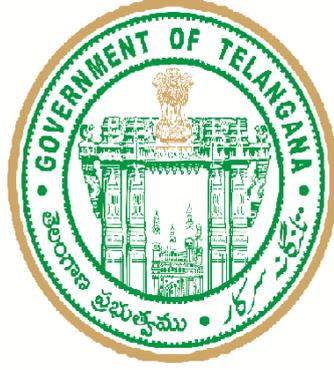




Registration and Stamps Department  
O/o Commissioner and Inspector General of  
Registration and Stamps, Telangana.



# INFORMATION MANUAL UNDER THE RIGHT TO INFORMATION ACT, 2005 (UPDATED UP TO 30<sup>th</sup> JUN 2020)

**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: 91-040-23449157**



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.**

**Procgs. 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 1<sup>st</sup> 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 3<sup>rd</sup> 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, Telangana.

**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, Telangana, 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 from 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><b>1. SMT.FAZEELATH UNNISSA</b> <b>Sub-Registrar/Superintendent (R&amp;S), RTI Section</b> 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: 91-040-23449157</p>	<p><b>Assistant Public Information Officer (APIO)</b></p>
<p><b>2. SRI. G. STHITA PRAJNA</b> <b>Assistant Inspector General (R&amp;S),</b> 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: 91-040-23449157</p>	<p><b>Public Information Officer (PIO)</b></p>
<p><b>3. SRI. M. VENKATA RAJESH</b> <b>Additional Inspector General (R&amp;S),</b> 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: 91-040-23449157</p>	<p><b>Appellate Authority</b></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 within 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 Generals Office deals with the following matters :**

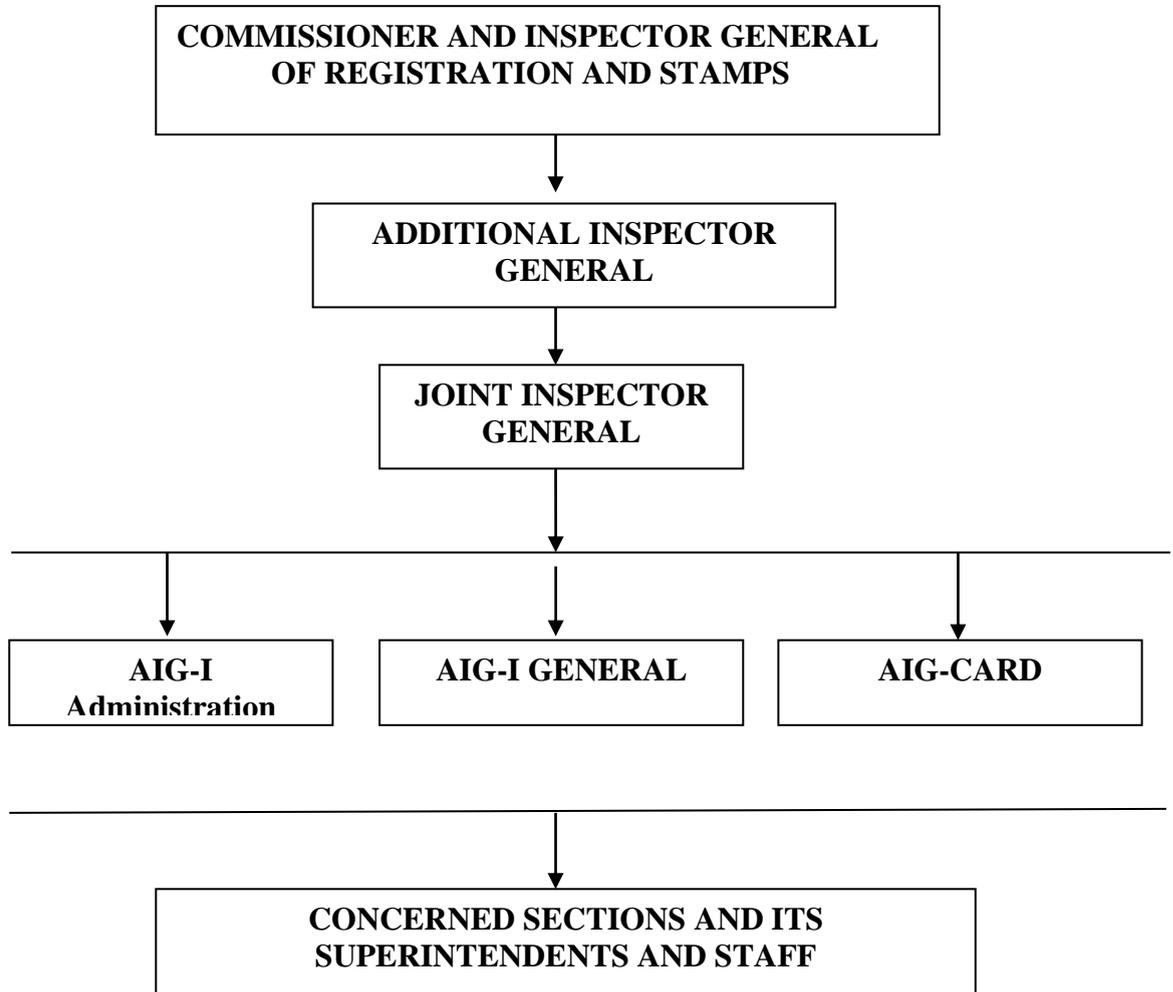
This office deals with proposals for Amendments and implementation of the Indian Registration Act; Indian Stamp Act; Marriage Acts; Societies Registration Act; Partnership Act; Chit Fund Act, and other miscellaneous Acts.

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, TELANGANA**  
**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	:	<b>1</b>
Joint Inspector General	:	<b>1</b>
Asst. Inspectors General	:	<b>3</b>
Sub Registrar / Superintendent	:	<b>7</b>
Senior Assistants	:	<b>17</b>
Junior Assistants	:	<b>17</b>
Record Assistants	:	<b>5</b>
Shroffs	:	<b>3</b>
Attenders	:	<b>11</b>
Drivers	:	<b>1</b>

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:**

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. 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.

## **5. 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.

## **6. ASSISTANT INSPECTOR GENERAL-III**

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.



### 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 throughout the State.
2	OE	Sub-Registrar / Superintendent	Service matters of the employees of O/o the Commissioner and Inspector General of Registration and Stamps, Telangana, Hyderabad.
3	'X' Section	Sub-Registrar / Superintendent	All service matters relating to disciplinary cases pertaining to Non-Gazetted Officers including Sub Registrars.
4	Vigilance	Sub-Registrar / Superintendent	All service matters relating to ACB cases pertaining to Non-Gazetted and Gazetted Officers.
5	CPU	Sub-Registrar / Superintendent	Pay bills & all other bills of this office Establishment.
6	CARD	Sub-Registrar / Superintendent	Development of CARD software and supply of Hardware and maintaining of central Data Serves and supply of computer peripherals to all the Offices of across the State.
7	Additional Revenue	Sub-Registrar / Superintendent	Revenue of the Department
8	Stamps	Sub-Registrar / Superintendent	Deal with Stamp related matters under Indian Stamp Act including concessions and exemptions.
9	C.C.R.A	Sub-Registrar / Superintendent	Deals with Appeals U/s.56 (1) (a) of IS Act. before CCRA, Write-off Cases, paper Suits and Local Audit reports.
10	General	Sub-Registrar / Superintendent	General section deals with all the matters relating Registration Act.
11	Accounts	Sub-Registrar / Superintendent	All Accounts related matters of the Department
12	Market Value	Sub-Registrar / Superintendent	Deals with Market Value related matters
13	LAR,A.I.R.	Sub-Registrar /	Deals with Local audit, Annual Inspections



	Internal Audit	Superintendent	and internal Audit.
14	Firms, Societies, NTC & BDM	Sub-Registrar / Superintendent	Deals with all the matters relating partnership Act & Societies Registration Act.
15	RTI	Sub-Registrar / Superintendent	Deals with all the matters relating RTI Act and other related Acts.
16	Notary	Sub-Registrar / Superintendent	Deals with Notaries Act & Rules
17	Chit Fund	Sub-Registrar / Superintendent	Deals with Chit Fund Act & Rules
18	GSO	Sub-Registrar / Superintendent	Deals with supply and Distribution of Stamps and controlling Authority of all Stamp Counter.
19	Double Lock	Sub-Registrar / Superintendent	Custodian of Stamps in GSO Treasury.
20	Central Record Room	Sub-Registrar / Superintendent	Maintenance of all sections recorded files and records.
21	Inward, Out ward	Sub-Registrar / Superintendent	Inward deals receiving tappals Outward deals despatch of letters.
22	Legal	Sub-Registrar / Superintendent	Deals with Court Cases of the Department
23	High Court Stamp Counter	Sub-Registrar / Superintendent	Deals with Sale of Stamps to the general public in the Telangana High Court.
24	Stores	Sub-Registrar / Superintendent	Deals with supply and distribution of Stationary 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://registration.telangana.gov.in>

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:**

<b>SL. NO.</b>	<b>PARTICULARS OF DOCUMENTS</b>
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:** - Sub 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:** - Sub Registrar concerned.

**(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:** - Mandal Revenue Officer concerned.

Mandal Development Officer concerned.

District Registrar / Sub-Registrar (Market Value & Audit) 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, Telangana., Hyderabad.

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

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



## **CHAPTER X**

### **Section 4 (1) (b) (ix)**

#### **THE DIRECTORY OF OFFICERS AND EMPLOYEES:**

R	Name of the Employee Sarvasri	Designation
1	T.Chiranjeevulu	C&IG
2	M.Venkata rajesh	Addl.IG
3	V.Srinivasulu	Joint IG
4	M.Santosh kumar	AIG [General] FAC
5	M.Subhashini	AIG [CARD] FAC
6	Sri G.Sthita Prajna	AIG [Admin] FAC
7	Sri V.S.M.A.R.K.Acharyulu	S.R/Superintendent
8	Smt Fazeelathunnisa	S.R/Superintendent
9	Smt B.Harita Kumari	S.R/Superintendent
10	Smt.D.Priyanka	S.R/Superintendent
11	J.Padma	S.R/Superintendent
12	A.Christopher	Senior Assistant
13	T.Shruthi	Senior Assistant
14	S.Rajashekhar Reddy	Senior Assistant
15	P.Chandrasekhar	Senior Assistant
16	Shaik Pasha Miya	Senior Assistant
17	Md.Abdul Hafeez	Senior Assistant
18	Smt.P.Neelima	Senior Assistant
19	Smt. G.Hemalatha	Senior Assistant
20	Sri L.Venkatswamy	Senior Assistant
21	K.Anitha	Senior Assistant
22	Shiak Safiya	Senior Assistant
23	G.Pushpalatha	Senior Assistant
24	V.Sagar	Senior Assistant
25	P.Neeraja	Senior Assistant
26	E.Sravva	Senior Assistant
27	K.Shiva Prakash	Senior Assistant
28	V.Satyanarayana	Senior Assistant
29	Md.Yaseen	Junior Assistant
30	Sri K.Shekhar	Junior Assistant
31	Sri T.Dinakaran	Junior Assistant



32	Md.Sayeed	Shroff
33	N.Srinivasa Chary	Shroff
34	K.Yadaiah	Record Assistant
35	Mir Shujaath Ali	Record Assistant
36	Smt M.Lakshmi	Record Assistant
37	Sri Md.Abdul Sameer	Record Assistant
38	G.Shraavan Kumar	Driver
39	V.Narasimha	Dafedar
40	N.Raju	Office Sub-ordinate
41	K.Suresh Kumar	Office Sub-ordinate
42	M.Ram Kumar	Office Sub-ordinate
43	K.Chandu	Office Sub-ordinate
44	M.L.Krishna	Office Sub-ordinate



**CHAPTER-XI**  
**Section 4[1] [b] [x]**

**The monthly remuneration received by each of its officers and employees:**

Sl.No	Name of the Employee	Designation	Basic Pay	Gross Salary	Net Salary
1	T.Chiranjeevulu	C&IG	1,53,000	2,15,730	1,70,260
2	M.Venkata rajesh	Addl.IG	96,110	1,50,311	1,07,991
3	V.Srinivasulu	Joint IG	89,290	1,41,159	98,839
4	G.Sthita prajna	AIG	51,230	85,309	76,748
5	M. Santhosh	AIG(General)/DR	38,130	62,157	55,465
6	V.S.M.A.R.K.Acharyulu	S.R/Superintendent	49,870	68,364	45,592
7	Fazeelathunnisa	S.R/Superintendent	56,870	94,763	74,503
8	B.Harita Kumari	S.R/Superintendent	43,680	73,033	63,940
9	D.Priyanka	S.R/Superintendent	43,680	73,033	60,373
10	J.Padma	S.R/Superintendent	32,340	53,918	48,489
11	A.Christopher	Senior Assistant	37,100	61,762	49,546
12	T.Shruthi	Senior Assistant	26,600	44,431	39,799
13	S.Rajashekhar Reddy	Senior Assistant	27,360	45,643	36,759
14	P.Chandrasekhar	Senior Assistant	43,680	72,923	55,732
15	Shaik Pasha Miya	Senior Assistant	52,590	87,534	84,414
16	Md.Abdul Hafeez	Senior Assistant	27,360	45,603	40,839
17	P.Neelima	Senior Assistant	23,740	39,663	35,413
18	G.Hemalatha	Senior Assistant	23,740	39,663	35,263
19	L.Venkatswamy	Senior Assistant	37,100	61,762	49,382
20	K.Anitha	Senior Assistant	25,840	43,118	38,587
21	Shiak Safiya	Senior Assistant	25,840	43,138	27,908
22	G.Pushpalatha	Senior Assistant	25,840	43,118	38,437
23	V.Sagar	Senior Assistant	23,100	31,447	27,332
24	P.Neeraja	Senior Assistant	23,100	38,377	32,562
25	Md.Yaseen	Junior Assistant	38,130	52,337	43,145
26	K.Shekhar	Junior Assistant	21,820	36,524	32,730
27	T.Dinakaran	Junior Assistant	On Extra Ordinary Leave(EOL)		
28	V.Satyanarayana	Senior Assistant	22,460	37,330	33,601
29	E.Sravya	Senior Assistant	22,460	37,330	32,101
30	K.Shiva Prakash	Senior Assistant	22,460	37,530	33,651



31	Md.Sayeed	Shroff	32,340	53,948	37,868
32	N.Srinivasa Chary	Shroff	49,870	83,085	70,120
33	K.Yadaiah	Record Assistant	28,940	48,257	45,192
34	Mir Shujaath Ali	Record Assistant	23,100	38,617	34,452
35	M.Lakshmi	Record Assistant	20,640	34,574	30,953
36	Abdul Sameer,	Record Assistant	19,500	28,840	25,507
37	G.Shravan Kumar	Driver	27,360	46,123	40,598
38	V.Narasimha	Dafedar	43,680	72,883	67,668
39	N.Raju	Office Sub-ordinate	33,220	55,387	44,022
40	K.Suresh Kumar	Office Sub-ordinate	47,330	78,892	61,264
41	M.Ram Kumar	Office Sub-ordinate	33,220	55,387	53,122
42	K.Chandu	Office Sub-ordinate	33,220	55,387	47,583
43	M.L.Krishna	Office Sub-ordinate	49,870	83,085	64,470



## **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 were allocated for such programmes.

**CHAPTER –XIV Section 4 (1) (b) (xiii)**

**STAMP ACT SCHEDULE ANNEXURE**

**SCHEDULE 1-A**

**STAMP DUTY ON CERTAIN INSTRUMENTS UNDER THE  
STAMP (ANDHRA PRADESH AMENDMENT) ACT, 1922  
(SEE SECTION 3, FIRST PROVISION)**

<b>Article</b>	<b>No</b>	<b>DESCRIPTION OF INSTRUMENT</b>	<b>PROPER STAMP DUTY</b>
<b>1</b>		<b>ACKNOWLEDGMENT</b> of a debt exceeding twenty rupees in mount or value written or signed by or on behalf of a debtor in order to supply evidence of such debt in any book (other than a banker's pass book) or on a separate piece of paper when such book or paper is left in the creditors possession: Provided that such acknowledgement does not contain any promise to pay the debt or an stipulation to pay interest or to deliver any goods or other property.	One Rupee.
<b>2</b>		<b>ADMINISTRATION BOND</b> including a bond given under section 291 or section 375 of the Indian Succession Act, 1925 ( central Act, 39 of 1925) or section 6 of the Government Savings Bank Act, 1873 ( central Act, 5 of 1873)	
	a)	Where the amount does not exceed Rs. 1,000	Fifty Rupees
	b)	in any other case	Fifty Rupees
<b>3</b>		<b>ADOPTION DEED:</b> that is to say any instrument ( other than a will) recording an adoption, or conferring or purporting to confer an authority to adopt	Hundred Rupees.
<b>4</b>		<b>AFFIDAVIT</b> including an affirmation or declaration in the case of persons by law allowed affirms or declares instead of swearing.  <b>EXEMPTION</b> Affidavit or declaration in writing when made for the sole purpose of enabling any person to receive any pension or charitable allowances.	Twenty rupees
<b>5</b>		<b>AGREEMENT OR MEMORANDUM OF AN AGREEMENT :-</b>	
	(a)	If relating to the sale of a bill of exchange:	Five Rupees
	(b)	if relating to the sale of a Government Security or share in an incorporated company or other body corporate ;	Subject to a maximum of Five Hundred Rupees, fifty paise for every Rs. 10,000 or part thereof, of the value of the security or share .
<b>6</b>		<b>AGREEMENT OF MEMORANDUM OF AN AGREEMENT:- not otherwise provided for</b>	
	(A)	Where the value	
	i)	Does not exceed Rs. 50,000/-	Fifty Rupees
	ii)	Exceeds Rs. 50,000/- but does not exceed Rs. 2,00,000/-	Hundred Rupees

	iii)	Exceeds Rs. 2,00,000/-	Two Hundred Rupees																					
	(B)	If relating to construction of a house or building including a multi-unit house or building or unit of apartment / flat/ portion of multi-stored building or for development / sale of any other immovable property.	Five rupees for every one hundred rupees or part thereof on the market value or the estimated cost of the proposed construction / development of such property as the case may be, as mentioned in the agreement or the value arrived at in accordance with the schedule of rates prescribed by the Public Works Department Authorities which ever is higher.																					
<p><b>Note I : (a). Through the notification issued in G.O.Ms.No. 581, Revenue (Regn-I)Dept,Dt: 30.11.2013,the rate of stamp duty in respect of instruments Article 6(B) is reduced w. e .f .02.12.2013 as follows:</b></p> <table border="1"> <thead> <tr> <th><b>Instrument</b></th> <th><b>Rate of duty</b></th> <th><b>whether adjustable</b></th> </tr> </thead> <tbody> <tr> <td>i)Sale Agreement with possession</td> <td>4%</td> <td>Adjustable</td> </tr> <tr> <td>ii) Sale Agreement without possession</td> <td>0.5%</td> <td>Not adjustable</td> </tr> <tr> <td>iii) Agreement of sale-cum-G.P.A</td> <td>5%</td> <td>4% only is Adjustable</td> </tr> <tr> <td>iv)Development/Construction Agreement</td> <td>0.5%</td> <td>Not adjustable</td> </tr> <tr> <td>v)Development Agreement-cum-G.P.A</td> <td>1%</td> <td>Not adjustable</td> </tr> <tr> <td>vi) Construction Agreement-cum-G.P.A</td> <td>1%</td> <td>Not adjustable</td> </tr> </tbody> </table>				<b>Instrument</b>	<b>Rate of duty</b>	<b>whether adjustable</b>	i)Sale Agreement with possession	4%	Adjustable	ii) Sale Agreement without possession	0.5%	Not adjustable	iii) Agreement of sale-cum-G.P.A	5%	4% only is Adjustable	iv)Development/Construction Agreement	0.5%	Not adjustable	v)Development Agreement-cum-G.P.A	1%	Not adjustable	vi) Construction Agreement-cum-G.P.A	1%	Not adjustable
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vi) Construction Agreement-cum-G.P.A	1%	Not adjustable																						
	(c)	In any other Case (Agreements not Susceptible for value)	Two hundred rupees																					
7		AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS, PAWN OR PLEDGE, or Hypothecation that is to say, any instrument evidencing an agreement relating to :-																						

	(a)	The deposit of title- deeds or instrument constituting or being evidence of the title to any property whatever ( other than a marketable security), where such deposit has been made by way of Security for the repayment of money advanced or to be advanced by way of Loan or an existing or future debt.	0.5% of the amount secured by such deeds, subject to maximum of Fifty Thousand Rupees.
	(b)	the pawn, pledge or Hypothecation of movable property where such pawn, pledge or Hypothecation has been made by way of security for the repayment of money advanced or to be advanced by way of loan or an existing or future debt:-	
	(i)	If such loan or debt is repayable on demand or more than three months from the date of the instrument evidencing the agreement:	0.5% of the amount secured, subject to a maximum of Two Lakh Rupees.
	(ii)	If such loan or debt is re-payable not more than three months from the date of such instrument	Half the duty payable on a loan or debt under sub-clause (i).

**Explanation :-** For the purpose of the clause(a) of this article, notwithstanding anything contained in any judgment, decree or order of any court or order of any authority, and letter, note, memorandum or writing relating to the deposit of title deeds whether written or made either before or at the time when or after the deposit of title deeds is effected and whether it is in respect of the security for the first loan or any additional loan or loans taken subsequently, such letter, note, memorandum or writing shall, in the absence of any separate agreement or memorandum of agreement relating to deposit of such title deeds, be deemed to be an instrument, evidencing an agreement relating to the deposit of title deeds.

**Exemption :-**

1. Letter of hypothecation accompanying a bill of exchange duly stamped.
2. Unattested instrument of pawn or pledge of,--
  - (a) Farm equipment and Tractors;
  - (b) Any goods for a loan secured upto one lakh rupees.

8		<b>APPOINTMENT IN EXECUTION OF A POWER,</b> whether of trustees or of property, movable or immovable, where made by any writing not being a will	Hundred rupees.
9		<b>APPRAISEMENT OR VALUATION</b> made otherwise than under an order of the court in the course of a suit---	
	a)	Where the amount does not exceed Rs. 1,000/-	The same duty as Bottomry Bond (No. 14) for such amount.
	b)	In any other case,	Thirty rupees

10		<b>APPRENTICES-SHIP DEED,</b> Including every writing relating to the service or tuition of any apprentice, clerk or servant placed with any master to learn any profession, trade or employment. Exemption : Instruments of Apprentice executed by a Magistrate under the Apprentices Act, 1961 ( Central Act 52 of 1961) or , by which a person is apprenticed by , or at the charge of , any public charity.	Fifty rupees
11		<b>ARTICLES OF ASSOCIATION OF COMPANY</b>	
	(i)	Where the company has no Share Capital	One Thousand Rupees
	(ii)	Where the Company has authorised Share Capital or increased Share Capital.	0.15% of such authorised Share Capital subject to a minimum of One Thousand Rupees and a maximum of Five Lakh Rupees.
12		<b>AWARD,</b> that is to say, any decision in writing by an arbitrator or umpire, not being an award directing a partition on reference made otherwise than by an order of the Court in the course of a suit-	
	a)	Where the amount or value of the property to which the award relates, as set forth in such award, does not exceed 1000.	The same duty as Bottomry Bond (No. 14) for such amount.
	b)	And for every additional Rs. 1000	Two rupees subject to a maximum of two hundred rupees.
13		<b>BOND</b> [as defined by section 2(5),] not being a debenture and not being otherwise provided for by this Act or by the Andhra Pradesh Court Fees and Suits Valuation Act, 1956( Andhra Pradesh Act VII of 1956)	
	a)	Where the amount or value secured does not exceeds Rs.1000.	Three rupees for every one hundred rupees or part thereof.
	b)	Where it exceeds Rs. 1,000/-.  <b>EXEMPTION</b> Bond, when executed by an person for the purpose of guaranteeing that the local income derived from private subscriptions to a charitable dispensary or hospital or any other object of public utility, shall not be less than a specified sum per mensem.	The same duty as under clause (a) for the first Rs. 1000 and for every Rs.500 or part thereof in excess of Rs. 1,000/- fifteen rupees

14		<b>BOTTOMRY BOND</b> , that is to say, any instrument where by the master of a sea-going ship borrows money, on the security of the ship to enable him to preserve the ship or prosecute her voyage :-	
	a)	Where amount or value secured does not exceeds Rs.1,000;	Three rupees for every one hundred rupees or part thereof;
	b)	Where it exceeds Rs. 1,000	The same duty as under clause (a) for the first Rs. 1000 and for every Rs. 500 or part thereof in excess of Rs. 1,000/- fifteen rupees.
15		<b>CANCELLATION-INSTRUMENT</b> of (including any instrument by which any instrument previously executed is cancelled), if attested and not otherwise provided for	Three Hundred Rupees.
16		<b>CERTIFICATE OF SALE</b> — ( in respect of each property put up as separate lot and sold, granted to the purchaser of any property sold by public action by a Civil or Revenue Court or the Collector or other Revenue Officer.	
	a)	Where the purchase money does not exceed Rs. 10	One rupees
	b)	Where the purchase money exceeds Rs. 10/- but does not exceeds Rs. 25/-.	One rupees fifty paise.
	c)	In any other case  Note : Rate of Stamp duty has been reduced to 4% vide notification issued in G.O.Ms.No.582,Rev(Regn -I) Dept,dtd: 30.11.2013 ,w.e.f.02.12.2013.	The same duty as conveyance (No: 20) for a consideration or market value equal to the amount of the purchase money only.
17		<b>CERTIFICATE OR OTHER DOCUMENT</b> evidencing the right or title of the holder thereof, or any other person, either to any shares, scrip or stock in or of any incorporated Company, or other body corporate or become proprietor of shares, scrip or stock in or of any	Ten Rupees.
18	1)	<b>CHARTER PARTY</b> , that is to say, any instrument (except an agreement for the hire or a tug-steamer), whereby a vessel or some specified principal part thereof is let for the specified purposes of the charter, whether it includes a penalty clause or not.	Fifty rupees

	2)	<b>A CHIT AGREEMENT</b> , that is to say an agreement relating to a chit as defined in clause (2) of section 2 of the Andhra Pradesh Chit Funds Act, 1971, if either such agreement is executed or the chit is conducted in the State of Andhra Pradesh where the value of the Chit:-	
	(i)	Does not exceed rupees one lakh	Twenty Rupees.
	(ii)	Exceeds rupees one lakh	Hundred Rupees
19		<b>COMPOSITION DEED</b> , that is to say any instrument executed by a debtor whereby he conveys his property for the benefit of his creditor, or where by payment of a composition or dividend on their debts is secured to the creditors, or whereby provision is made continuance of the debtor's business, under the supervision of inspectors or under letters of license, for the benefit of his creditors;	Hundred rupees.
20		<b>CONVEYANCE</b> as defined by section 2(10), not being a sale, charged Under (No.47-A) or a transfer charged or exempted under No. 53.	
	a)	Where the amount or value of the consideration for such conveyance as set-forth therein of or the market value of the property which is the subject matter of the conveyance whichever is higher does not exceed Rs. 50;	Two Rupees fifty paise
	b)	Where it exceeds Rs. 50 but does not exceed Rs. 1,000	Five rupees for every one hundred rupees or part thereof.
	c)	Where it exceeds Rs. 1,000  Provided that where an agreement to sell immovable property is stamped with the advalorem stamp required for a conveyance on sale under Article 47-A and a conveyance on sale in pursuance of such agreement is subsequently executed, the duty on such conveyance on sale shall be the duty payable under the article less the duty already paid under article 47-A subject to minimum of five rupees.	The same duty as under clause (b) for the First Rs. 1000, and for every Rs. 500 or part thereof in excess of Rs. 1000/- Twenty rupees.
	d)	Conveyance, so far as it related to amalgamation or merger of companies under the order of High Court under section 394 of the Companies Act, 1956	Two rupees for every one hundred rupees or part thereof the market value of the property, which is the subject matter of such conveyance.

**Explanation :-** For the purpose of the clause(d) the market value of the property shall be deemed to the amount of total value of the shares issued or allotted by the transferee company, either in exchange or otherwise, and the amount of consideration, if any, paid for such amalgamation or merger.

**Note:** Rate of Stamp duty under clauses (a),(b) and (c) has been reduced to 4% vide notification issued in G.O.Ms.No.582, Rev (Regn-I) Dept dt .30.11.2013 w.e.f.02.12.2013.

21		<b>COPY OR EXTRACT</b> , certified to be a true copy or extract by or by order of any public officer and not chargeable under the law for the time being in force relating to court fees---	
	i)	If the original was not chargeable with duty or the duty with which it was chargeable does not exceed <b>two rupees fifty paise</b>	<b>Twenty rupees</b>
	ii)	In any other case. Exemptions: a) Copy of any paper which a public officer is expressly required by law to make or furnish for record in any public office or for any public purpose. b) Copy of , or extract from , any register relating to births , baptisms , namings, dedications ,marriages, divorces, deaths or	<b>Fifty rupees</b>
22		<b>COUNTERPART OR DUPLICATE</b> of any instrument, chargeable with duty and in respect of which the proper duty has been paid become proprietor of share, scrip or stock in or of any such company or body.	
	a)	If the duty with which the original instrument is chargeable does not exceed <b>ten rupees</b>	<b>Fifty Rupees</b>
	b)	In any other case.	<b>Fifty Rupees</b>
23		<b>CUSTOMS BOND-</b>	
	a)	Where the amount does not exceed <b>Rs. 1000:</b>	<b>The same duty as a Bottomry Bond ( No:14) for such amount.</b>
	b)	In any other case	<b>Thirty rupees</b>
24		<b>DELIVERY ORDER</b> in respect of goods that is to say, any instrument entitling any person therein named, or his assigns or the holder thereof to the delivery of any goods lying in any dock or port or any warehouse in which goods are stored or deposited or rent or hire, or upto any wharf, such instrument, being signed by or on behalf of the owner, of such goods upon the sale or transfer of the property therein, when such goods exceed in value <b>twenty rupees.</b>	<b>Twenty rupees.</b>

25		<b>DIVORCE:</b> - instrument of that is to say any instrument by which any person effects the dissolution of his marriage.	Fifty rupees
26		<b>ENTRY AS AN ADVOCATE</b> on to roll of the Bar Council of Andhra Pradesh under the Advocate Act, 1961. Exemption : Entry as an advocate on the roll of the bar council of Andhra Pradesh when he has been previously enrolled as a vakil in Andhra Pradesh High Court or as an advocate or vakil in any other High Court.	Five Hundred rupees or if previously enrolled as an Attorney in any High Court, Two Hundred and Fifty rupees.
27		<b>EXCHANGE Of PROPERTY</b> instrument of  Note : Rate of Stamp duty has been reduced to 4% vide notification issued in G.O.Ms.No.582,Rev(Regn-I) Dept, Dtd : 30.11.2013,w.e.f. 02.12.2013.	The same duty as a conveyance (no.20) for a Consideration or market value equal to the market value of the property of greater value, which is the subject matter of exchange.
28		<b>FURTHER CHARGE-</b> instrument of that is to say any instrument imposing a further charge on mortgaged property---	
	a)	When the original mortgage is one of the descriptions referred to in clause (a) of Article 35 ( that is , with possession)	The same duty as a conveyance (no.20) for a Consideration or market value equal to the amount of the further charge secured by such instrument.
	b)	When such mortgagee is one of the description referred to in clause (b) of Article 35 ( that is , without possession):	
	i)	If at the time of execution of the instrument of further charge possession of the property is given or agreed to be given under such instrument:	The same duty as a conveyance (no.20) for a Consideration or market value equal to the total amount of the charge ( including the original mortgage and any further charge already made ),less the duty already paid on such original mortgage and further charge.
	ii)	If possession is not so given  Note : Rate of Stamp duty has been reduced vide notification issued in G.O.Ms.No.583,Rev(Regn.I) Dept., Dtd : 30.11.2013 ,w.e.f. 02.12.2013 to 2% under clauses (a) & (b) (i) , and to 0.5% under clause (b)(ii)	The same duty as a Bottomry Bond ( No.14 ) for the amount of the further charge secured by such instrument.

29		<p><b>GIFT – Instrument of , not being a settlement ( No:49) or will or Transfer ( No: 53)</b></p> <p><i>In favour of relatives as defined U/s 56(2)of IT Act,1961 and Govt / local bodies/UDAs</i></p> <p><i>In other cases</i></p>	<p><i>1% of the market value</i></p> <p><i>4% of the market value</i></p>
30		<b>INDEMNITY BOND</b>	The same duty as a security Bond ( No: 48) for the same amount
31		<b>LEASE, including an under lease or sub-lease and any agreement to let or sublet or any renewal of lease:-</b>	
	a)	Whereby such lease the rent is fixed and no premium is paid or delivered	
	i)	Where the lease purports to be for a term of less than one year;	0.4% on the whole amount payable on such lease.
	ii)	Where the lease purports to be for 1-5 yrs	
		(a) For commercial or residential properties	0.5% on AAR 1% on AAR
		(b) In other cases.	
	iii)	Where the lease purports to be for 5-10 yrs.	
		(a) For residential properties	1% on AAR
		(b) In other cases.	2% on AAR
	iv)	Where the lease purports to be for 10-20 yrs.	6% on AAR
	v)	Where the lease purports to be for 20-30 yrs	15% on AAR
	vi)a	Where the lease purports to be for a period in excess of thirty years or in perpetuity.	3% on the Market value of the property under lease
	vi)b	Where the lease is granted for a fine or premium or for money advanced or to be advanced and where no rent is reserved.	2% on the fine or premium or money advance or to be advanced as set forth in the lease.
	vi)c	Where the lease is granted for a fine or premium or for money advanced in addition to rent reserved.	2% on such fine or premium or money advanced in addition to the duty on rental basis
	d	Where the lessee undertakes to effect improvements in the leased property and agrees to make the same to the lessor at the time of termination of lease failing under clauses (a),(b) or (c );	2% on lumpsum amount in addition to duty on rental basis.
		Note: Through the notification issued in G.O.Ms. No. 588, Revenue (Regn-I) Department, Dt: 04.12.2013, the stamp duty on lease deeds is reduced, w.e.f 05.12.2013 as mentioned above.	

<p><b>Exemption :-</b> Lease, executed in case of a cultivator and for the purpose of cultivation (including a lease of trees for the production of food or drink) without the payment or delivery of any fine or premium, when a definite term is expressed and such term does not exceed one year, or when the average annual rent reserved does not exceed one thousand rupees.</p> <p><b>Explanation :-</b> When a lessee undertakes to pay any recurring charge, such as Government revenue, the landlord's share of cesses, or the owner's share of municipal rates or taxes, which is by law recoverable from the lessor, the amount so agreed to be paid by the lessee shall be deemed to be part of the rent.</p>			
32		<b>LETTER OF ALLOTMENT OF SHARES</b> in any company or proposed company, or in respect of any loan to be raised by any company or proposed company	Two rupees
33		<b>LICENCE</b> of immovable or movable property , that is to say licence granted by owner or authority for rent or fee or by whatever name it is called :-	
	(a)	Whereby such licence granted for rent or fee or by whatever name it is called :-	
	(i)	Where the licence purports to be for a term of less than one year	Two rupees for every one hundred rupees or part thereof for the first Rs. 1000/- and for every Rs.500/- or part thereof in excess of Rs 1,000/- ten rupees, for the whole amount payable , or deliverable under such licence;
	(ii)	where the licence purports to be for a term of not less than one year but not more than five years	Two rupees for every one hundred rupees or part thereof for the first Rs. 1000/- and for every Rs.500/- or part thereof in excess of Rs 1,000/- ten rupees, for the amount or value of the average annual rent or fee or by whatever name it is called
	(iii)	Where the licence purports to be for a term of not less than five years but not exceeding ten years ;	Five percent on the amount or value of one and half times of the average annual rent or fee or by whatever name it is called ;
	(b)	Where the license is granted for a lumpsum amount advanced and where no rent or fee or by whatever name it is called is reserved	Five percent on the lumpsum amount as setforth in the licence.
	(c)	Where the licence is granted for a lumpsum amount advanced in addition to rent or fee or by whatever name it is called;  Note : The rate of 5% mentioned in clauses(b) and (c) is reduced to 2% through the notification issued in G.O.Ms.No.588,Rev9Regn-I) Dept ,dtd: 04.12.2013,w.e.f. 05.12.2013.	Five percent on the lumpsum amount advanced as setforth in the licence in addition to the duty which would have been payable on such licence if no lumpsum amount advanced had been paid or delivered

34		<b>MEMORANDUM OF ASSOCIATION OF A COMPANY :-</b>	
	a)	If accompanied by Articles of Association under Section 26 of the Companies Act, 1956 ( central Act of 1956)	Five hundred rupees
	b)	If not so accompanied	The same duty as under article 11, according to the share capital of the company
35		<b>MORTGAGE DEED</b> not being an agreement relating to Deposit of Title Deeds, Pawn or Pledge (No: 7), Bottomry Bond (no 14), Mortgage of a crop (No: 36) Respondentia Bond (No: 47) or Security Bond (No: 48).	
	a)	When possession of the property or any part of the property comprised in such deed is given by the mortgage or agreed to be given;	The same duty as a conveyance ( No.20) for a consideration or market value equal to the amount secured by such deed.
	b)	When possession is not given or agreed to be given as aforesaid;	The same duty as a Bottomry Bond ( No.14) for the amount secured by such deed.
		<b>Note:</b> Through the notification issued in G.O.Ms. No. 583, Revenue (Regn-I) Department, dt: 30.11.2013 the rates of duty mentioned in clauses (a) & (b) are reduced to 2% and 0.5% respectively, besides fixing a duty of Rs.5000/- in respect of mortgages without possession in favour of Government/Local Bodies/UDAs to ensure compliance with building/lay out rules/w.e.f.. 02.12.2013.	
		<b>EXPLANATION</b> A mortgagor who gives or has given to the mortgagee a power of attorney to collect rents, or has given to the mortgagee a lease, of the property mortgaged or part thereof, is deemed to give possession thereof within the meaning of this article.	
	c)	When a collateral or auxiliary or additional or substituted security , by way of further assurance for the above mentioned purpose where the principal or primary security is duly stamped.	

		For every sum secured not exceeding Rs. 1000/-	Three rupees
		and for every Rs. 1000/- or part thereof secured in excess or Rs. 1000/-	Three rupees
		<b>EXEMPTION</b> Instruments executed by persons taking advances under the Land Improvement Loans Act, 1883 (Central Act 19 of 1883) or the Agriculturists Loan Acts 1884, or by the their sureties as security for the repayment of such advances.	
36		<b>Mortgage of a Crop, including any instrument evidencing an agreement to secure the repayment of a loan made upon any mortgage of a crop; whether the crop is or is not in existence at the mortgage</b>	
	a)	When the loan is repayable not more than three months from the date of the instrument---	
		For every sum secured not exceeding Rs. 200;	One rupee
		And for every Rs. 200 or part there of secured in excess of Rs. 200;	One rupee
	b)	When the loan is repayable more than three months but not more than eighteen months from the date of the instrument---	
		For every sum secured not exceeding Rs. 100;	One rupee
		and for every Rs. 100/- or part there of secured in excess of Rs. 100/-;	One rupee
37		<b>NOTARIAL ACT, that is to say, any instrument, endorsement, note attestation, certificate or entry not being a protest( note .43) made or signed by a Notary in the execution of the duties of his office, or by any other person lawfully acting as a Notary</b>	Ten rupees
38		<b>NOTE OR MEMORANDUM sent by a broker or agent to his principal intimating the purchase or sale on account of such principal--</b>	
	a)	Of any goods exceeding in value twenty rupees	Five rupees
	b)	Of any stock or marketable security exceeding in value twenty rupees;	Subject to a maximum of Hundred rupees, one rupee for every Rs 10,000/- or part thereof of the value of the stock or security.
39		<b>NOTE OF PROTEST BY THE MASTER OF A SHIP</b>	Twenty rupees

40		<p><b>PARTITION</b> – instrument of [as defined by section 2(15)]</p> <p><i>In favour of family members</i></p> <p><i>In favour of others</i></p>	<p><b>0.5% on the market value of the separated share of the property or share of the property (subject to a maximum of Rs.20,000/-)</b></p> <p><b>1%</b></p> <p><b>N.B. :-</b> the largest share remaining after the property is partitioned ( or if there are two or more shares of equal market value and not smaller than any of the other shares, then one of such equal share) shall be deemed to be that from which the other shares are separated:</p> <p><b>Provided always that :-</b></p> <p>a) <b>When an instrument of partition containing an agreement to divided property in severality is executed and a partition is effected in pursuance of such agreement, the duty chargeable upon the instrument effecting such partition shall be reduced by the amount of duty paid in respect of the first instrument but shall not be less than five rupees;</b></p> <p>b) <b>where land is held on Revenue settlement for a period not exceeding thirty years and paying the full assessment, the market value for the purpose of duty shall be calculated at twenty-five times the annual revenue;</b></p> <p>c) <b>Where a final order for effecting a partition passed by any Revenue Authority or any Civil Court, or an award by an Arbitrator directing a partition is stamped with the stamp required for an instrument of partition in pursuance of such order or award is subsequently executed. The duty on such instrument shall not exceed five rupees.</b></p>
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	<b>NOTE:-</b>	Stamp duty has been reduced to 0.5% in respect of partition deeds relating to partition of properties among Family members, subject to maximum of Rs.20,000/- and 1% in favour of others (vide Notification I of G.O.Ms. No: 585 Revenue(Regn-I)Department,	
41		<b>PARTNERSHIP--</b>	
	<b>A</b>	<b>Instrument of</b>	
	(a)	Where the capital of the partnership does not exceed Rs. 5,000/-	One hundred rupees
	b)	In any other case	Five hundred rupees
	<b>B</b>	<b>Reconstitution of --</b>	
	(a)	Where immovable property contributed as share by a partner or partners remains with the firm at the time of outgoing in whatever manner by such partner or partners on reconstitution of such partnership	Five percent on the market value of the immovable property remaining with the firm
	(b)	Any other case	Rupees five hundred
	<b>C</b>	<b>Dissolution of :-</b>	
	(a)	Where the property which belonged to one partner or partners when the partnership commenced is Distributed or allotted or given to another partner or partners	Five percent on the market value equal to the market value of the property distributed or allotted or given to the partner or partners under the instrument of dissolution in addition to the duty which would have been chargeable on such dissolution if such property had not been distributed or allotted or given.
	(b)	in any other case  Note : Rate of Stamp duty under article 41 B (a) and 41 C (a) has been reduced to 3% vide notification issued in G.O.Ms.No.584,Rev (Regn.I) Dept., Dtd: 30.11.2013,w.e.f. 02.12.2013.	Rupees five hundred
42		<b>POWER OF ATTORNEY as defined by section 2 (21) not being a proxy</b>	
	a)	When executed for the sole purpose of procuring the registration of one or more documents in relation to a single transaction or for admitting executions of one or more such document;	Twenty rupees
	b)	When authorising one person or more to act in a single transaction other than the mentioned in classes (a)	Twenty rupees
	c)	When authorising not more than five persons to act jointly and severally in more than one transaction or generally	Fifty rupees
	d)	When authorising more than five but not more than ten persons to act jointly and severally in more than one transaction or generally	Seventy five rupees

	e)	When given for consideration and authorising the attorney to sell any immovable property;  In favour of family members  In favour of others	Rs.1000/-  1%
	f)	In any other case:  N.B: the term "Registration" includes every operation incidental to registration under the Registration Act 1908(Central Act 16 of 1908).	Twenty five rupees for each person authorised
	g)	When given for construction or development of , or sale or transfer ( in any manner whatsoever ) of, any immovable property  <b>EXPLANATION</b> For the purpose of this article, more persons than one when belonging to the same firm shall be deemed to be one person.	Five rupees for every one hundred rupees or part thereof on the market value of the property;
	<b>Note:-</b>	<b>Stamp duty has been reduced to</b> (i) Rs 1000/- when the GPA is given in favour of family member and (ii) 1% when GPA is given in favour of other than family members Vide G.O.Ms. No 1128, Revenue (Regn-I) Department, dated '13-06-2005 w.e.f. 1-7-2005  <b>N.B. : the term " registration" includes every operation incidental to registration under Registration Act , 1908 ( central Act 16 of</b>	
43		<b>PROTEST OF BILL OF NOTE</b> , that is to say any declaration in writing made by a Notary or other person lawfully acting as such attesting the dishonour of a bill of exchange or promissory note.	Ten rupees
44		<b>PROTEST BY THE MASTER OF SHIP</b> , that is to say, any declaration of the particulars of her voyage drawn up by him with a view to the adjustment of losses or the calculation of averages, and every declaration in writing made by him against the charters or the consignees for not loading or unloading the ship, when such declaration is attested or certified by a Notary or other person lawfully acting as such.	Ten rupees.
45		<b>RECONVEYANCE OF MORTGAGED PROPERTY:-</b>	
	a)	If the consideration for which the property was mortgaged does not exceed Rs. 1000	The same duty as a conveyance (No : 20) for a consideration or market value equal to the amount of such consideration as set forth in the reconveyance
	b)	In any other case	Fifty rupees
46		<b>RELEASE</b> , that is to say ,	

	A)	Any instrument ( not being such a release as is provided for by section 23-A) whereby a person renounces a claim upon another person or against any specified property-	
	a)	Where the amount or value of the claim does not exceed Rs. 1000	Three rupees for every one hundred rupees or part thereof on the consideration for such release as set forth therein or the market value of the property whichever is higher, over which claim is relinquished.
	b)	Where it exceeds Rs. 1,000/-	The Same duty as under the Clause (a) for the first Rs. 1,000 and for every Rs. 500 or part thereof in excess of Rs.1000/- fifteen rupees on the consideration or market value of the property, whichever is higher over which claim is relinquished.
	B)	Release of benami right	3% .
	C)	Release of right of redemption of a mortgage with possession or of the right to obtain reconveyance of property already conveyed.  Note : Rate of Stamp duty to art . 46 C has been reduced to Rs.1000/- vide notification issued in G.O.Ms.No.584, Rev (Regn-I) Dept., Dtd: 30.11.2013 ,w.e.f.02.12.2013.	The sane duty as conveyance ( No.20) for the amount of such consideration as set forth in the release
47		<b>RESPONDENTIA BOND</b> , that is to say, any instrument securing a loan on the cargo laden or to be laden on board a ship and making repayment contingent on the arrival of the cargo at the port of destination.	The same duty as a Bottomry Bond (No: 14) for the amount of the loan secured
47-A		<b>SALE</b> as defined in section 54 of the Transfer of property Act 1882	
	a)	In respect of property situated in any local area comprised in a Municipal Corporation:	

	i)	Where the amount or value of the consideration for such sale as set forth in the instrument or the market value of the property which is the subject matter of the Sale whichever is higher, but does not exceed Rs. 1000/-	Eight rupees for every one hundred rupees or part thereof.
	ii)	Where it exceeds Rs. 1000/-	The same duty as under clause (i) for the first Rs. 1000 and for every Rs. 500 or part thereof in excess of Rs. 1000; forty rupees.
	b)	In respect of property situated in any local area comprised in the Selection Grade or in Special Grade Municipality-	
	i)	Where the amount or value of the consideration for such sale as set forth in the instrument or the market value of the property which is the subject matter of the sale, whichever is higher but does not exceed Rs. 1000/-	Seven rupees for every one hundred rupees or part thereof
	ii)	Where it exceeds Rs. 1000/-	The same duty as under clause (i) for the first Rs. 1000, and for every Rs. 500 or part thereof in excess of Rs. 1000/- thirty five rupees.
	c)	Where the property is situated in any area other than those mentioned in Clauses (a) and (b)-	
	i)	Where the amount or value of the consideration for such sale as Set forth in the instrument or the market value of property which is the subject matter of the sale, whichever is higher, but does not exceed Rs. 1000/-	Six rupees for every one hundred rupees or part thereof.
	ii)	Where it exceeds Rs. 1000/-	The same duty as under clause (i) for the first Rs.1000, and for every Rs 500 or part thereof in excess of Rs. 1000/- thirty rupees.
	d)	If relating to a multi-unit house or unit or apartment/ flat / portion of multi-storied building or part of such structure of which the provisions of Andhra Pradesh Apartment (promotion of Construction and Ownership Act, 1987, apply:-	Four rupees for every one hundred or part thereof on consideration or MV which ever higher.
	i)	Where the value does not exceeds Rupees 2,00,000/-	Rs.12,000/-
	ii)	Where it exceeds Rs.2,00,000/-,but does not exceed Rs.3,50,000/-	Rs.12,000 plus 4% on the value above Rs.2,00,000/-

	<p>iii</p> <p>iv)</p> <p>Note:1</p>	<p>Where it exceeds Rs.3,50,000/-,but does not exceed Rs.7,00,000/-</p> <p>Where it exceeds Rs.7,00,000/-</p> <p>Stamp duty payable on sale deed has been uniformly reduced to 4% on consideration or market value , whichever is higher, vide G.O.Ms.No.162,Revenue (Regn-I) Department, Dt: 30.03.2013, w.e.f.01.04.2013</p>	<p>Rs.18,000/- plus 6% on the value above Rs.3,50,000/-</p> <p>Rs.39,000/- plus 8% on the value above Rs.7,00,000/-</p>
	<p>Note: 2</p>	<p>Transfer Duty/Transfer of Property Tax (TPT) has been reduced to 1.5% on sale deeds vide 1.G.O.Ms.No. 226 Panchayat Raj &amp; Rural Development (PTS.I) Department, Dt: 06.04.2013, 2.G.O.Ms. No. 150, Municipal Admn and Urban Development (TC) Department, Dt: 6.04.2013, 3. G.O.Ms. No. 151, Municipal Admn and Urban Development (TC) Department, Dt: 6.04.2013,4. G.O.Ms. No. 152, Municipal Admn and Urban Development (TC) Department, Dt: 6.04.2013, 5. G.O.Ms. No. 153, Municipal Admn and Urban Development (TC) Department, Dt: 6.04.2013.</p>	
		<p><b>EXPLANATION-I</b></p> <p>An agreement to sell followed by or evidencing delivery of possession of the property agreed to be sold shall be chargeable as a <sup>1</sup> sale <sup>1</sup> under this article.Provided that, where subsequently a sale deed is executed in pursuance of an agreement of sale as aforesaid or in pursuance of an agreement referred to in clause (B) of article 6, the stamp duty, if any, already paid or recovered on the agreement of sale shall be adjusted towards the total duty leviable on the sale deed.</p>	

48		<p><b>SECURITY BOND or MORTGAGE DEED</b> executed by way of security for the due execution of an officer or to account for money or other property received by virtue thereof executed by a surety to secure the due performance of a contract</p> <p style="text-align: center;"><b>EXEMPTION</b></p> <p>Bond other instrument; when executed :-</p> <p>a) By any person for the purpose of guaranteeing that the local income derived from private subscription charitable dispensary or hospital or any other object of public utility, shall not be less than a specified sum per mensem;</p> <p>b) executed by persons taking advance under the Land improvement loan Act 1883, advance under the Land Improvement Loans Act 1983 ( Central Act 19 of 1983) of the Agriculturists Loans Act 1884 ( Central Act 12 of 1884) or by their sureties as security for the repayment of such advances ;</p> <p>c) executed by officers of Government or their sureties to secure the due execution of an office or the due accounting for money or other property received by virtue thereof .</p>	Three per centum of the value of the security subject to a maximum of rupees Five hundred.
49		<b>SETTLEMENT :-</b>	
	A	Instrument of ( including a deed of dower	

	a)	<p>Settlement in favour of a member or members of a family.</p> <p style="text-align: center;"><b>EXPLANATION</b></p> <p>For the purpose of this Article "Family " means <i>father, mother, husband, wife, brother, sister, son daughter, and includes grand-father, grand- mother, grand-child, adoptive father or mothers, adopted son or daughter,</i></p>	<p>The same duty as a Bottomry Bond ( No.14) for a sum equal to the amount or market value of the property settled as set forth in such instrument</p> <p>Provided that where and agreement to settle is stamped with the stamp required for an instrument of settlement and an instrument of settlement in pursuance of such agreement is subsequently executed, the duty on such instrument shall be the duty as mentioned in the Article 6.</p>
	b)	<p>In any other case.</p> <p style="text-align: center;"><b>Exemption:</b></p> <p>Deed of dower executed on occasion of a marriage between Muslims.</p> <p>Note : Rate of stamp duty to art.49 – A (a) and 49 –A(b) has been reduced to 1% and 2% respectively vide notification issued in G.O.Ms.No.585,,Rev(Regn-I) dept., Dtd: 30.11.2013,w,e,f,02.12.2013.</p>	<p>Six rupees for every hundred rupees or part thereof of the market value of the property which is the subject matter of settlement.</p>
	B	<p>Revocation of -</p>	<p>The same duty as a Bottomry Bond ( No: 14) for a sum equal to the amount or value of the property concerned as set forth in the instrument of revocation but not exceeding ninety rupees.</p>
50		<p><b>SHARE WARRANT</b> to bearer issued under the companies Act 1956 (central Act I of 1956).</p>	<p>One and a half times duty payable on Conveyance (No: 20) for a consideration or Market value equal to the nominal amount of the shares specified in the warrant.</p>
51.		<p><b>SHIPPING –ORDER</b> for or relating toe the conveyance of goods on board of any vessel.</p>	<p>Ten rupees</p>
52		<p><b>SURRENDER OF LEASE ;</b></p>	
	a)	<p>When duty with which the lease chargeable does not exceed thirty rupees.</p>	<p>The duty with such lease is chargeable Subject to a maximum of Five hundred Rupees.</p>
	b)	<p>In any other case</p>	
53		<p><b>TRANSFER</b> ( whether with or without consideration)-</p>	

	a)	Of debentures being marketable securities, whether the debenture is liable to duty or not, except debentures provided for by section 8:	One half of the duty payable on a conveyance (No:20) for a consideration, or market value equal to the face amount of the debenture .
	b)	of any interest secured by a bond, mortgage-deed or policy of insurance --	
	i)	If the duty on such bond, mortgaged-deed or policy of insurance does not exceed thirty rupees.	The duty with which such bond mortgaged- deed or policy of insurance is chargeable
	ii)	In any other case	Thirty rupees.
	c)	Of any property under the Administration General Act, 1963, (Central Act 45 of 1963).	Thirty Five rupees.
	d)	Of any trust- property from one trustee to another trustee or from a trustee to a beneficiary.  <b>EXEMPTION</b> Transfer by endorsement---	Thirty rupees or such smaller amount as may be chargeable under clauses (a) and (b) of the Article
	a)	of a bill of exchange, cheque or promissory note ;	
	b)	of a bill of lading, delivery order, warrant for goods, or other mercantile document of	
	c)	Of a policy of insurance;	
	d)	Of securities of the Central Government.	
54		<b>TRANSFER OF LEASE</b> by way of assignment and not by way of under -lease	The same duty as a Conveyance (No: 20) for a consideration or market value equal to the amount of the consideration for the transfer.
55		<b>Trust--</b>	
	<b>A</b>	Declaration of —of , or concerning any property when made by any writing, not being a will or a declaration as provided in section 2(24).	The same duty as a conveyance (No: 20) for sum equal to the amount or value of the property concerned, as setforth in the instrument but not exceeding Rupees thousand rupees.
	<b>B</b>	Revocation of- of, or concerning any property when made by an instrument other than a will.	The same duty as a conveyance (No: 20) for a sum equal to the amount or value of the concerned, as setforth in the instrument but not exceeding Rupees fivehun
56		<b>WARRANT FOR GOODS</b> , that us to say, any instrument evidencing the title of any person therein named or his assign, of the holder thereof to the property in any goods lying in or upon any dock, warehouse or wharf, such instrument being signed or certified by or on behalf of the persons in whose custody such goods may be.	Twenty Rupees.



## **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://registration.telangana.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 141 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

<p><b>2. SMT.FAZEELATH UNNISSA</b> <b>Sub-Registrar/Superintendent</b> <b>(R&amp;S), RTI Section</b></p> <p>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: 91-040-23449157</p>	<p><b>Assistant Public Information</b> <b>Officer (APIO)</b></p>
<p><b>2 . SRI. G. STHITA PRAJNA</b></p> <p><b>Assistant Inspector General (R&amp;S),</b></p> <p>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: 91-040-23449157</p>	<p><b>Public Information Officer (PIO)</b></p>
<p><b>3. SRI. M. VENKATA RAJESH</b> <b>Additional Inspector General</b> <b>(R&amp;S),</b></p> <p>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: 91-040-23449157</p>	<p><b>Appellate Authority</b></p>



**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://registration.telangana.gov.in>