION

1.1 BACK GROUND

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, as defined in section 2(h), the Right to information Act 2005 has been enacted. Section 4(1) (a) and 4(1) (b) confer rights on citizens to obtain information as enumerated in section 4(1) (b) and for this purpose every public authority is required to appoint Public Information Officer (PIO) and Assistant Public Information Officer (APIO) for the processing of information as requested by the citizens. Under any circumstances if the citizen could not secure the information requested by him, he may approach the appellate authority or finally the Information Commission in the regard.

1.2 OBJECTIVE OF THE HAND BOOK

Registration and Stamps Department is headed by the office of the Commissioner and Inspector General of Registration and Stamps. The Registration Department mainly administers the Registration Act 1908, Indian Stamp Act 1899, A.P. Societies Registration Act 2001, A.P. Partnership Act 1932, A.P. Chit Fund Act 1971, Hindu Marriage Act 1955, Special Marriage Act 1954 as its basic functions. The marriage officers appointed under Indian Christian Marriage Act also come under its purview. The Commissioner and Inspector General of Registration and Stamps, at apex level supervises the field offices Viz., Sub-Registrars, District Registrars, Deputy Inspectors General in their functioning in the state of Andhra Pradesh. The key objective behind the publication of this information manual is to enable the public to



understand the functions of the department in general and the functions of the office of Commissioner and Inspector General of Registration and Stamps, A.P., in particular as per the details prescribed under the section 4(1)(b) of the Act. The Commissioner and Inspector General of Registration and Stamps being a public authority here by publishes the prescribed information relating to the constitution and functioning of the office. The matter contained in this manual is meant for information of the general public and more particularly the citizens are entitled under the Act to obtain other information form the Commissioner and Inspector General of Registration and Stamps' office. The procedure for obtaining the information from the Commissioner and Inspector General of Registration and Stamps office is given in the following paragraphs.

1.3 TARGETED USERS

This manual is meant for information of citizens, Civil Society Organizations, Public representative, officers and employees of public authorities.

1.4 NAMES AND ADDRESS OF KEY CONTACT OFFICERS

For facilitating information requests from the citizens, the following officers are designated by the Commissioner and Inspector General of Registration and Stamps and all information requests shall be addressed to the state Public Information Officer (PIO).



<p>1. Assistant Inspector General –I, O/o Commissioner and Inspector General of Registration and Stamps, H.No:5-3-953, Near: Karachi Bakery, M.J.Market, Hyderabad-500 001. Tel Phone No: 91-040-23449156</p>	<p>Assistant Public Information Officer (APIO)</p>
<p>2. Joint Inspector General (R&S), O/o Commissioner and Inspector General of Registration and Stamps, H.No:5-3-953, Near: Karachi Bakery, M.J.Market, Hyderabad-500 001. Tel Phone No: 91-040-23449156</p>	<p>Public Information Officer (PIO)</p>
<p>3. Commissioner and Inspector General of Registration and Stamps, O/o Commissioner and Inspector General of Registration and Stamps, H.No:5-3-953, Near: Karachi Bakery, M.J.Market, Hyderabad-500 001. Tel Phone No: 91-040-23449156</p>	<p>Appellate Authority</p>

1.5 PROCEDURE FOR OBTAINING INFORMATION

This information manual contains information about organization and functioning of the Commissioner’s and Inspector General of Registration and Stamp office which heads Registration and Stamps Department at state level. If any person is desirous of obtaining any other information he shall make an information request to the PIO. The applicant is required to comply with the following conditions.



- The applicant shall be a citizen of India.
 - As proof of citizenship, any one of the following documents may be attached to the information request
 - Ration Card
 - PAN Card
 - Driving License
 - Electricity Bill
 - Passport Document
 - The information request shall be made in writing
 - The information request can be in one of the following languages.
 - Telugu
 - Hindi
 - English
 - Applicant shall pay the prescribed fees of Rs.10/-.
 - Applicants belonging to below poverty line (BPL) category need not pay the fee. For claiming exemption from payment of fee under BPL category, the applicant shall attach a copy of a Ration Card as a proof. The request for information will be generally processed with in the time period mentioned under the Act.



CHAPTER –II

INTRODUCTION

Section 4(1)(b)(i)

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

2.1 COMMISSIONER AND INSPECTOR GENERAL OF REGISTRATION AND STAMPS AS HEAD OF REGISTRATION AND STAMPS DEPARTMENT

The Commissioner and Inspector's General office is the office of Head of the Department of Registration and Stamps at State level. The office is headed by the Commissioner and Inspector General (Registration and Stamps). This office supervises the functioning of the field offices viz., Sub Registrar Office. It controls the functions of the District Registrar's Offices at the District level and the Deputy Inspector's General Office located at the zonal level. This office supervises the statutory functions exercised by the District Registrars and Sub Registrars created under the Indian Registration Act, 1908. The Commissioner being designated as Chief Controlling Revenue Authority is the final authority on adjudication of stamp duty and is the Revisional Authority over Collectors appointed under Stamp Act. He exercises control over GSO (General Stamp Office) which regulates sale of all kinds of Non-Postal stamps through the office public counter, Stamp Vendors Counters, Secretariat Counter and High Court Counter. He is the licensing Authority for franking machines in the State.



The Commissioner's and Inspector General's Office deals with the following matters :

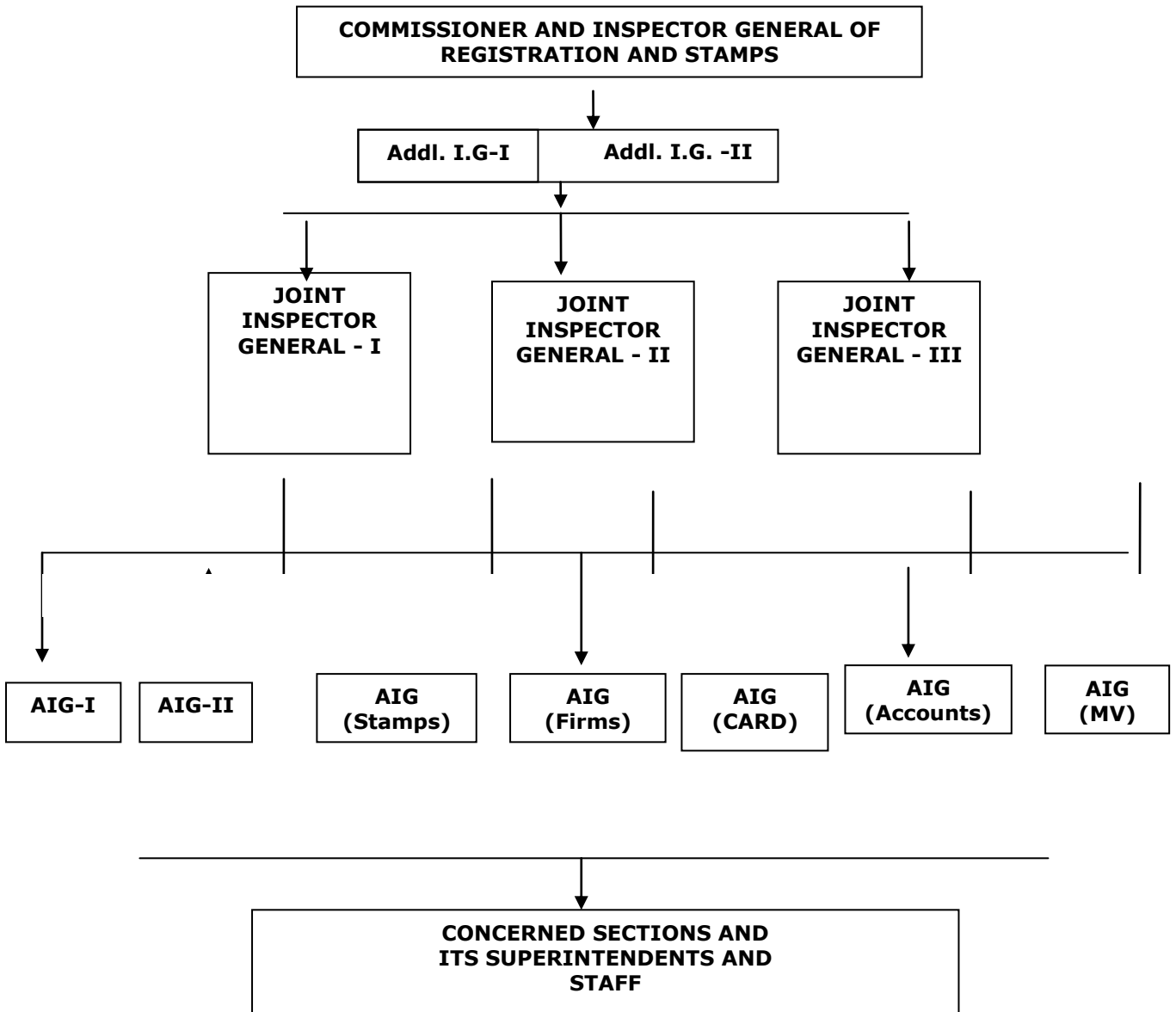
This office deals with proposals for Amendments and implementation of the Indian Registration Act; Indian Stamp Act; Marriage Acts; Societies Registration Act; Partnership Act; Chit Fund Act, and other miscellaneous Acts.

This Office is the seat of General Stamp Office, which regulates the sale, and supply of all kinds of non-postal stamps in the State besides regulating the following functions.

- Non-Plan budget matter for the above subjects.
- All cases relating to the ACB, Vigilance and enforcement relating to the Registration and Stamps Department.
- All disciplinary cases against Officers and employees of the Registration and Stamps Department.
- All Service matters relating to the Officers and employees working in the Registration and Stamps Department.
- All matters relating to Public Accounts Committee, Audit Reports / Enquiry Reports / Draft paras relating to Registration and Stamps Department.
- Sends proposals to Government on all policy matters pertaining to Registration and Stamps Department.



ANNEXURE
OFFICE OF THE COMMISSIONER AND INSPECTOR GENERAL OF
REGISTRATION AND STAMPS, A.P.
ORGANIZATION CHART





CHAPTER – III

Section 4(1)(b)(ii)

THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1 FUNCTIONAL STRUCTURE:

Commissioner and Inspector General's Office is headed by Commissioner and is assisted by the following: -

Additional Inspector General	:	2
Joint Inspector General	:	3
Asst. Inspectors General	:	7
Sub Registrar / Superintendent	:	22
Senior Assistants	:	43
Junior Assistants	:	41
Record Assistants	:	8
Shroffs	:	7
Roneo Operator/Xerox Operators	:	1
Attenders	:	27
Drivers	:	3
Staff	:	3
Workers	:	10
Watchmen	:	0
Outsourced Security Guards for the Double Lock:	:	3

The business of the office is divided into 22 Sections shown in the annexed list.



3.2 ROLE OF EACH OFFICER:

Commissioner and Inspector General

The Commissioner and Inspector General is appointed as CCRA (Chief Controlling Revenue Authority) under Section 56 of India Stamp Act who is invested with quasi-judicial powers in respect of adjudication of Stamp Duty payable under Indian Stamp Act 1899 as against the orders of Collector appointed under Indian Stamp Act

The Commissioner & Inspector General of Registration and Stamps was appointed by the state Government by virtue of powers delegated under section 3 (1) of the India Registration Act, 1908 to exercise and perform his duties within the Local limits in this behalf as directed by the State Government from time to time.

He is the Administrative head of the Registration and Stamps Department at the state level.

By virtue of the powers conferred under section 69 and section 70 of Indian Registration Act, 1908 the Inspector General shall exercise the general superintendence over all the Registration Offices in the territories under the State Government and shall have power from time to time to make rules consistent with the Indian Registration Act. i.e.,

- (a) Providing for the safe custody of books, papers and documents.



- (b) Declaring what languages shall be deemed to be commonly used in each district.
- (c) Providing for grant of Licenses to Document writers, the revocation of such licenses, the terms and conditions subject to which and the authority by whom such licences shall be granted, the exemption of any class of Document Writer from the licensing provisions and the condition subject to which such exemption shall be granted generally for all purposes connected with the writing of documents to be presented for registration. However the Document Writer (DW) licensing system is presently not in vogue.
- (d) Declaring what territorial divisions shall be recognized U/Sec.21 of Indian Registration Act.
- (e) Regulating the amount of fines imposed U/Sec.25 and 34 of Indian Registration Act respectively.
- (f) Regulating the exercise of the discretion reposed in the Registering Officer by Section 63(i.e.) power to the Registering Officer to Administer oaths and record of substance of statement.
- (g) Regulating the form in which Registering Officers are to make memoranda of documents.
- (h) Regulating the authentication by the Registrar's and Sub-Registrars of the books kept in their respective offices U/Sec/51 of India Registration Act, i.e., Register Books to be kept in several offices.

Regulating the manner in which the instruments referred to in Sub-Sec.2 of Section 88 i.e., Registration of Documents executed by Government officers or certain public functionaries may be presented for registration.
- (i) Declaring the particulars to be contained in indexes Nos.I, II, III, and IV respectively.
- (j) Declaring the holidays that shall be observed in the registration officers and
- (k) Generally regulating the proceedings of the Registrars and Sub-Registrars.



Other Duties of Commissioner & Inspector General of Registration and Stamps.

1. By virtue of powers conferred by the State Government, he was appointed as Registrar of Firms U/s 57 of Indian Partnership Act 1932 to exercise his powers as Registrar of Firms for the purpose of that Act to perform his duties. He administers A.P. Societies Registration Act 2001 in the State of Andhra Pradesh .
2. He is the Director of Chits and the Administrative Authority under A.P. Chit Fund Act, 1982.
3. He is the Registrar of Non-Trading Companies under the provisions of N.T.C.Act.
4. He has got overall Superintendence and control of General Stamps office, which regulates sale, supply and distribution of all kinds of non-postal stamps in the state. He is the licence issuing authority in respect of franking machines in the state of A.P.
5. He is the competent authority for sending proposals for appointment of Notaries under the provisions of Notaries Act, 1952 and Rule 4 of Notaries Rules, 1956.

He has got overall administrative control over all the officers working in the Department. He is the appointing authority for Asst. District Registrars and District Registrars.



2. ADDITIONAL INSPECTORS GENERAL

The Additional Inspectors general exercises his powers and discharges his duties as per the subjects allotted to him by the Commissioner and Inspector General of Registration and Stamps from time to time.

3. JOINT INSPECTOR GENERAL -I:

The Joint Inspector General-I working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.

4. JOINT INSPECTORS GENERAL -II:

The Joint Inspector General-II working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.

5. JOINT INSPECTORS GENERAL -III:

The Joint Inspector General-III working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.

6. THE ASSISTANT INSPECTOR GENERAL-I

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.



7. THE ASSISTANT INSPECTOR GENERAL-II

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him.

8. THE ASSISTANT INSPECTOR GENERAL- (FIRMS)

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him and he is responsible for Registrations of Firms under A.P. Partnership Act.

9. THE ASSISTANT INSPECTOR GENERAL- (CARD)

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him and he assists the Commissioner and Inspector General in respect of administration of Computer Aided Registration Department (CARD) and its' functions.

10. THE ASSISTANT INSPECTOR GENERAL- (STAMPS)

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him and he assists the Commissioner and Inspector General in the administration of General Stamp Office and is in-charge of Double Lock GSO Treasury which indents stamps from Central Stamp Depot (CSD), Nasik and Security Printing Press (SPP) at Hyderabad for the purpose of supply and distributing the stamps through Treasury Offices and departmental out-lets.



11. ASSISTANT INSPECTOR GENERAL(M.V.):

The Assistant Inspector General working in the Commissioner and Inspector's General Office shall assist the Commissioner and Inspector General

3.3 ALLOCATION OF SUBJECTS AMONG THE SECTIONS IN THE C&IG OFFICE

Various subjects of the office have been allotted to the sections as below:

Sl. No.	Name of the Section	Superintendent	Subject Allotted
1.	Establishment	Sub-Registrar / Superintendent	Service matters of the employees of this Department through out the State.
2.	X Section	Sub-Registrar / Superintendent	All service matters relating to disciplinary cases pertaining to Non Gazetted Officers including Sub Registrars.
3.	Vigilance	Sub-Registrar / Superintendent	All service matters relating to disciplinary cases pertaining to Gazetted Officers.
4.	Accounts	Sub-Registrar / Superintendent	All the Accounts related matters of the Department.
5.	C.P.U.	Sub-Registrar / Superintendent	Pay bills & all other bills of this office Establishment.
6.	General	Sub-Registrar / Superintendent	General section deals with all the matters relating Registration Act, RTI Act and Other related Acts.
7.	Chit Funds	Sub-Registrar / Superintendent	Deals with Chit Fund Act & Rules.



8.	Notaries	Sub-Registrar / Superintendent	Deals with Notaries Act & Rules.
9.	Firms / Societies	Sub-Registrar / Superintendent	Deals with all the matters relating Partner- ship Act & Societies Registration Act.
10.	Market Value	Sub-Registrar / Superintendent	Deals with Market Value related matters.
11.	Stamps	Sub-Registrar / Superintendent	Deal with Stamp related matters under Indian Stamp Act including concessions and exemptions.
12.	C.C.R.A.	Sub-Registrar / Superintendent	Deals with Appeals U/s.56(1)(a) of IS Act, before CCRA, Write-off Cases, Papur Suits and Local Audit Reports.
13.	Legal	Sub-Registrar / Superintendent	Deals with Court Cases of the Department.
14.	G.S.O.	Sub-Registrar / Superintendent	Deals with supply and Distribution of Stamps and controlling Authority of all Stamp Counters.
15.	Double Lock	Sub-Registrar / Superintendent	Custodian of Stamps in GSO Treasury.
16.	Public Counter	Sub-Registrar / Superintendent	Deals with Sale of Stamps to the general public.
17.	Hyderabad Vendor Counter	Sub-Registrar / Superintendent	Distribution of the Stamps to the Licenced Stamps Vendors and Post Offices (Revenue Stamps) in Hyderabad Jurisdiction.



18.	Secunderabad Vendor Counter	Sub-Registrar / Superintendent	Distribution of the Stamps to the Licenced Stamps Vendors and Post Offices (Revenue Stamps)in Secunderabad Jurisdiction.
19.	Secretariat Counter	Sub-Registrar / Superintendent	Deals with Sale of Stamps to the general public.
20.	High Court Counter	Sub-Registrar / Superintendent	Deals with Sale of Stamps to the general public.
21.	Central Computer Wing (CCW)	Sub-Registrar / Superintendent	Development of CARD software and supply of Hardware and maintain- ing of Central Data Servers and Supply of Computer peripherals to all the Offices of across the State.
22.	Stores	Sub-Registrar / Superintendent	Deals with supply and distribution of stationery and maintenance of C&IG's Office building.



CHAPTER – IV

Section 4 (1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability:

Commissioner & Inspector General of Registration and Stamps shall exercise general superintendence over all the Registration Offices in the state and shall have powers from time to time to make rules consistent with the Registration Act. He is vested with powers u/s 69 of the Indian Registration Act.

All the officers in the Commissioners & Inspector General of Registration & Stamps office Viz., Assistant Inspectors General, Joint Inspectors General Deputy Inspectors General, Additional Inspectors General will assist the Commissioner & Inspector General (Registration & Stamps) in decision making process.



CHAPTER – V

Section 4 (1) (b) (iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

Citizen's satisfaction is most important in Good Governance. In order to propel the Good Governance, Citizen Charter is introduced in all the Departments having large public interface to achieve the objective of Good Governance.

The following steps have been taken to implement the Citizen Charter on top priority basis.

1. Citizen Charter is placed on Notice Boards at all offices of Deputy Inspector General (R&S), District Registrar and Sub-Registrar Offices particularly at " May I help you " counter besides at places of large public interface to create public awareness and to invite their suggestions.
2. " Suggestion Box " is installed at each Sub-Registrar Office as a sort of feedback mechanism on deficiencies, if any.
3. Public awareness is created by distributing the brochures / pamphlets / feed back forms on Citizen Charter.
4. Website address is popularized among the Citizens to know more details about the department and to go through Frequently Asked Questions on services.
5. Information is displayed with the following details like;
 - (a) Our department has a Citizen Charter / Feed back form.



(b) In case of difficulty or delay in services please contact District Registrar / Deputy Inspector General (R&S) and give a complaint.

(c) Visit our Website for more details our Website

<http://igrs.ap.gov.in>
www.ap.gov.in/card

6. The service standards regarding registration of Marriages, Societies and Firms shall also be put on Notice Board at all District Registrar Offices.
7. District Registrars in the Districts and Dy. Inspectors General (R&S) in the Zone are appointed as Nodal Officers to monitor, coordinate and integrate with field level functionaries.
8. Small stamp with brief details of Citizen charter is affixed on all the deliverables to clientele, like receipts, check slips etc.,
9. Feed back forms duly filled in shall be obtained from the registering public.
10. Wide publicity is given on the availability of document writing software at Sub-Registrar Offices.
11. Citizen Charter is being modified from time to time, based on the study of implementation of Citizen Charter in the field offices viz., Sub-Registrar Offices.
12. Top priority is being taken on the exit poll results communicated by the Centre for Good Governance and immediate remedial action is taken over deficiency is pointed out and strive to improve the image of the Department.



CHAPTER – VI

Section 4 (1) (b) (v)

The Rules & Regulations, Instruction Manuals and Records held by this Office under its control and used by its employees for discharging its functions:

In discharging its' functions the Department is used to the following manuals and records:

The department deals with the following Acts: -

- (i) Registration Act, 1908.
- (ii) Indian Stamp Act, 1899
- (iii) Notaries Act, 1952.
- (iv) Hindu Marriage, Special Marriage and Indian Christian Marriage Acts.
- (v) Indian Partnership Act, 1932.
- (vi) A.P. Societies Registration Act 35 of 2001.
- (vii) A.P. Non Trading Companies Act, 1962.
- (viii) A.P. Chit Funds Act, 1982
- (ix) A.P. Rules under Registration Act, 1908
- (x) Indian Stamp Rules, 1925
- (xi) Other Acts and Rules having bearing on the functioning of this Department.



CHAPTER – VII

Section 4 (1) (b) (vi)

**The Statement of the Categories of Documents that are held by
Commissioner & Inspector Generals' Office or under its control:**

SL. NO.	PARTICULARS OF DOCUMENTS
1	Government Orders (Miscellaneous)
2	Government Order (Routine)
3	Memorandum
4	Letter
5	U.O. Note
6	Office Order (Miscellaneous)
7	Office Order (Routine)
8	Endorsement
9	D.O. Letter
10	Circular Memo

**The following Documents are also available in Commissioner &
Inspectors' Office:**

1. Appeal U/s. 56(2) of I.S. Act.
2. Notary Inspection Reports of the District Registrar
3. Registers of sale of stamps in Commissioner & I.G. (R&S)'s Public Counters and Vendor's Counters.



CHAPTER – VIII

Section 4 (1) (b) (vii)

The Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Consultation with non-governmental organizations and expert groups is taken up as and when felt necessary.



CHAPTER – IX

Section 4 (1) (b) (viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The Committees constituted vide G.O.Ms. No.301, Revenue (Registration.I) Dept., Dated 4.5.1998 for the purpose of the rectification of anomalies in the market values fixed by the Committees. If any anomaly noticed by the departmental officials or representation from any public, the Convenor shall make a note to the Chairman of the Committee and other members too for their appraisal. The decision of the Committee shall be sent to the Commissioner and Inspector General of Registration and Stamps for its approval.

The following authorities competent to prepare the Market Value Guidelines in different areas.

(a) Urban Areas : - i.e. areas falling within the jurisdiction of Municipality/Municipal Corporations, Urban Development Authorities, Municipalities and Notified areas including the Gram Panchayat falling within their master plan areas and Urban Agglomeration areas.

Chairman:- Joint Collector of the District.

Members:- (i) Commissioner of Municipal Corporation or his authorised representative:-

(ii) Vice-Chairman of Urban Development Authority or his authorised representative;

(iii) Chief Executive Officer of the Zilla Parishad (Chief Planning Officer in respect of Hyderabad District).

(iv) Commissioner of Municipality.

Convenor: - Assistant District Registrar, Office of the District Registrar concerned.



(b) In respect of Secunderabad Cantonment:

Chairman: - District Collector, Hyderabad.

Members:-(i) Joint Collector, Hyderabad

(ii) Chief Executive Officer of Secunderabad Cantonment Board.

(iii) Chief Executive Officer, Zilla Praja Parishad, Ranga Reddy District.

Convenor: - Assistant District Registrar, Hyderabad.

(c) Rural Areas: i.e., areas falling within Gram Panchayat (other than the Gram Panchayat falling within the areas covered by the master plan of any Municipal Corporation or Municipality, Notified Nagar Panchayat falling in the Urban agglomeration of any Urban Development Authority).

Chairman: - Revenue Divisional Officer concerned.

Members: - (i) Mandal Revenue Officer concerned.

(ii) Mandal Development Officer concerned.

Convenor: - Sub-Registrar concerned.

d) For revision of construction rates of buildings, apartments and structures for the entire State.

Chairman: - Joint Inspector General, Office of the Commissioner & Inspector General of Registration & Stamps, A.P., Hyderabad.

Members: -Superintending Engineer, Office of the Chief Engineer (R&B) A.P., Hyderabad.

Convenor: -Deputy Inspector General (Market Value), Office of the Commissioner & Inspector General of Registration and Stamps, A.P., Hyderabad.



CHAPTER – X **Section 4 (1) (b) (ix)**

THE DIRECTORY OF OFFICERS AND EMPLOYEES:

Sl.No.	Name of the Employee Sarvasri	Designation
1	Dr.Vijay Kumar,I.A.S	C&IG (R&S)
2	M.Syam Kishore	Addl.I.G-I
3	K.Jayarami Reddy	Addl.I.G-II
4	M.Udayabhaskara Rao	Jt.I.G-I
5	G.Subbarayudu	Jt.I.G-I
6	M.Venkat Rajesh	JIG-III
7	Surendra Sahu	ASST.I.G(Accts)
8	L.Sreerama Murthy	ASST.I.G(Stamps)
9	G. Kalyani	ASST.I.G-II
10	N.Vasudeva Rao	ASST.I.G-I
11	K.Suseela	AIG(MV)
12	T. Ramalingam	SR/Superintendent
13	Smt.Ch.Janaki Devi	SR/Superintendent
14	Fazeelath Unnisa	SR/Superintendent
15	V.S.M.A.R. Krishnamacharyulu	SR/Superintendent
16	Sri G.Gopi Krishna	SR/Superintendent
17	Smt. R.Tulasi	SR/Superintendent
18	A.V. Kumari	SR/Superintendent
19	N. Jarina	SR/Superintendent
20	G.V.S.S. Sastry	SR/Superintendent
21	Sri M.Murali	SR/Superintendent
22	M.V.Ratna Kumar	SR/Superintendent
23	M.B.Hemalatha	SR/Superintendent
24	Sk.Meeras	SR/Superintendent
25	Shaikh John	Senior Assistant
26	A.Surya Narayna Murthy	Senior Assistant
27	A.Christopher	Senior Assistant
28	L.Uma Devi	Senior Assistant
29	J.Padma	Senior Assistant
30	J. Suraj Singh	Senior Assistant
31	M. Srinivasulu	Senior Assistant
32	A.Madusudhana Rao	Senior Assistant



33	D.Satyavathi	Senior Assistant
34	V. Tulasi Das	Senior Assistant
35	T. Ramakrishna Prasad	Senior Assistant
36	M.Vidya Dharani	Senior Assistant
37	Sri J.Manohar	Senior Assistant
38	Sri A.Giridhar	Senior Assistant
39	D. Kodandam	Senior Assistant
40	Sri B.Narender	Senior Assistant
41	S.Chanda Basha	Senior Assistant
42	P.S.V.Subbalakshmi	Senior Assistant
43	V.Annapurna	Senior Assistant
44	P.Adinarayana	Senior Assistant
45	Abdul Kareem	Senior Assistant
46	N.V.Radha Krishna	Senior Assistant
47	MD.Mubashir Ahmed Farooqui	Senior Assistant
48	A.Ram Mohan	Senior Assistant
49	T. Sruthi	Senior Assistant
50	Smt. A.T. Rajya Laxmi	Senior Assistant
51	V. Victor Daniel	Senior Assistant
52	A.Krishnaiah	Senior Assistant
53	P. Laxmana Raju	Senior Assistant
54	A.Keerthi Priya	Senior Assistant
55	Seshagiri Chand	Senior Assistant
56	Sri C.Jagadish Khanna	Spl Category Steno
57	P. Chandra Sekhar	Junior Assistant
58	V.Rathna Paul	Junior Assistant
59	Mohd.Ishaq	Junior Assistant
60	B. Yadaiah	Junior Assistant
61	Md.Habeebuddin	Junior Assistant
62	M.Neeharika	Junior Assistant
63	P.Neelima	Junior Assistant
64	BSV Lakshmi	Junior Assistant
65	SHAIK PASHA MIYA	Junior Assistant
66	K. Sekhar	Junior Assistant
67	D.Venkataswamy	Junior Assistant
68	A.Srinivasa Rao	Junior Assistant
69	Md.Yaseen	Junior Assistant
70	B.Suhasini Devi	Junior Assistant



71	MD.Abdul Hafeez	Junior Assistant
72	V.Koteswara Rao	Junior Assistant
73	S.Rajashekara Reddy	Junior Assistant
74	T.V.S.K.Lakshmana Rao	Junior Assistant
75	N.Sudheer Kumar	Junior Assistant
76	K. Vidya Sagar	Junior Assistant
77	S.Venkata Ramana	Junior Assistant
78	G.N. Ravikanth	Shroff
79	N.Srinivasa Chary	Shroff
80	M.D. Sayeed	Shroff
81	G.Satyanarayana Prasad	Shroff
82	A.Sudarshan	Record Assistant
83	K. Yadaiah	Record Asst
84	Shaik Nazir Ahmed	Roniew Operator
85	G.Sravan kumar	Driver
86	T. Hanumantha Rao	Office Subordinate
87	M. Lakshmi	Office Subordinate
88	Mir. Sujath Ali	Office Subordinate
89	A.Ravinder	Office Subordinate
90	T.Suman	Office Subordinate
91	N.Mounika	Office Subordinate
92	B.Lokesh Yadav	Office Subordinate
93	A.Yugander	Office Subordinate
94	Md. Abdul Sameer	Office Subordinate
95	T. Mahender Singh	Office Subordinate
96	Md.Kareem	Office Subordinate
97	K.Naresh	Office Subordinate
98	K.Suresh Kumar	Office Subordinate
99	M.Ramkumar	Office Subordinate
100	N.Raju	Office Subordinate
101	K. Chandu	Office Subordinate
102	P.Yadhagiri	Office Subordinate
103	V.Narsimha	Office Subordinate
104	Mudassir Ali Shahbaz	Office Subordinate
105	M.L.Krishna	Office Subordinate



CHAPTER – XI **Section 4 (1) (b) (x)**

The monthly remuneration received by each of its Officers and employees:-

Sl.No.	Name of the Employee Sarvasri	Designation	Pay Rs.
1	Dr.Vijay Kumar,I.A.S	C&IG (R&S)	70790
2	M.Syam Kishore	Addl.I.G-I	56960
3	K.Jayarami Reddy	Addl.I.G-II	48160
4	M.Udayabhaskara Rao	Jt.I.G-I	38570
5	G.Subbarayudu	Jt.I.G-I	37600
6	M.Venkat Rajesh	JIG-III	37600
7	Surendra Sahu	ASST.I.G(Accts)	27700
8	L.Sreerama Murthy	ASST.I.G(Stamps)	34050
9	G. Kalyani	ASST.I.G-II	19580
10	N.Vasudeva Rao	ASST.I.G-I	27700
11	K.Suseela	AIG(MV)	39540
12	T. Ramalingam	SR/Superintendent	26300
13	Smt.Ch.Janaki Devi	SR/Superintendent	21820
14	Fazeelath Unnisa	SR/Superintendent	21820
15	V.S.M.A.R. Krishnamacharyulu	SR/Superintendent	17540
16	Sri G.Gopi Krishna	SR/Superintendent	34050
17	Smt. R.Tulasi	SR/Superintendent	24950
18	A.V. Kumari	SR/Superintendent	22430
19	N. Jarina	SR/Superintendent	16150
20	G.V.S.S. Sastry	SR/Superintendent	27000
21	Sri M.Murali	SR/Superintendent	19050
22	M.V.Ratna Kumar	SR/Superintendent	2680
23	M.B.Hemalatha	SR/Superintendent	19580
24	Sk.Meeras	SR/Superintendent	21250
25	Shaikh John	Senior Assistant	17540
26	A.Surya Narayna Murthy	Senior Assistant	20110
27	A.Christopher	Senior Assistant	14050
28	L.Uma Devi	Senior Assistant	14860
29	J.Padma	Senior Assistant	11530
30	J. Suraj Singh	Senior Assistant	14440



31	M. Srinivasulu	Senior Assistant	12190
32	A.Madusudhana Rao	Senior Assistant	18520
33	D.Satyavathi	Senior Assistant	11200
34	V. Tulasi Das	Senior Assistant	16150
35	T. Ramakrishna Prasad	Senior Assistant	16600
36	M.Vidya Dharani	Senior Assistant	12190
37	Sri J.Manohar	Senior Assistant	11860
38	Sri A.Giridhar	Senior Assistant	12190
39	D. Kodandam	Senior Assistant	14050
40	Sri B.Narender	Senior Assistant	12910
41	S.Chanda Basha	Senior Assistant	11860
42	P.S.V.Subbalakshmi	Senior Assistant	13270
43	V.Annapurna	Senior Assistant	12190
44	P.Adinarayana	Senior Assistant	23040
45	Abdul Kareem	Senior Assistant	12190
46	N.V.Radha Krishna	Senior Assistant	16150
47	MD.Mubashir Ahmed Farooqui	Senior Assistant	19050
48	A.Ram Mohan	Senior Assistant	11860
49	T. Sruthi	Senior Assistant	11200
50	Smt. A.T. Rajya Laxmi	Senior Assistant	17540
51	V. Victor Daniel	Senior Assistant	13270
52	A.Krishnaiah	Senior Assistant	15280
53	P. Laxmana Raju	Senior Assistant	11860
54	A.Keerthi Priya	Senior Assistant	10900
55	Seshagiri Chand	Senior Assistant	11200
56	Sri C.Jagadish Khanna	Spl Category Steno	24300
57	P. Chandra Sekhar	Junior Assistant	16600
58	V.Rathna Paul	Junior Assistant	10300
59	Mohd.Ishaq	Junior Assistant	17050
60	B. Yadaiah	Junior Assistant	25600
61	Md.Habeebuddin	Junior Assistant	8680
62	M.Neeharika	Junior Assistant	10300
63	P.Neelima	Junior Assistant	8440
64	BSV Lakshmi	Junior Assistant	8680
65	SHAIK PASHA MIYA	Junior Assistant	20110
66	K. Sekhar	Junior Assistant	8440
67	D.Venkataswamy	Junior Assistant	9460



68	A.Srinivasa Rao	Junior Assistant	10900
69	Md.Yaseen	Junior Assistant	15280
70	B.Suhasini Devi	Junior Assistant	11860
71	MD.Abdul Hafeez	Junior Assistant	8940
72	V.Koteswara Rao	Junior Assistant	8680
73	S.Rajashekara Reddy	Junior Assistant	10900
74	T.V.S.K.Lakshmana Rao	Junior Assistant	10900
75	N.Sudheer Kumar	Junior Assistant	0
76	K. Vidya Sagar	Junior Assistant	14860
77	S.Venkata Ramana	Junior Assistant	8440
78	G.N. Ravikanth	Shroff	22430
79	N.Srinivasa Chary	Shroff	19050
80	M.D. Sayeed	Shroff	12550
81	G.Satyanarayana Prasad	Shroff	13270
82	A.Sudarshan	Record Assistant	17540
83	K. Yadaiah	Record Asst	11200
84	Shaik Nazir Ahmed	Ronioe .Operator	17540
85	G.Sravan kumar	Driver	10300
86	T. Hanumantha Rao	Office Subordinate	12550
87	M. Lakshmi	Office Subordinate	7300
88	Mir. Sujath Ali	Office Subordinate	8200
89	A.Ravinder	Office Subordinate	7100
90	T.Suman	Office Subordinate	7100
91	N.Mounika	Office Subordinate	6900
92	B.Lokesh Yadav	Office Subordinate	6900
93	A.Yugander	Office Subordinate	6900
94	Md. Abdul Sameer	Office Subordinate	6900
95	T. Mahender Singh	Office Subordinate	6900
96	Md.Kareem	Office Subordinate	6900
97	K.Naresh	Office Subordinate	6900
98	K.Suresh Kumar	Office Subordinate	18030
99	M.Ramkumar	Office Subordinate	12550
100	N.Raju	Office Subordinate	12550
101	K. Chandu	Office Subordinate	12550
102	P.Yadhagiri	Office Subordinate	12550
103	V.Narsimha	Office Subordinate	16150
104	Mudassir Ali Shahbaz	Office Subordinate	7520
105	M.L.Krishna	Office Subordinate	19580



CHAPTER – XII
Section 4 (1) (b) (xi)

The budget allocated to the each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

NIL



CHAPTER – XIII

Section 4 (1) (b) (xii)

The manner of execution of subsidy Programmes including the amounts allocated and the details of beneficiaries of such Programmes:

There are no subsidy programmes in the Registrations and Stamps Department and no amounts was allocated for such programmes.



CHAPTER – XIV

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions permits or authorizations granted:

Sl. No	Article	G.O. No.	With Effect From	Extent of Reduction in Stamp Duty
1.	47 A(a)(SALE)	1126 Revenue(Regn.I) Dept. Dt.13.6.2005	1.7.2005	Stamp duty reduced from 8% to 7% payable in Municipal Corporation Areas
2.	47 A(d)(i to iv) (SALE)	1127 Revenue (Regn.I) Dept, Dt.13.6.2005	1.7.2005	Fixed Stamp duty @ 5% in respect of Flats / Apartments including semi finished Structures
3.	42(g) GPA	1128 Revenue (Regn.I) Dept, Dt.13.6.2005	1.7.2005	1. Stamp Duty reduced from 5% to a Fixed Stamp Duty of Rs.1,000/- when the GPA is given in favour of Family members. 2. Stamp Duty reduced from 5% to 1% when the GPA is given in favour of other than Family members.
4.	40 (PARTITION)	1129 Revenue (Regn.I) Dept. Dt.3.6.2005	1.7.2005	Stamp Duty reduced from 3% to 1% If the Partition is effected among the Family Members.
5.	46 A (RELEASE)	1129 Revenue (Regn.I) Dept., Dt.13.6.2005	1.7.2005	Stamp Duty reduced from 3% to 1% If the Release of right is in favour of Family Members.
6.	49 A(a) (SETTLEMENTS)	1129 Revenue (Regn.I) Dept., Dt.13.6.2005	1.7.2005	Stamp Duty reduced from 3% to 1% if the Settlement is in favour of Family Members.
7.	6(B) (Agreement of Sale/	1475 Revenue (Regn.I) Dept.	1.8.2005	Stamp Duty reduced from 5% to 1% on the Sale Consideration or



	Construction/ Development)	Dt.30.7.2005		Estimated cost of Construction/Development as declared by the Parties subject to a maximum of Rs. 20,000/- and shall not be adjustable at the time of Sale Deeds in pursuance of such Agreements duly registered under Registration Act.
8.	6(B) (Agreement of Sale/ Construction/ Development combined with GPA)	1475 Revenue (Regn.I) Dept., Dt.30.7.2005	1.8.2005	Stamp Duty reduced from 5% to 1% on the sale consideration or estimated cost of construction, market value of the site etc. and shall not be adjustable at the time of Sale Deeds in pursuance of such Agreements duly registered under Registration Act.
9.	--	2046 Revenue (Regn.I) Dept., Dt.28.11.2005	1.12.2005	Reduced the Stamp Duty on the Sale Deeds of land and buildings by limiting the stamp duty to the amount arrived at on the auction amount declared in the sale deeds of land and buildings in cases where the sales of industrial units were made through auction by the Official Liquidator appointed by the High Court/recovery Officer appointed by the Debt Recovery Tribunal.
10.	--	2046 Revenue (Regn.I) Dept., Dt.28.11.2005	1.12.2005	Reduced the Stamp Duty payable in respect of sale deeds of Plant and Machinery(movable or immovable i.e., whether fastened to earth or severed) to 2% on the auction amount fetched due to sale of industrial units



				by the Official Liquidator appointed by the High Court/Recovery Officer appointed by the Debt Recovery Tribunal.
11.	--	2046 Revenue (Regn.I) Dept., Dt.28.11.2005	1.12.2005	Reduced the Stamp Duty payable on all Sale Deeds of Plant and Machinery (movable or immovable i.e., whether fastened to earth or severed) in respect of normal sale/conveyance transactions, to 2% on the Book Value shown in the financial accounts as on the closing date of the immediately preceding financial year.



CHAPTER – XV

Section 4 (1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION , AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

This Department has created a web site **<http://igrs.ap.gov.in>** with detailed information for citizens in electronic form. The time frames prescribed for various service rendered by this department to the citizens in the Citizen Charter were kept on the website.



CHAPTER – XVI

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

All relevant information of the Department was kept on the website. The information kept on the website is as follows: - The timeframes prescribed for various services to the citizens in the in the Citizen Charter were kept on the website and also displayed in 387 Sub-Registrar Offices across the State.

This Department is having the functions and duties on the following Acts and some of the Acts are kept in web site along with Schedules and Table of Fees.

- i) Registration Act.
- ii) Stamp Act,
- iii) Hindu Marriage Act,
- iv) A.P. Society Act.
- v) Special Marriage Act.
- vi) Notaries Act

And also placed the information like Amendments and G.Os, Circulars on the Web-Site.



CHAPTER – XVII

Section 4 (1) (b) (xvi)

THE NAMES DESIGNATION AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS

Assistant Inspector General -I O/o Commissioner and Inspector General of Registration and Stamps, H.No:5-3-953, Near: Karachi Bakery, M.J.Market, Hyderabad-500 001. Tel Phone No: 91-040-23449156	Assistant Public Information Officer (APIO)
Joint Inspector General (R&S) O/o Commissioner and Inspector General of Registration and Stamps, H.No:5-3-953, Near: Karachi Bakery, M.J.Market, Hyderabad-500 001. Tel Phone No: 91-040-23449156	Public Information Officer (PIO)
Commissioner and Inspector General of Registration and Stamps, H.No:5-3-953, Near: Karachi Bakery, M.J.Market, Hyderabad-500 001. Tel Phone No: 91-040-23449156	Appellate Authority



CHAPTER – XVIII
Section 4 (1) (b) (xvii)

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR**

All the updated information is available on the Departmental web- site
<http://igrs.ap.gov.in>