
CHAPTER XXXV

MISCELLANEOUS

History of Office

S.O.1370. (i) In each Registration office a "History of Office" shall be maintained.

(ii) All particulars and details shall be entered in different statements of the Register as and when events occur or Government Orders issued. The Sub-Registrar shall be personally responsible for keeping the register upto date.

(iii) In statement VII, the pay fixed for the post of Temporary Section Writers with the number and date of Government Order regulating such pay need alone be noted irrespective of whether or not Temporary Section Writers are appointed in the Office, and the number of Temporary Section Writers employed.

Transfer of Charge

S.O.1371. Joining time is granted to an officer, amongst other objects, for the purpose of enabling him to take over charge of a new office and the transfer of charge of a post is completed until the certificate of transfer of charge has been signed by both the relieving and the relieved officers. When once the certificate of transfer of charge is signed, the relieving officer will be held responsible for the entire contents of the office and the relieved officer must be regarded as on joining time and must take charge of his new office before its expiry. Ordinarily the transfer shall be completed before the expiry of the joining time of the relieving officer and it is his duty to arrive at the place of transfer in time to enable him within his joining time to complete the transfer. In cases in which the relieving officer does not sign the transfer certificate within this period, he should be treated as having exceeded his joining time.

(G.O.No. 633, Financial, dated 4th October 1916.)

S.O.1372. (a) Time not exceeding 3 days has been allowed for verification of records (G.O.Ms.No. 1363 Revenue dt. 2-6-1958). No Sub-Registrar should be relieved under any circumstances without verification of records, etc., being completed in the presence of both the relieved and relieving officers and no Sub-Registrar should take charge of any office without such verification being done.

(b) In cases of Transfer of charge being necessitated in the absence of the outgoing Sub-Registrar due to unavoidable circumstances, i.e., Sub-Registrar after applying Casual leave cannot resume duty, stays away on long leave due to illness or domestic calamity, the Registrar should direct the incoming Sub-Registrar to open the sealed bag and assume full charge after complete verification of records in the presence of Senior Assistant of the office or the Senior Assistant in cases where Senior Assistant

happens to take charge, he should also sign below the certificate of verification of records etc., appended to the certificate of Transfer of charge submit to the Registrar, Deputy Inspector General and Inspector-General of Registration and Stamps.

(c) Where there is only one Assistant, the other Assistant or Assistants having been on long leave etc., he alone has to assume charge, the Registrar should invariably depute some other Assistant from neighbouring office or from the Registrar's office for the purpose and submit copies of such deputation orders to the Deputy Inspector-General and Inspector-General for information.

(d) The fact that such verification has been done and that all the records are found in existence or some records are found in existence or some records etc., specifying them, or missing, should invariably be stated in the certificate of Transfer of charge, failing which the officer assuming charge will be held solely responsible for any losses etc., reported at a latter date.

(G.O.Ms.No. 1223, Revenue (U) Department, Dt. 13-7-1961).

S.O.1373. For verification of records in Registration Offices time not exceeding three days is allowed (G.O.Ms.No. 1363/Revenue dated 2-7-1958). These orders will also apply to the following cases as well as those where no joining time is admissible under Fundamental Rule 106 :-

1. Sub-Registrars returning from leave to the same station.
2. Probationary Sub-Registrars promoted as Sub-Registrars taking charge of Sub-Registry Offices.
3. Assistants promoted as Sub-Registrars taking charge of Sub-Registry Offices and.
4. Joint Sub-Registrars-11 taking charge as Joint Sub-Registrar-I of Registrar's Office.

In all cases of assumption of charge of Sub-Registry Office on the analogy of Ruling 8 under Fundamental Rule 17, the period sanctioned for handing over and taking over charge be reckoned three working days instead of 3 days.

(G.O. Ms. No. 1223, Revenue (U) Department, dated : 13-7-1961)

Gazetted Officers

S.O.1374. (i) The Deputy Inspectors General shall forward direct to the Accountant General a certificate of transfer of charge (Form A.P.T.C.2) which shall be despatched on the day the transfer of charge takes place. A copy of such certificate shall be submitted to the Inspector General of Registration and Stamps.

(ii) An acknowledgement of the permanent advance shall accompany the certificate of transfer of charge forwarded to the Accountant General.

(iii) Apart from the certificate of transfer of charge, the Deputy Inspector General shall submit to the Inspector-General a brief report of assumption of charge which shall contain also regarding verification of personal files, permanent advance, contingent vouchers, cash received towards deficit duty etc., furniture, reference books, and any enquiry files entrusted.

S.O. 1375. The Vigilance Officer shall submit a certificate of transfer of charge to the Account and General, to the Deputy Inspector-General of the respective zone and to the Inspector-General of Registration and Stamps.

S.O.1376. (i) The Registrars are required to forward direct to the Accountant General, a certificate of Transfer of charge which shall be despatched on the day, the transfer of charge takes place. A copy of such certificate shall be submitted to the Deputy Inspector-General of the Zone and the Inspector-General of Registration and Stamps.

(ii) An acknowledgement of the permanent advance shall accompany the certificate of transfer of charge forwarded to the Accountant General.

(iii) Apart from the certificate of transfer of charge, the Registrar shall submit to the Inspector-General a report of assumption of charge which shall contain also a certificate that the sealed covers have been examined with entries in Book V and with the Register of Sealed covers and state whether seals on the covers are intact or otherwise.

NOTE :- In examining the sealed-covers, a cover placed in a sealed outer-cover to prevent damage to the seals, need not be opened except in the case of a permanent transfer of charge.

(iv) He shall also examine the collections, cash on hand, furniture, books, indexes, personal files of subordinate officers and records and submit a report to the Inspector-General regarding the result of his examination.

The examination of the records and furniture need not be detailed but should be sufficient to satisfy him that the register of records and the inventory of furniture and stores are maintained properly and that action has been taken as regards missing and decaying articles of furniture and other important matters.

(v) The report shall also contain verification of departmental enquiry files.

S.O. 1377. As the Assistant to District Registrar is not an independent officer it is enough if he gives a joining report to the Registrar who may, in turn, report to the Deputy Inspector-General of the Zone and the Inspector-General of Registration and Stamps.

Joint Sub-Registrars attached to Registrar's Office

S.O.1378. (a) The Joint Sub-Registrar-1 attached to a Registrar's office before assuming charge of his post shall examine the furniture, books, indexes, stock account of books and forms and of stationery periodically and occasionally issued and other records. The extent of this examination will depend upon the nature and period of the vacancy) but the relieving officer will be responsible for the entire contents of the office once the certificate of transfer of charge has been signed by him.

(b) He shall submit to the Registrar a report regarding the condition of the records generally, the office building and the furniture and shall state whether the collections and the cash on hand have been checked and found to be correct, whether the balance of stock of book and forms Was checked with stock books and found to be correct and whether the stock accounts of stationery periodically and occasionally issued were also checked. This report shall invariably include a detailed note on the volume and items of pending work handed over to the successor by the relieved officer.

(c) The report shall include also a note on the condition of the sealed covers similar to the one mentioned in Order 1376 (iii).

(d) He shall also verify Accounts 'G' and 'H', satisfy himself that the, documents, Encumbrance Certificates etc., and cash exist as per those accounts,. He shall apprise himself of the prompt action required on documents pending, impounded or to be impounded, enquiries relating to "Wills", documents presented after the death of executant, original enquiries, etc.

(e) He shall also verify the stock of stamps of all denominations and cash in stamp counter.

(f) Satisfy himself whether district copies and memos required to be sent to other offices were duly sent and no pendency is noticed.

(g) Verification shall be made on the securities offered under Chit Fund Act.

(h) Verification shall also include items shown under the permanent and Temporary Record Registers and the inventory of Furniture.

Sub-Registrars

S.O. 1379. On every occasion of transfer of charge of a Sub-Registry office, a certificate (Form A.P.T.C.2) signed by the officers assuming and handing over charge shall be submitted to the Registrar. An acknowledgment of the permanent advance and a certificate that the collections were checked and found correct should be recorded at the foot of the form and signed by the officer assuming charge and, except in the case of a transfer of charge consequent on the -grant of casual leave or examination leave or on court attendance, a copy of the certificate shall be submitted to the Inspector-General direct.

S.O.1380. (a) Every Sub-Registrar assuming charge of an office except where the assumption of charge is occasioned by the grant of casual leave or examination leave or by court attendance, shall follow the instructions contained in clauses (a) and (b) of Order 1378.

(b) The report prescribed by Order 1378 (b) need not be submitted to the Inspector-General unless there is any thing calling for his notice.

S.O.1381. A Sub-Registrar shall obtain previous permission of the Registrar for handing over charge before 5 p.m. on the day previous to that on which his leave may commence.

S.O.1382. The Sub-Registrar assuming charge shall follow the instruction under Standing Order 1378 (a) to (h) insofar as they apply to his office.

Custody of Keys during Casual Leave and Holidays

S.O. 1383. Before a Sub-Registrar proceeds on casual leave or other leave which does not involve an absence exceeding ten days, he shall deposit in a bag, which shall be handed over to the clerk placed in charge and which shall be sealed with his private seal or, where he does not possess a private seal, with the office seal, the original keys of all receptacles containing volumes of register books and indexes except that of the current almirah. This bag shall be placed in the iron-safe.

S.O.1384. Three sealed bags during Casual leave and two sealed bags during holidays shall be entrusted by the Sub-Registrar to the Assistant as follows:-

(a) During Casual leave :-

(1) Sealed bag containing the original keys of all receptacles except that of the current Almirah.

(2) Sealed bag containing all duplicate keys except those of :-

(i) the outer door

(ii) the Record Room

(iii) the Iron safe and

(iv) the cash chest.

(3) Sealed bag containing the duplicate keys of

(i) the outer door

(ii) the record room and

(iii) the cash chest.

(b) During holidays :-

- (1) Sealed bag containing the original key of Iron safe.
- (2) Sealed bag containing the duplicate keys of
 - (i) the outer door.
 - (ii) the Record Room and
 - (iii) the cash chest.

S.O. 1385. On return from casual leave, a Sub-Registrar shall ensure that all entries of documents registered during his absence have been authenticated and shall review the work of the assistant in charge, bringing immediately to the notice of the Registrar any serious omissions or irregularities.

S.O. 1386. The assistant in charge shall not open the bag unless in real emergency. A report shall be submitted immediately to the Registrar each time the bag is opened.

S.O. 1387. In offices in which there is only a single almirah or in which some of the completed records are secured in the same almirah as the current records, the latter shall be transferred to the stationery box.

S.O. 1388. When a Sub-Registrar leaves his station on a holiday, he shall, prior, to his departure, place in the iron-safe the original keys of all the receptacles including that of the current almirah but excluding that of the iron-safe. The original key of the safe shall be secured in a sealed bag which shall be left in the custody of the clerk. The assistant, before taking charge, shall verify the cash, collections, documents, encumbrance certificates, certified copies, etc., with Accounts G and H in the presence of the Sub-Registrar and submit to the Registrar on the day on which the Sub-Registrar leaves the station, a certificate of such verification signed by both the Sub-Registrar and the clerk.

S.O. 1389- When a Sub-Registrar uses the office seal for sealing the bag, shall take the seal away with him or secure it in such a manner that it is not accessible to others.

S.O. 1390. When an assistant entrusted with a sealed bag containing keys under Order 1383 or of Order 1388 has occasion to open the bag, he shall ensure that no receptacle other than that which contains the required records is opened and that no record other than that actually necessary for use is taken out. Such record shall be replaced as soon as the purpose for which it was taken is fulfilled and the bag shall be sealed again with the assistant's private seal if he has one or, in the event of his not having a private seal, in such manner as he considers safest.

S.O. 1391. Entries in indexes below which notes of previous registration have to be made and the indexing of documents in which the description of property is given solely with reference to the description in a previously registered deed shall be noted and necessary action shall be taken in respect thereof when the Sub-Registrar returns.

S.O.1392. (a) All the duplicate keys of an office except those of (1) the iron-safe, (2) the record room door and (3) the outer door shall be kept in a sealed bag which shall not be opened except for examination when a transfer of charge takes place or when a duplicate key is required in the place of the original. The bag shall be kept in the iron-safe. Of the duplicate keys excepted above, the key of the iron-safe shall be placed in a sealed packet Which shall be deposited in the treasury for safe custody; and the keys of the record room outer door shall be in the personal custody of the Sub-Registrar when he is at headquarters and shall be placed in a bag which shall be sealed with the officer's private seal and left office during the absence of the Sub-Registrar on casual or other leave which does not involve an absence exceeding ten days or when the Sub-Registrar leaves his station on a holiday.

(b) An officer who deposits a sealed packet containing the key into the treasury shall obtain a receipt from the Treasury Officer acknowledging the receipt of the sealed bag. On each occasion when a transfer of charge takes place the sealed packet shall be got back from the treasury, verified and re deposited in the treasury after oiling under proper acknowledgement.

(GI/28602/63, dated : 8-11-1963).

(c) Acknowledgements for keys deposited or redeposited in treasuries after oiling shall be filed in the file of "correspondence relating to the reports of assumption of charge and annual verification".

(G3/15304/65, Dated: 11-1-1967)

S.O. 1393. The unsecured keys entrusted to the assistant in charge during the absence of the Sub-Registrar on casual or other leave which does not involve an absence exceeding ten days will be the original keys of (1) the safe, (2) the cash chest, (3) the receptacle containing the current records, (4) the record room and (5) the outer door.

When a Sub-Registrar leaves his station on a holiday, the unsecured keys with the officer entrusted with the care of the office, will be the original keys of (1) the record room and (2) the outer door.

S.O. 1394. In an office which is not provided with an iron safe, the sealed bags containing the original and the duplicate keys shall be placed in the receptacle containing the current records, but the duplicate key of that receptacle shall not be included therein. It shall be kept along with the duplicate keys of the record room and of the outer door.

S.O. 1395. A register in Form E-3 shall be maintained in each sub-office in which the handing over and taking back of sealed bags of keys, original and duplicate, and the necessity for opening any sealed bag, shall be ledge-red. The Sub-Registrar on returning to duty, shall satisfy himself that the reason assigned for opening a sealed bag during his absence, is satisfactory.

S.O. 1396. In order to ensure that the duplicate keys secured in a sealed bag do not get rusty, they shall be oiled before they are sealed up.

S.O. 1397. The bags referred to in Order 1395 shall be of leather 9 Inches by 6 inches, stitched inside, with set out leather straps attached, for closing and tying up.

S.O.1398. (a) In a Sub-Registry Office where there are more than one Sub-Registrar:

(i) When the Senior Sub-Registrar leaves the station on a holiday, he shall follow the instructions in order 1388 mutatis mutandis and entrust the sealed bags containing keys to the temporary Joint Sub-Registrars

(ii) If the office is not provided with iron safe, the instructions contained in order 1394 shall be followed mutatis mutandis along with the instructions in order 1388.

(b) i) When the Joint Sub-Registrar-1 in Registrar's Office leaves the station on a holiday, he shall entrust the sealed bags to the Joint Sub-Registrar-11.

(ii) When the Joint Sub-Registrar-I proceeds on casual leave, the Joint Sub-Registrar-11 shall be placed incharge and sealed bags may be entrusted to him.

Residence of Officers and Subordinates

S.O.1399. (a) All officers, Sub-Registrars and Probationary Sub Registrars shall not, unless permitted by the Inspector General, reside outside their head quarters.

(b) All Assistants, typists, shroffs, section writers any attenders shall not reside outside their headquarter station without the permission of the Registrar.

(c) Since public should have access to the Registering Officers, even on holidays in connection with urgent registrations, the residence at headquarters is emphasized.

(d) As the payment of compensatory allowance is involved, residing away from headquarters without permission is prohibited.

(e) The Officers and the establishment will be liable for serious action for any violation of these instructions.

Absence From Head Quarters

S.O.1400. officers shall submit a report to the Inspector-General, whenever they leave their headquarters otherwise than on duty in their respective districts. The address of the officers, while away from headquarters, shall be specified in the report.

S.O.1401. A Sub-Registrar shall, before leaving his head-quarters on a holiday otherwise than on duty, submit a report in respect thereof to the Registrar, for absences from headquarters otherwise than on duty within his sub-district, he shall obtain the previous sanction of the Registrar. In cases of emergency in which it is impossible to obtain such previous sanction, a report shall be made to the Registrar by telegram when practicable. The Sub-Registrar shall furnish in the report submitted under this order, his address while away from headquarters.

S.O. 1402. The Registrar and the Senior Joint Sub-Registrar attached to his office, shall not be absent from headquarters at the same time, whether on casual leave or otherwise.

S.O.1403. Frequent availing of holidays either by the officers or by the establishment shall be discouraged.

Interviews

S.O.1404. Whenever an officer of rank junior to a Registrar desires to obtain an interview with the Inspector-General, he shall apply in writing, mentioning in the application the subject in connexion with which the interview is sought. Such applications may be submitted by Sub-Registrars direct to the Inspector-General.

S.O.1405. 1) No Government servant shall address directly any superior authority other than that to which he is immediately subordinate, in any matter relating to his official duties or affecting him personally as a Government Servant.

2) No Government servant shall approach any non-official or any official other than the officer to whom he is immediately subordinate, in respect of a matter affecting him personally as a Government servant.

3) No Government servant shall, except with the previous permission of the authority to which he is immediately subordinate, seek an interview with any officer other than his immediate superior in respect of any matter affecting him personally as a Government servant and on Government servant may seek such an interview with a Minister or with a Secretary to Government except with the permission of the Head of the Department, obtained through the proper channel. Where the immediate superior authority or the Head of the Department, as the case may be, decides to refuse the permission to interview higher authorities, his reasons for such a decision should be recorded in writing. Similarly petitions addressed to higher authorities through the proper channel should not be withheld.

4) Whenever a Government Servant sends an advance copy of a written representation, including an appeal against an order, the appellate authority should register such copy and should immediately call for the remarks of the subordinate authority concerned within a specified period. The advance copy of the representation or appeal, etc. as the case may be, should not be lodged but should be kept pending till the subordinate authority's remarks are obtained; and if for any reason, the appellate authority does not consider necessary to take action on the advance copy, an endorsement should be given to the petitioner or appellant concerned to that effect.

5) Every application by a Government servant for an appointment or for promotion shall be sent through the proper channel;

6) These instructions do not prohibit the sending of advance copies of written representations by Government servants. Advance copies should not however, be sent to Ministers. These orders will not however prohibit :-

- i) Any subordinate officer from sending any return or report which he is required to submit in his official capacity to any officer who is not his immediate superior; and
- ii) Any subordinate officer from writing to any other higher authority direct where such direct correspondence is specifically permitted by the Government.

S.O.1406. The Government servant's conduct Rules prohibit government servants from bringing any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government. In all cases, where government servant have grievances, written representations can be made to the appropriate authority through the immediate official superior.

Petitions

S.O.1407. (a) Petitions connected with registration other than those presented in connexion with appeals which are filed with the appeal records, shall be filed in a separate file.

(b) In the case of petitions other than those for the issue of summons or for a certificate under Section 16 of the Indian Stamp Act, the petitioner shall be informed either orally, when he appears with the petition, or in writing when a petition is received by post, of the action that is or will be taken on his petition. The reply shall be recorded on the petition with a note of the method of its communication.

(c) On a petition for the issue of summons or for a certificate under section 16 of the Indian Stamp Act, the number book and year of the document to which it refers, shall be entered with a brief indication of the action taken.

Diary of Ministerial Establishment

S.O. 1408. In every registration office a diary (Form F-3) shall be maintained in which each assistant or section-writer shall briefly note the details of work turned out by him each day. The diary shall be submitted to the Sub-Registrar in a Sub-Registrar office and to the Joint Sub-Registrar-I, in a Registrar's Office, for scrutiny.

Public Charitable Endowments

S.O.1409. Registering Officers shall forward to the Mandaladhikaris concerned, copies prepared on plain paper, of documents creating public charitable endowments registered in their offices. Documents creating purely religious endowments do not fall under this category and copies thereof need not be forwarded to the Revenue Officers.

Hindu Religious Endowments

S.O.1410. a) In respect of every nontestamentary documents including partition and wills creating an endorsement in favour of Hindu religious or charitable institution and in respect of every society which creates endowments registered under the Societies Registration Act for the time being in force the registering officer shall send an intimation thereof to the trustee concerned in case the endowment is in favour of an institution under the control of the Endowments Department and in other case to the Endowments Department.

b) Intimation of cancellation of endowments previously made shall also be similarly sent.

c) The intimation shall be prepared in Form Registration 11-35 (Memorandum Form) and shall be sent with a covering memorandum in Form Registration 11-37, the

word “ intimation“ being substituted for the words “copies and memoranda” wherever they occur, in that form. Acknowledgments or the intimations shall be pasted to the office copies of the covering memoranda as soon as they are received.

d) A note in the following forms shall be added in Account A below the entry of the document concerned :-

“Intimation to the Trustee of.....temple or the..... Endowments Department despatched on.....”.

e) Each intimation shall be serially numbered as R-1, R-2 and so on and the number shall be entered in column 8 of Account A against the note below the entry of the document mentioned in clause (d).

f) A quarterly statement of intimations sent shall be submitted in Form G-3 by each Sub-Registrar to the Registrar on the 10th of January, April, July and October of each year.

g) A consolidated statement in duplicate for the whole district shall be submitted in Form G-3 by each Registrar to the Inspector-General on the 20th of the month succeeding each quarter.

Suits Against Government

S.O. 1411. The undermentioned procedure shall be adopted on the receipt of a notice under section 80 of the Code of Civil Procedure of a suit against the Government :-

(a) Notice of suit solely concerning departments not under Collector’s control.

In these cases, the Collector transfers the notices to the head of the department concerned and need take no further action.

(b) Notice of suit primarily concerning departments not under the Collector’s control but, which affects or is likely to affect the interests of any department under his control :-

The Collector sends a copy of the notice to the chief local officer of the department primarily concerned and arranges with him for the defence of the suit, it being open to such officer to seek any instructions the may require from the head of his own department. In dealing with such suit notice, it is the duty of the Collector to see that all points necessary for the defence of the suit are investigated carefully and that, if a suit is filed, all such pleas as are necessary are raised in the written statement and evidence in support thereof collected. If necessary, the Collector can address the Commissioner of Land Revenue regarding any such suit or notice.

(c) Notice of suit which primarily, concerns some department under the Collector’s control but in which the interests of another department not under his control are also involved:-

In these cases the Collector arranges for the defence of the suit himself but communicates a copy of the suit notice and of the plaint when filed, to the department immediately affected which can then take such steps as it may consider advisable.

Officers of other departments who may receive notices of suits in regard to their official acts shall be guided by the same principles.

(G.O. No. 1520, Judicial, dated: 10th October 1910).

S.O. 1412. Under the provisions of Order XXVII, rule of the first schedule of the Code of Civil Procedure, 1908, the Secretaries to Government, from time to time, have been authorised ex-official to sign and, if acquainted with the facts of the case, to verify all pleadings in suits by or against the Government.

(G.O. No.494, Judicial, dated: 12th Maxell 1913)

S.O. 1413. The following instructions are issued in regard to the procedure to be followed when an officer of the department is impleaded in his official capacity in a suit :-

i) Whenever a Sub-Registrar receives summons, notice, or other order from a Civil Court in a case in which he has been impleaded as a defendant or respondent in his official capacity he should carefully study it and submit to the District Registrar by Registered post, the order or other communication of the Court, in original, with its enclosures and a detailed report containing the full facts of the case and the Sub-Registrar's remarks on the several points raised on the plaint or the affidavit of the party. The Sub-Registrar should keep office copies of the communications from the Court and its enclosures. Records, if any, necessary to be sent to the District Registrar, should also be sent along with the Sub-Registrar's report to the District Registrar. The records should be neatly arranged and sent.

ii) The District Registrar should, immediately on receipt of the Sub-Registrar's report, study the communication from the Court the report of the Sub-Registrar and the records if any received from the Sub-Registrar and submit a detailed report to the Inspector-General stating the full facts of the case, his comments, paragraph-wise, on the plaint or the affidavit filed by the party, and also state whether the action of the Sub-Registrar in the case which is the subject-matter of the proceedings in the Court is in order and if not, in what respects it is defective. The District Registrar should quote proper authority viz, the provision of the Act, the Rules, the Standing Orders or other orders on the subject in support of his comments. As sanction of Government is necessary for the defence of any official of this department at State cost, the District Registrar should submit complete and detailed proposals in this regard in his report to the Inspector General. The Inspector General will, after perusing the records, address Government for sanctioning defence of the official concerned at State cost and for the appearance of the Government Pleader concerned on behalf of the officer in the case. When the District Registrar feels that the matter is very simple or that correspondence with Inspector General and the obtaining of sanction from Government for the defence of the official will take time, he should address the Law Officer concerned, i. e., the Government Pleader or the Pleader doing the Government work, for entering appearance on behalf of the official and for taking all necessary steps for the defence of the official. In his report to Inspector General, the District Registrar should state clearly whether he has so addressed the Law Officer for appearance and for taking necessary further action for the defence of the departmental official. The District Registrar should also obtain from the Law Officer concerned a draft of the written

statement, the counter-affidavit or the counter-petition if any, to be filed in the case and submit it to the Inspector-General with his detailed remarks. The draft so received from the District Registrar will be scrutinised in Inspector-General's Office and got approved by Government, if necessary, before it is filed in the Court. The District Registrar should render all assistance necessary to the Law Officer for preparing the draft, written statement, counter petition etc., and for the conduct of the case.

iii) If the District Registrar is impleaded as a party, he should follow the procedure indicated in clauses (i) and (ii) above.

iv) After submitting his detailed report to the Inspector-General, the District Registrar should keep a personal watch over the concerned file in his office and write to the Government Pleader or the Law Officer concerned in time for taking adjournments whenever necessary for obtaining orders from Government sanctioning the defence of the departmental official at State cost and approving the draft of the written statement, counter petition etc., to be filed in the case. Reports should be submitted to Inspector General from time to time about the progress of the case.

S.O. 1414. A public servant, who filed a complaint before a Magistrate, was not present in Court at the time of the hearing of the case and, in consequence, the Magistrate acquitted under section 247, Criminal Procedure Code. The complainant being a public servant, the Magistrate could have acted under the proviso to Section 247, Criminal Procedure Code, and need not have necessarily acquitted the accused. But the Magistrate did not choose to act under that proviso. The Government had, therefore, to prefer an appeal to the High Court against the acquittal of the accused. In order to obviate the need for filing appeals or revision petitions in similar circumstances, the public servants who file charge sheets or complaints in summons cases or their representatives should make it a point to present during regular Court hours when the cases concerned are taken up for hearing.

Prosecution of Government Servants

S.O. 1415. The Government of India Memorandum number 39/30/54, Establishment dated 7-6-1955, Ministry of Home Affairs, New Delhi is reproduced here for guidance.

(1) In the Home Department letter No.F 312/35-Public, dated the 15th November, 1935, it was laid down that in a case where it was intended to prosecute an employee for acts committed by him as a Government servant, everything should be done to carry the departmental proceedings to as advanced a stage as possible before prosecution began. It was also laid down that the finding and the penalty in the departmental proceedings should not be recorded till after the disposal of the Criminal case. This matter has been reviewed. The postponement of decision in the Departmental proceedings till after the criminal case is finally disposed of, leads to undue delay in the completion of the proceedings. Moreover, if the officer is placed under suspension, he has to be paid subsistence allowance during the entire period of prosecution, and if there is an appeal against the conviction, till the appeal is decided. If action is taken

immediately after the conviction in the trial court, difficulties sometimes arise when the conviction is appealed against. In order to avoid these difficulties, as well as to ensure the earliest possible decision in such cases, it has now been decided that the following procedure should normally be adopted in cases of alleged criminal misconduct of Government servants.

(2) As soon as sufficient evidence is available for the purpose in the course of investigation in cases of misconduct whether such investigation is conducted departmental or through the police (including the special police Establishment), action should be taken under the Civil Services (Classification, Control and Appeal) Rules or other appropriate disciplinary rules, and disciplinary proceedings should be initiated forthwith.

Such departmental proceedings need not interfere with the police investigation, which may be continued, where necessary. After the departmental proceedings are concluded, and the penalty, if any, imposed as a result thereof, the question of prosecution should be considered in the light of such material as many have become available as a result of the investigation.

(3) In suitable cases criminal proceedings should thereafter be initiated. Before initiating such proceedings advice on evidence should be obtained from Government Counsel, and in more important cases from the Attorney General or the Solicitor General. Where the conduct of an Officer discloses a grave offence of a criminal nature, criminal prosecution should be the rule and not the exception. Where the competent authority is satisfied that there is no criminal case which can be reasonably sustained against such an officer, criminal prosecution should not of course, be resorted to, but prosecution should not be avoided merely on the ground that the case might lead to an acquittal.

(4) Should the decision of the trial court or the appellate court, as the case may be, lead to the acquittal of the accused, it may be necessary to review the decision taken earlier as a result of the departmental proceedings. A consideration to be taken into account in such review would be where the legal proceedings and the departmental proceedings covered precisely the same ground. If they did not and the legal proceeding related only to one or two charges, i.e., not the entire field of departmental proceedings it may be found necessary to alter the decision already taken. Moreover, it should also be remembered that while the court may have held that the facts of the case did not amount to an offence under the law, it may well be that the competent authority in the departmental proceedings might hold that the Government servant was guilty of a departmental misdemeanour and he had not behaved in the manner in which a person of his position was expected to behave.

(5) In this connection, attention is invited to the requirements of Article 311 (2) of the Constitution in regard to penalties of dismissal or removal or reduction in rank. This

Article provides that no person, who is a member of the Civil Service of the Union or holds a civil post under the Union, shall be dismissed, removed, or reduced In rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him. A proposal to amend Article 311 (2) is under consideration, but pending such amendment the provisions of this clause as judicially interpreted must be strictly followed According to judicial pronouncements, these provisions are mandatory and the words underlined contemplate that after the inquiry against the accused officer has been completed and the competent authority has come to provisional conclusions regarding the action to be taken against him, he should be given an opportunity of showing cause against such action, if it is dismissal, removal or reduction in rank. For this purpose, he should be supplied with a copy of the report of inquiring authority and be called upon to show cause within a reasonable time against the action proposed to be taken. Any representation submitted by him in this behalf should be duly considered before final orders passed. Failure to observe these statutory requirements renders the orders are passed null and void and therefore legally inoperative. In case of such failure, the Government servant concerned is deemed to have continued in service, or in the grade from which he was reduced and, subject to compliance with the provisions of any rules regarding allowances, he is entitled to the pay and allowances, he would have drawn if such action had not been taken. According to the ruling of the Supreme Court in the case of Abdul Majid, it would be open to him to obtain a decree from a Civil Court against the Government for payment of these amounts. It is, therefore, necessary for the competent authority to observe strictly the statutory requirements of Article 311 (2) in ail cases in which it is attracted. This should be impressed on all concerned. Compliance with these requirements is not, however, required in cases covered by clause (a), (b), or (c) of the proviso to that Article. Where, however, action is taken under clause (a) of this proviso on the basis of the conviction of a person in a court of law and the conviction is set aside on appeal, the orders passed under the proviso automatically become inoperative. If departmental action against him is considered desirable, it will be necessary to follow the provisions of the relevant disciplinary rule and, where necessary, the substantive provisions of Article 311 (2).

S.O.1416. (a) In all Registrar's Offices a Register. "Register of Recoveries" shall be opened and all cases of short levy of Registration fees. Court fees, detected either during the audit of monthly Accounts or Indexes or in the Annual Inspection Reports shall be entered in it, before issue of Inspection Reports or Audit reports as the case may be. A suitable foot note may be added in the said Register for cases where final orders have not been issued by the Registrar, Deputy Inspector General or Inspector General as the case may be.

(b) The Registrars shall ensure personally that necessary entries are made in the Register and add a certificate in Inspection Reports that the entries are duly made in the Register of Recoveries in respect of all instances of short levy.

Publication of Departmental Notifications

S.O.1417. Except when Acts or Rules prescribe otherwise, the publication of a notice in more than one issue of the Andhra Pradesh Government Gazette is ordinarily unnecessary and it can be done only when there are special reasons to the contrary.

Registration Gazette

S.O.1418. (a) Departmental instructions and other matters of general interest are communicated to registering officers through the Registration Gazette. Copies of the Gazette are despatched from the office of the Inspector General.

(b) Cases of non-receipt of the gazette in a particular month should be brought to the notice of the Inspector-General by the registering officer through the Registrar of the district. A spare copy, free of cost, will not be supplied, if there is any delay in submitting the report.

Calculation of Pages Covered by Registered Documents

S.O.1419. (a) Appendix XII shows the average number of pages in a register book covered by a document in each of the registration offices in the State. This average, designated the co-efficient of the office, shall be adopted whenever it is necessary to convert documents into pages.

(b) In the case of a new office, the co-efficient shall be determined by converting into pages the registrations which it is estimated, will be transferred to the new sub-district from each of the existing sub-districts, the number of registrations in each case being multiplied by the co-efficient of the office concerned and the sum total of the pages thus arrived at, being divided by the sum total of registrations.

EXAMPLE :- The sub-district of Kalikiri (Chittoor District) with estimated annual registrations of 588 documents was formed out of the sub-districts of Vayalpad, Punganur and Piler the registrations contributed by these sub-districts being 375, 158 and 55, respectively, and the co-efficients of these offices being 2.48, 1.98 and 1.56. The total number of pages covered by the estimated registrations of the new office amounted to $(375 \times 2.48) + (158 \times 1.98) + (55 \times 1.56) = 1,329$. The co-efficient for the new office was accordingly $1,329 \div 588$ or 2.26.

CHAPTER XXXVI

INSPECTIONS

Inspections by Registrars

S.O. 1420. Each sub-registry office shall be inspected by the Registrar atleast once in each official year.

S.O. 1421. The inspection shall be objective and meaningful. The Registrars shall be faithful in high lighting the lapses, irregularities and omissions. They shall strive to detect loss of stamp duty and fee and grave irregularities, if any. They shall also satisfy that the amounts received towards fee and sale of stamps are duly credited and stamps available in stamp counter tallied with the indents received and sold to public. They may take up spot inspections to detect undervaluations within the time prescribed for the tour. While loosing the documents for examination efforts shall be made to include those where the Sub-Registrar is apt to err. Undue reliance on the Camp Assistant shall be avoided. The Registrar's conduct on tour and his purposeful approach to inspection shall also form the basis to estimate his efficiency.

S.O. 1422. Once in every official year and more frequently when practicable, the Registrar shall inspect the register books and records of his office in the same manner as he inspects those of a Sub-Registrar's office. The report shall, after its return by the Inspector-General, be filed with the notes of the Inspector-General's inspection of the Registrar's office. An office copy of the report need not be maintained.

S.O.1423. (a) The inspection of sub-registry office in a district shall be spread over the official year, all the offices which are situated in the same direction being inspected in a single tour.

(b) In selecting offices for any particular tour. Registrars shall give preference to those regarding which complaints have been received or where local enquiries have to be held.

(c) During the months of April and May, when the annual returns and reports are due with the Inspector-General, halts by Registrars at headquarters will necessarily be longer than at other periods of the year but inspections shall not, on that account, cease altogether in heavy districts.

(d) A Registrar shall not confine his visits to sub-offices to the single annual inspection. In the course of a tour he may have occasion to pass through and some times even halt for a few hours at a station where there is an office which he has already inspected during the year. In that event, a visit not necessarily involving a detailed inspection, may usefully be made and the opportunity utilised to set the presiding

Sub-Registrar right on any points of doubt or difficulty and to give him advice where necessary. A brief account of such visits shall be submitted to the Inspector-General.

S.O.1424. All Registering officers shall endeavour to acquaint themselves with full intricacies of Laws administered by the Department.

S.O.1425. (i) That a mistake once pointed out in inspections, either annual or surprise, should not be allowed to recur.

(ii) All items in Inspection Report should invariably answered to the entire satisfaction of everybody and rectifiable mistakes remedied then and there.

S.O.1426. (a) A minimum of 3 days halt is allowed for inspection of Sub-Registry offices.

(b) The District Registrar shall examine 1500 pages in the Register Books.

(G. O. Ms. No. 1519, Revenue (U) Dept. Dt. 29-9-59).

S.O. 1427. The Inspecting Officers may profitably use the journey days in taking up inspections, checking under-valuations. Market values, detection of unauthorised Chits, etc.

S.O. 1428. That all items of Inspection Reports requiring further action except on these further information has to be obtained from the public should be attended to within a period of one month from the date of receipt of Inspection Report from Inspector General (R&S) or Deputy Inspector General as the case may be.

S.O. 1429. The Registrars shall satisfy at the time of annual inspection of Sub-Registry offices whether the Sub-Registrar/Sub-Registrars observed instructions contained in S.O..... and accordingly note it in inspection Reports.

S.O.1430. (a) A tour programme (Form Regn.11-111) shall be submitted by the Registrar to the Inspector-General at least fourteen days before the tour commences.

(b) To the first tour programme in each official year shall be attached a tabular statement containing three columns, (1) showing the names of offices in the district, the dates of inspection in the previous calendar year being entered in column (2) and column (3) headed "Date of inspection in current year" being left blank.

(c) Any change in at our programme shall be intimated to the Inspector-General immediately a Registrar decides upon the same.

(d) Tour programmes of the officers of the Department shall be throughout properly and well regulated. There should be no tendency on their part to make frequent returns to Headquarters which entails waste of both time and money.

S.O.1431. (a) Registrars shall observe the following instructions in preparing their tour programmes.

i) One day for the minute examination of 1590 pages of the Register.

ii) One day for every 50 documents the indexes of which are to be examined with all connected records (order 1322).

iii) One day for the verification of searches and the examination of other miscellaneous Records.

(b) Appeals may be posted in camp but adjournments shall, in those cases, be rarely allowed. When such an adjournment is granted, the day allotted for the appeal shall be utilized for inspection work. The instructions in Order 937 shall be followed in the matter of hearing appeals in camp.

(c) Registrars shall, when submitting their tour programmes, furnish information regarding the number (with names) of the licencees under the Indian Christian Marriage Act, 1872, whose registers have to be inspected in the respective camping stations, and state the reasons for any extra day of halt whenever proposed.

(d) If an appeal is posted to be heard in camp, the name of the Sub-district to which the appeal relates shall be noted in the tour programme.

NOTE:- Saturdays shall be treated as working days for purpose of calculation of the period of inspection.

S.O. 1432. A Registrar may take an assistant with him on his tours of inspection for assistance in the examination of indexes and minor records such as document and fee receipt books, challan books, service registers, service rolls, current and despatch registers and stock and stationery accounts. The camp clerk shall also be required to check completely the statements of subdivisions of survey numbers in districts where the scheme of Register of Holdings is not in force and 20 per cent of the entries in those statements in districts where the schemes of Register of Holdings is in force. The Registrar shall supervise the work of the clerk, test a few entries taken at random in the records examined by the clerk in order to satisfy himself that the scrutiny by the latter has been through and, by reference to the records, ensure that the remarks noted by the clerk are correct and complete.

NOTE : (1) The senior clerks in the administrative branch shall be taken by the Registrar on tour. The tour clerk shall be changed every year.

(2) The Registrar shall append to each inspection report a certificate that the tour clerk was not allowed to be present in the sub-office or handle the records except in the presence of and in collaboration with the Registrar.

S.O. 1433. The chief object of the inspection of a registration office is to ensure the proper maintenance of the valuable records, for the accuracy and trustworthiness of which the department is responsible to the public, the due observance of the formalities prescribed by the Act, the Registration Rules and the Standing Orders and the prompt compliance with all the requirements of the public who resort to the office. During his inspection the Registrar shall accordingly examine minutely every book, account and return maintained in the sub-office relating to the period commencing from the date of the last inspection upto that of the current inspection. In respect of the under mentioned records, the instructions which follow shall receive special attention:—

(a) Register Books—The Registrar shall turn over at least 1,500 pages of the register books relating to the period in question so as to satisfy himself that they are faithful records of what they purport to evidence, that they are intact, that no tampering has been attempted, that the entries have been duly authenticated and that all corrections and foot notes have been duly attested. The pages may be selected from the several volumes in such manner as may seem feasible, in order to make up the total number of 1,500 mentioned above. Some of the entries shall be compared by the Registrar with the original documents remaining unclaimed in the office.

(b) Indexes.—Although it is not necessary that each page of the indexes should be turned over, accuracy, completeness and preparation in such a manner as to make them easily available and freedom from any signs of tampering, are points which shall receive special attention. The Registrar shall examine 2 percent of the documents other than mortgage declarations relating to co-operative societies and documents relating to Agricultural Development Banks (Inspector General's Proceedings No. G/29920/79-2, dated 16-12-1979), registered during the period covered by the inspection in books 1 and 4 with all the connected records, the numbers in Book 1 being spread over those relating to ryotwari as well as non-ryotwari tracts. In addition, 3 percent of the documents ledgered in the Registers of Holdings shall be examined to ensure that the indexes in the Registers of Holdings have been correctly prepared and the entries in Account A correctly made. Care shall be taken to examine all classes of documents, miscellaneous documents such as partition deeds, deeds of dissolution of partnership and the like forming at least 50 per cent of the number examined. All the documents registered in Book 3, subject to a maximum of 10 and all the entries in Book 2 shall also be examined. Registrars shall also test check the index entries relating to copies of documents and memoranda filed under sections 64 to 67 and section 89 of the Indian Registration Act.

(c) Accounts and Returns.—All the accounts A to H shall be examined. Account D shall be checked completely with reference to the general and single search applications filed in an office for at least one month. Contingent registers shall be scrutinized as directed in Order 1260.

(d) The return of progress of work shall be scrutinized rigidly.

(e) Searches —The Registrar shall ensure that there has been no avoidable delay in complying with applications for searches. He shall verify two fruitless single searches, if any, and one general search.

(f) Thumb-impression register.—The impressions on unclaimed and uncopied documents shall be checked with those in this register.

(g) Miscellaneous records.—As the Registrar is responsible for the inspection as a whole, he shall look into all records and satisfy himself that everything is in order.

Important miscellaneous records such as the deposition book, the minute book and the file of powers of attorney shall be gone through by the Registrar minutely.

(h) The Registrar shall also check once in three years, 250 pages of a register volume relating to the period covered by the inspection in order to satisfy himself that the co-efficient already fixed for the office continues to represent a correct average or requires modification. Due allowance shall be made for undue deviations in writing. A certificate of such check together with its result shall be embodied in part I of the Inspection Report.

S.O. 1434. The condition of the building, the furniture and the records, and the requirements of the office shall be examined.

S.O. 1435. The manner which acting assistants have discharged their duties and conducted themselves shall be examined and the requisite entries made in their personal files. The entries in the ledger shall also be checked generally.

INSPECTION REPORTS

S.O. 1436.

(a) The Registrar shall record the results of his inspection, in two parts.

(a) Part I will commence with four tabular statements (Form Regn. 11-102), the details in which shall be filled in by the Sub-Registrar concerned prior to the inspection and checked by the inspecting officer. These statements shall be followed by the Registrar's remarks on the following points :—

(i) the progress of work generally ;

(ii) transcription—

(a) neatness and accuracy ;

(b) supervision exercised by the Sub-Registrar;

(c) care bestowed on the quality of the ink employed and of the permanency of the entries ;

(iii) the handwriting of the Sub-Registrar in endorsements, certificates and signatures as evidenced by documents in the office;

(iv) the duties upon which temporary section-writers are employed;

(v) the working of the joint or the temporary joint system;

(vi) the observance of the standing orders generally in regard to the transcription of documents and the conduct of searches;

-
- (vii) the work performed by clerks placed in charge during short vacancies;
 - (viii) test check of records and record receptacles;
 - (ix) precautions against ingress of rats and squirrels into the record room;
 - (x) condition of iron safe;
 - (xi) whether identification of parties is allowed to become a trade among the hangers on of an office;
 - (xii) verification of Registers of Births and Deaths;
 - (xiii) whether action has been taken by the Sub-Registrar in respect of all the remarks on the inspection report of the previous year;
 - (xiv) issue of encumbrance certificates within a week from the date of receipt of applications in the cases are based upon proper grounds;
 - (xv) whether the judicial and administrative orders passed by the Sub-Registrar in the following cases are based upon proper grounds;
 - Original enquiries under section 74;
 - Enquiries under rule 61.
 - Refusal orders;
 - Office orders;
 - Orders in the default register; and
 - Orders imposing fines on menials;
 - (xvi) verification of cash ;
 - (xvii) verification of balance of service postage stamps and whether they are in the custody of the Sub-Registrar in a sub office;
 - (xviii) return of documents to professional document writers; (xix) economy in the use of forms and stationery; and
 - (xx) verification of co-efficient. During the years in which the co-efficient has not been checked and a certificate added as per instructions in order 1433 (h), the year in which it was last checked should be noted.

The Registrar shall then deal in the order given, with matters specified in Appendix XXXIX, but he shall not enter any remarks with reference to the subjects there

enumerated, unless they are of sufficient importance to be brought to the notice of the Inspector-General or to require his orders. Should the Registrar have on such remarks under any of the heads or sub-heads noted in that appendix, the head or sub-head, as the case may be, shall be omitted. The list of headings in the appendix is not intended to be exhaustive but is only illustrative. All serious omissions and irregularities relating to the period covered by a report which have been noticed either in the checking of the monthly accounts or from special reports from the Sub-Registrar or otherwise and all serious omissions and irregularities discovered during the inspection in the course of examination of the records shall be detailed in this part. In the case of serious omissions and irregularities found out before the inspection but relating to the period of inspection, a brief mention should be made in the inspection report of the circumstances under which they were noticed. No serious omissions or irregularities which do not relate to the period of inspection covered by a report should, however, be included.

All the remarks in this part shall be in a tabular form, each opening in the report being divided into four columns for (a) the Registrar's (b) the Sub-Registrar's explanation, (c) the Registrars further remarks, and (d) the Inspector-General's orders.

(2) Part II shall contain such omissions and irregularities as can be considered as not sufficiently serious for inclusion in Part I, but which are of sufficient importance to be brought to the notice of the Inspector-General. Clerical errors and minor mistakes that can be set right shall, wherever practicable, be rectified then and there, and unless they are of frequent occurrence or evidence continued carelessness, need not be noted in either Part I or Part II. Where there are no serious omissions or errors in any one of the records, a general remark as to the manner in which the record is maintained is all that that is required.

The remarks shall be arranged in a tabular form, the first half of the opening being devoted to the Registrar's remarks and the second half being divided into two columns for (a) the Sub-Registrar's explanations, and (b) the Registrar's final orders.

(b) Errors and omissions of a similar nature shall be grouped together in the two parts.

(c) The name of the officer and, when he is not a permanent Sub-Registrar, his rank shall be entered in brackets after each remark.

(d) The pages of each part shall be numbered serially and in a separate series.

In his inspections and in compiling the reports relating thereto, the Registrar shall bear in mind that the aim of an inspection should be not only to critically examine the records and work of the office but also to impart instructions to the officer concerned. The mention in an inspection report, with a view to bring to the notice of the Inspector-

General, of errors which do not point to contained neglect on the part of the officer concerned or to the existence of serious irregularities is apt, by giving a fictitious prominence to minor points, to obscure the more important items, to swell the report unduly and thus to detract from its usefulness. In cases in which it is necessary, owing to their frequency, to bring minor errors to the notice of the Inspector-General, all the items need not be detailed but it will suffice if a note setting forth the number of errors is entered.

(f) The statement of requirements and unserviceable articles to be kept ready for inspection in Form Regn. II-104 shall be prepared by the Sub-Registrar (Order 1452), and submitted to the Registrar. The Registrar shall not seek to obtain through the medium of inspection report, orders on such matters as the extension of a building, the sinking of a well or the like, since this procedure delays the whole report. Reports on those points shall be submitted separately to the Inspector General. This statement, viz., the statement in form Regn. II – 104, will be ultimately returned to the Sub-Registrar by the Registrar.

(g) The Registrar shall ensure at his inspections that all notices required to be exhibited in offices, appear on the notice slabs. For this purpose the Registrar shall maintain a complete and up to date list of the various notices.

S.O.1437. (a) The Registrar shall, after obtaining the Sub-Registrar's explanations, submit the report to the Inspector-General with his further remarks. The report will be returned to the Registrar with the Inspector General's orders.

(b) Parts I and II shall be preserved for a period of 25 years.

(G3/27183/77, dt. 9-12-1977).

S.O.1438. (a) The report shall be concise and shall be paragraphed freely, each remark constituting a separate paragraph.

(b) It shall be a mere record of facts and of errors and omissions and shall not be made the medium of discussion on matters on which difference of opinion may exist. Questions of a controversial nature and those upon which it is desirable to obtain definite orders for general guidance shall be reported separately. If, however, on the receipt of a Sub-Registrar's explanation, it is found that any item included in Part I raises a point for the Inspector-General's orders, the item shall be extracted and submitted in a separate communication, a note to that effect being entered against it in Part II.

(c) Copies, translations or extracts of documents, search applications or encumbrance certificates shall not be submitted in connexion with inspection reports unless called for by the Inspector-General, but care shall be taken that in the remarks

relating to the classification or valuation of documents or fees levied for the grant of encumbrance certificates, the terms of the document) or the applications, as the case may be, in regard to the treatment of which a Registrar raises objections or has doubts, are set out clearly and concisely.

S.O.1439. The General remarks in Part I of the report (Appendix XXXIX-XII.-General) shall refer to remediable defects in methods of work and to points of which it is advisable that the officer reported upon should be made aware, in view to rectification and improvement.

S.O.1440. (a) The notes made by the Registrar at the time of inspection shall be complete in themselves, so that, when arranged, they may serve as an office copy of the report in the Registrar's office. The draft report thus prepared shall, except in special circumstances, be issued within ten days of the completion of the inspection of the sub-registry office. A separate office copy shall not be prepared either before or along with the fair copy intended for submission to the Inspector-General and all original notes made by the Registrar shall be destroyed immediately the report has been returned to the Sub-Registrar with Inspector-General's orders.

(b) In order to provide for an efficient check in the Registrar's office on the issue, the return by Sub-Registrars and the submission to the Inspector-General of the inspection reports, an opening shall be allotted for the reports in the periodicals register (Order 1250) in which the names of all the offices shall be entered in alphabetical order at the commencement of each year. The headings of the columns shall be altered as follows : Column (3) — date of Inspection, column (4)—date of issue of report, column (8)-dates of reminders to Sub-Registrar, column (9)—date of receipt from Sub-Registrar, column (10)—date of submission to Inspector-General, column (11)—date of receipt from Inspector-General and column (12) date of return to Sub-Registrar.

S.O.1441. (a) The Inspection reports, annual or surprise, by District Registrar, or Vigilance officer or Dy. Inspector-General shall be submitted to the Inspector-General within the time limits prescribed below.

Inspection report.	To be issued to the Sub-Registrar.	To be submitted to Inspector General with explanation of Sub-Registrar.
(1)	(2)	(3)
i) Annual Inspection Report.	within seven days of the completion of inspection.	Within a month of the completion of Inspection.
ii) Surprise inspection report.	Within three days of the completion.	Within a fortnight of the completion of inspection.

(b) The above time limits shall be strictly adhered to.

(c) The Part-1 of annual inspection report of a Sub-Registrar office shall be submitted to the Inspector General and Part-11 shall be submitted to the concerned Dy. Inspector General within the time prescribed under (a) above.

(d) When submitting Inspection Reports to the Inspector General, District Registrars should satisfy themselves that the Sub-Registrars concerned have offered their explanations in regard to all the items in the inspection report, that the Sub-Registrars have carried out corrections and set right the defects pointed out in the Inspection Reports in all possible cases, and that in cases of incorrect levy of fees, the deficit fee has been collected.

(e) During the inspections the District Registrar shall scrutinise the records in the office with reference to the remarks in the previous inspection reports and satisfy himself that the defects etc., pointed out previously have been actually rectified on the relevant records and action due in respect of several items have been completed. In difference or inertia in attending on items, requiring further action, of previous inspection reports either in Sub-Registry office or in Registrar's office will defeat the very purpose of Inspection and therefore is reprehensible.

(f) Any instances of serious irregularities like misappropriation or loss of money, loss of stamps, tampering of records etc., noticed either in annual or surprise inspections shall be reported to the Inspector, General by means of a special report immediately, enclosing also an extract of the relevant item of the inspection report.

The comments on the general condition of the office should not be subjective. The performance of the officer shall be critically evaluated and remarks, either pandatory or derogatory, shall be noted with relevant details. It should reflect the correct estimation about the officer.

S.O.1442. (a) In the event of an explanation on any point being required from an officer other than the Sub-Registrar in-charge, the whole report shall not be forwarded to that officer but the requisite extract shall be sent to him direct. That officer shall submit the extract with his explanation through the Registrar of the district in which he is serving. The explanation shall be copied in the report in the proper place where in the name of the officer concerned-shall-also be entered. The originals of the extracts and of the explanations of the officer shall when received, be filed with the office copy of the report.

(b) The dates of despatch and of receipt with explanations of such extracts shall be entered in columns 4 and 9 respectively of the periodicals register.

S.O.1443. The explanation of the Sub-Registrar shall be concise and shall be written opposite to the remark to which it relates.

S.O.1444. (a) Before submitting the report for the orders of the Inspector-General* the Registrar shall ensure that the Sub-Registrar concerned has furnished his explanations on all important points.

(b) The Registrar shall indicate in each case whether the Sub-Registrar's explanation may, in his opinion, be accepted and also whether the requisite orders have been issued as regards defects which can be rectified.

S.O.1445. (a) Any point arising from an inspection report which requires further notice by the Registrar or in respect of which the Inspector-General has called for a Special report shall, before the inspection report is returned finally to the Sub-Registrar, be noted in the Registrar's office in a separate call-book (Form CF.42), the subject being entered briefly, in each case. In this call-book a separate opening shall be allotted for each sub-office. The Registrar shall watch from the entries in this register, the receipt of the further report from the Sub-Registrar or the submission by himself of the special report to the Inspector-General.

(b) Whenever a reference is started or a separate report is submitted by a Registrar or a Sub-Registrar in regard to a question arising from an inspection report, such reference or report shall commence by reproducing the Registrar's connected remarks, the Sub Registrar's explanation thereon and the order of the Registrar and the Inspector-General on the explanation.

S.O.1446. The Instructions contained in orders 1440 to 1444 shall mutatis mutandis apply to the notes of inspection by the Inspector General (order 1451).

S.O.1447. After completing the inspection of all offices in his district each year, the Registrar shall bring to the notice of the Inspector-General by means of a separate report, any matters of importance relating to the transaction of the people and the working of the Registration Law and Rules which in his opinion, require attention together with suggestions for the removal of such defects as may be found to exist.

Inspection of Records under the Indian Christian Marriage Act

S.O. 1448. The inspecting officers during their annual inspections should, among other things, bear in mind the following, while inspecting the marriage registers maintained under the Indian Christian Marriage Act, 1872.

1) Persons licenced under section 6 of the Act should maintain two registers-one for the Act and the other for Indian Christians under section 37 of the Act. Persons licenced under section 9 should maintain only one marriage register for Indian Christians, under section 62. Episcopally Ordained Ministers (except those of the Roman Catholic Church) should maintain two registers as in the case of persons licenced under Section

6. Marriage Registrars appointed under section 7 of the Act should maintain two registers-one for Europeans and Anglo-Indians under section 54, and the other for Indian Christians under Section 59.

2) The provisions of Part III of the Act apply only to marriages solemnized by Ministers of Religion licenced under section 6. This part (i.e.. Part III) does not apply to marriages solemnized by Episcopally ordained persons. Section 19 in Part III of the Act, lays down that consent to marriage (under Part III) is necessary in the case of minors. The meaning of 'minor' is given in Section 3. In the case of marriages under Part VI (i.e., marriages solemnized by persons licenced under section 9 of the Act) rules regarding age restrictions and consent of authorised persons are found in section 60. The provisions and scope of section 60 should not be misunderstood, or confused with those of section 19 (which section applies only to marriages solemnized persons licenced under section 6) read with section 3. As regards marriages solemnized by an Episcopally Ordained Minister, it should be noted that the rules, etc., applicable are the rules, rites, ceremonies and customs of the church of which he is a Minister (see section 5, clause 1)

3) The inspection reports should bear the full name and address of licencees, Episcopally ordained Ministers, etc.

4) The inspection reports of records of Marriage Licencees, Marriage Registrars and Episcopally ordained Ministers maintained under the Indian Christian Marriage Act. 1872 should be sent to the licencees. Marriage Registrar, etc., direct by the District Registrars for information and rectifying defects, if any or for comments (as the case may be depending on the nature and seriousness of the remarks in the Inspection Report. The current in the District Registrar's office shall be kept open till the matter is finally disposed of. Only copies of the Inspection Report shall be submitted to the Registrar-General for information and record in Registrar-General's office.

5) In the case of licencees, who hold licences under section 6 and 9 of the Act, the part of the Act, under which the marriage concerned has been solemnized should be stated in the inspection report, if any remark is made in made in respect of any entry.

6) The year and date on which the marriage registers were inspected and the name of the inspecting officer, who inspected should be specified at the top of the inspection report together with the date of previous inspection.

7) The fact that the licences (in the case of licencees) were inspected, should be embodied in the inspection report.

8) The several remarks shall be numbered serially.

9) Current numbers shall be assigned to the notes of inspection.

10) Particulars of the marriage registers maintained by persons licenced under section 6 and 9 of the Indian Christian Marriage Act, 1872, and also by Episcopally ordained Ministers (except those of Roman Catholic Church) shall be briefly embodied in the inspection report.

S.O. 1449. The mistakes mentioned below have been found to be commonly committed by the licencees.

1) Marriages are solemnized between minors without obtaining the consent of the parents or guardians as the case may be (minor means one who has not completed the age of 21 years and who is not a widow or a widower-Section 3 of the Act).

2) Erasures, alterations and interlineations etc., in the entries in the registers are not attested by the licencees.

3) All the columns in the register are not filled up.

4) The completed marriage registers are not sent to the District Registrars for being submitted to Registrar-General.

5) The finger impressions obtained from the parties are not clear and the hand and the digit from which the impression was obtained are not noted.

6) The licencee signs as 'Marriage Registrar' instead of correcting the printed words 'Marriage Registrar' into 'Marriage Licencee'.

7) The register is not paged and certificate added regarding the number of pages it contains.

8) The fact of having despatched the quarterly returns is not noted in the register.

9) The licencees licenced under section 6 and 9 of the Act do not maintain the requisite registers (i.e., Part-II-two registers one for Europeans and Anglo-Indians and the other for Indian Christians - Part VI one for Indian Christians only), and

10) Licencees entitled to solemnize marriage in several districts do not maintain separate registers for each district.

S.O. 1450. During the inspection of the records the inspecting officer shall instruct the licencees to avoid such mistakes (as mentioned in order above) and ensure that the marriage registers are maintained free from errors. In the reports of inspection, the inspecting officer should issue direction to the Marriage Registrars and other licencees, to rectify the defects remarked upon in the Inspection Report and report to the District Registrar concerned about having rectified the defects. The District Registrar should watch for the receipt of report of rectification of defects from the Marriage Registrars and other licencees and close the file in the office relating to the Inspection Report only after obtaining the requisite reports.

Inspector General's Inspection Notes

S.O.1451. The notes (form Regn. 1-5) made by the Inspector General on his inspection of an office are forwarded to the Registrar or Deputy Inspector General, as the case may be, who returns the same with explanations where necessary.

General

S.O.1452. A Sub-Registrar shall place before the Registrar at the time of inspection, a statement, designated statement of requirements of unserviceable articles to be kept ready for inspection, in Form Regn II-79 duly filled in.

S.O. 1453. It is unnecessary to retain in a Registrar's office complete copies of the notes of the Inspector-General. Only important points likely to be required for future reference or points upon which the Registrar is directed to take further action, need be extracted before their return to the Sub-Registrar concerned

S.O. 1454. Before returning an inspection report to a Sub-Registrar for record, the Registrar shall note all points which require his attention.

S.O. 1455. If any further action is taken regarding an order of the Inspector-General on a report, a brief note in respect thereof shall be entered against the concerned paragraph in the report.

Supply of Provisions to Government Officers on Tour

S.O. 1456. Officers on tour are absolutely forbidden to receive, and subordinate officers are absolutely forbidden to offer supplies of any kind without payment.

CHAPTER XXXVII

<h3>DEPARTMENTAL ENQUIRIES AND DISCIPLINARY ACTION</h3>

Anonymous and Pseudonymous Petitions

S.O. 1457. Anonymous and pseudonymous petitions containing allegations of corruption in a general nature viz., against an office, an officer or any member of the establishment should be disregarded. All petitions containing specific allegations of corruption in concrete cases, or disclosing irregular procedure in any office, or on the part of any member of the establishment in the discharge of his duties should be enquired into. Petitions containing allegations of tampering, false personation and the like should be given top priority.

ii) In respect of signed petitions the registrar shall issue a notice by registered post, acknowledgement due, to the alleged petitioner asking him to state whether he can substantiate the allegations. If a positive reply is received the allegations shall be enquired into. In the case the cover in which the notice by registered post was sent, is returned back undelivered the petition shall be treated as pseudonymous and recorded provided the allegations contained in the petition relate to corruption and are not concrete.

iii) On receipt of a positive reply from the petitioner, stating that he can produce the witnesses, and substantiate the allegations, the Registrar shall intimate the Inspector General if the allegations are against a Sub-Registrar, conduct the preliminary enquiry and submit his report to the Inspector General in due course. In other cases, the Registrar shall satisfy himself as to truth or falsity of the allegations and submit reports to the Inspector General wherever necessary.

Inquiries in Cases of Misconduct

S.O. 1458. Necessity for careful enquiry.—The examination of charges brought against public servants shall be careful and close. If these servants are to be held strictly responsible for the due exercise of the powers entrusted to them and if any abuse of these powers is to entail severe punishment, it is necessary that they should not be convicted on light of insufficient grounds. Care shall be taken that they are not sacrificed to mere clamour and that they are not caught by plots conducted to entrap them. It is indispensable that the investigation into alleged offences should be considered without haste and that every opportunity should be afforded to an accused for proving his innocence. An Officer holding an inquiry into a charge should clearly understand that his main duty is to arrive at the truth, whether that is favourable to the accused or not, and that he is therefore bound to examine all persons who can throw light on the facts connected with a charge.

S.O. 1459 The undermentioned are the most common defects in procedure in connection with inquiries into the conduct of public servants and they shall be guarded against :-

(a) officers frequently fail to comply with the prescribed procedure requiring a written charge and a written statement of defence in respect of each offence ;

(b) after framing charges they often fail to give a specific finding on each charge ;
and

(c) sometimes they do not even discuss the charges framed but confine their remarks on the whole case to some major charge which has not even been framed against the person concerned.

S.O.1460. The authorities taking disciplinary action and imposing various penalties shall strictly adhere to the procedure and instructions given in the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules,

S.O.1461. The penalties that may be imposed on Government servants are given in Rule 8 of A.P. Civil Services (Classification, Control and Appeal) Rules, and the authorities competent to impose the penalties are indicated in Rule 14 of the Rules and Appendix III thereto. Under the provisions of these Rules,

i) A Sub-Registrar can censure a Junior Assistant of his office and impose a fine upto one rupee on Last Grade Government Servants in his office;

ii) A Joint Sub-Registrar or the Joint Sub-Registrar-1, if there is more than one Joint Sub-Registrar, may ensure Record assistants employed in District Registrar's office;

iii) A District Registrar, is competent to award censure to the Sub-Registrar;

iv) The authority which may Impose all other major or minor penalties on Assistants, Junior Assistants, Typists, Shroffs, Temporary Section Writers, Record; Assistants and Attenders in a District is the District Registrar of the District.

S.O.1462. "Warning is not a recognized punishment". "Warnings" shall not be recorded in the personal files. Where the offence committed is considered serious a "censure" at least shall be awarded notwithstanding the regret expressed by the public servant.

S.O.1463. As an appeal is allowed against every order awarding a penalty, it is essential that there should be available to the appellate authority as complete a record as is possible of the proceedings leading to the award of a penalty. This is especially so incases where, the appeal lies to the Government.

S.O.1464. i) Disciplinary cases should be disposed of expeditiously, particularly, in respect of cases where Government servants are placed under suspension.

ii) In all cases relating to disciplinary proceedings, special slips should be pasted on the flaps of the pads as “Disciplinary case- Most Immediate”.

S.O.1465. The report of enquiry should be prepared immediately on completion of the enquiry and submitted to the Inspector General of Registration and Stamps without any delay, following the instructions issued from time to time. If the report could not be submitted for the reason that some more witnesses have to be contacted or that additional particulars have to be gathered, the enquiring officer should submit promptly an interim report stating the reasons for not submitting the detailed report, together with information whether the evidence so far gathered, has brought to light any case of corruption on the part of any member of the office or whether there is reason to suspect prevalence of corrupt practices in the office.

CHARGES

S.O.1467. (a) How framed : The charges framed should be definite, and clear. For example, in an inquiry into alleged corruption or incompetence, a single charge of general nature such as ‘Corruption’ or ‘incompetence’ cannot be regarded as sufficiently precise. A separate charge should therefore be framed in respect of each instance of corruption or incompetence. Charges based on particular instances may, however, be combined with a general charge of corruption or incompetence of which the instances furnish the evidence.

(b) i) A reasonable opportunity presupposes that the charges shall be framed in the clearest possible, language with precise particulars as to time, place and the name of the persons who offered illegal gratification, the name of the person to whom it was offered and as to when and where it was accepted. If this requisite was not complied with, it has been held, that the person concerned could not be said to have had a reasonable opportunity of defending, himself. (Judgement of the Tamilnadu High Court in writ petition, 920 of 1962).

(ii) What is a reasonable opportunity that should be given to delinquent in an enquiry under Article 311 of the Constitution of India has been clearly set out by the Supreme Court in *KHEM CHAND V. UNION OF INDIA* (A I.R. 1958 S.C.300). At page 307 the reasonable opportunity envisaged by the provision is summarised as follows :-

(a) An opportunity to deny his guilt, and establish his innocence, which he can only do if he is told what the charges leveled against him are and the allegations on which such charges are based;

(b) an opportunity to defend himself by cross-examining the witnesses produced against him and by examining himself or any other witnesses in support of his defence; and finally;

(c) an opportunity to make his representation as to why the proposed punishment should not be inflicted on him—” (Extract from the Judgement in writ appeal No. 14 of 1964).

(d) Who can frame charges :- It is not necessary that the charges should be framed by the authority competent to award a penalty or even that the enquiry should be conducted by that authority. The charges can be framed and the inquiry held by any officer superior to the delinquent acting under orders of the authority competent to award the penalty. This does not, however, imply that no other officer can frame charges and enquire. An officer can at any time and without specific authorization by the authority competent to impose the penalty, frame charges against or enquire in to the conduct of an officer directly subordinate to him, although he may not be competent to impose a penalty.

(a) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it, for reasons to be recorded in writing and taking suitable action on the charge so revived.

Grant of copies of records

S.O.1467. i) In cases in which a major punishment is proposed to be imposed along with the proceedings communicating the charges, the accused officer shall be furnished with copies of statements taken from the witnesses which form the basis of the charges against him and a questionnaire in the form given in Appendix XIVIII and he shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or to be heard in person.

ii) Copies of records relevant to the charges shall be granted free of cost to the accused, but if he wants copies of records which are considered not relevant to the charges or records for which he is expected to keep copies himself, like applications or petitions which emanated from him or records for which copies have already been furnished to him, and the like, he shall be required to pay copying fees as miscellaneous copy.

iii) If in any case it is considered that a certain record required by the delinquent officer cannot be furnished or disclosed to him in the public interest or for any other substantial reasons which can be justified, he should be informed accordingly and the fact of such refusal together with the reasons therefor should be recorded in writing.

S.O. 1468. The following instructions shall be followed in regard to the mode of service of notices or orders .-

- i) By giving or tendering the notice or order to the individual in person; or
- ii) If such person is not found, by leaving it at his last known place or residence or by giving or tendering it to an adult member of his family; or

iii) If the address of such person is known, by sending it to him by registered post or.

iv) If none of the means aforesaid is available by affixing it in some conspicuous part of his last known place of residence.

Regular Enquiries

S.O.1469. i) In cases of grave offences it is desirable to hold a regular enquiry, even though the accused does not want a regular enquiry. The enquiry shall be restricted to only such of the allegations as are not admitted.

ii) As the proceedings relating to departmental enquiries are of a quasi-judicial character, it is of great importance that the proceedings should be thorough in every respect and that they should be so conducted as not to give rise to any feeling in the mind of the person charged that the inquiry was not conducted in an impartial and detached frame of mind. Especially should this be the case when the officer conducting the enquiry is himself in the position of a prosecutor. All the requirements of the rules should, therefore, be complied with scrupulously.

iii) There should be no avoidable delay in completing the proceedings. Care should be taken up to avoid all dilatoriness, and adjournment or postponement of the inquiry should be allowed with circumspection and only when necessary. Where an officer is suspended pending an inquiry into his conduct on the ground that it is undesirable to allow him to continue on duty during the inquiry, it is all the more necessary that the inquiry should be completed with expedition and orders passed as early as possible.

iv) Ordinarily an accused officer shall not be granted permission to engage the services of an advocate. If, however, the head of the department or the enquiring officer is satisfied that the accused will be greatly prejudiced in making his defence unless he is allowed an advocate, the head of the department or the enquiring officer may, for special reasons to be recorded, allow an advocate to appear and plead on behalf of the accused official at the time of the regular enquiry.

v) If the departmental enquiry is conducted on the complaint of a private person or body, the complainant should not be allowed to cross-examine the officer charged who is, in such inquiry, in the position of an accused person but the complainant may suggest questions to the inquiring officer to be put to the witnesses produced in defence of the officer charged, or the inquiring officer may, in his discretion, permit the complainant himself to cross-examine the witnesses.

vi) The evidence should, in all cases, be recorded in the presence of the person charged, that is to say, both the evidence given in the examination-in-chief and in cross-examination should be so recorded. As far as possible, the cross-examination should be done immediately after the examination-in-chief is over. The officer charged

is also entitled to give evidence in person. The evidence of the witnesses and of the person charged, if he offers evidence, should be taken down in writing irrelevant questions and answers being ruled out by the inquiring officer; and their depositions should be read over and signed by them in token of their having been correctly recorded.

vii) The witnesses examined at the preliminary enquiry held before the framing of charges, whose evidence is considered necessary to prove the charges, must be recalled at the regular enquiry after the charges have been framed. It shall not be necessary to record once again the evidence recorded at the preliminary enquiry; but the evidence so recorded should be read out at the regular enquiry in the presence of the person charged and he should be given an opportunity to cross-examine the witnesses, whether or not he had already cross-examined them at the preliminary enquiry. If, however, any such witness was examined at the preliminary enquiry in the absence of the persons charged, such witness should, if the person charged so desires, be examined-in-chief in his presence at the regular enquiry (instead of the evidence given by the witness at the preliminary enquiry being read out) and the person charged should also be given an opportunity to cross-examine the witness.

viii) It is not necessary that every person who was examined at the preliminary enquiry should be examined at the regular enquiry though it is incumbent on the enquiring officer to examine at the regular enquiry any particular witness previously examined who the officer charged specifically asks should be examined. But no evidence other than that of persons examined at the regular enquiry should be relied upon in arriving at the findings.

ix) Where the enquiring officer refuses to permit the person charged to call and examine a witness cited by him, the reasons for such refusal must be recorded in writing; failure so to record the reasons will vitiate the inquiry.

x) After the prosecution case is closed the accused officer should, in writing, be called upon to state if he desired to give evidence in person and to cite such witnesses as he may wish to examine for his defence, provided that the officer conducting the enquiry may, for special and sufficient reasons to be recorded in writing refused to call a witness.

S.O.1470. Recording of evidence: The evidence of the witnesses and of the person charged, if he offers to give evidence in person, should be taken down in writing, irrelevant questions and answers being ruled out by the enquiring officer; and their depositions should be read over and signed by them in token of their having been correctly recorded. A certificate should be added at the foot of the deposition that it was read over or interpreted in the presence of the accused and admitted by the deponent to be correct. Where-ever necessary, a note on the demeanour of the witness may be made in the course of recording the deposition.

ii) Documentary evidence produced at the enquiry should be properly proved as in a Court. Instructions issued in Order 641 shall be followed in the marking of the exhibits and numbering of witnesses.

S.O.1471. (a) After the examination of defence witnesses: The enquiry officer should ask in writing the delinquent officer or his counsel, as the case may be, immediately after the enquiry is over, whether the accused officer had a reasonable opportunity of presenting his case or if he has any complaint in this regard. If there is any complaint in this regard, the enquiring officer will examine the complaint and set right the matter. If it is considered that the alleged denial of reasonable opportunity is made with a view to delaying unduly the disciplinary proceedings, the enquiring officer will be competent to ignore the complaint and the reasons for not complying with the request should be recorded.

(b) The person charged shall be called upon to state whether he desires to put in any further written statement of his defence. If he so desires, reasonable time should be given to him for the filing of the said statement. After the receipt of the further defence statement, the enquiry officer after examining the same, shall submit a detailed report to the Inspector General examining each charge with reference to the evidence adduced in support of it as well as that for the defence and recording a specific finding on each charge separately with detailed reasons in support of such finding.

(c) According to A P. Civil Services (Classification, Control and Appeal) Rules after the enquiry has been completed and after the authority competent to impose, the penalty has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause within a reasonable time against the penalty proposed to be inflicted. Any representation in this behalf submitted by the person shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the enquiry as required under Article 311 (2) of the Constitution of India.

(d) The punishment can be proposed only after the enquiry is over. It is for the punishing authority to propose the punishment and not for the enquiring authority when he is not the appointing authority.

(e) i) An Officer's past record should not be taken into account in arriving at a finding as to the truth or otherwise of the charges against him. If past bad record of an officer is proposed to be taken into account in determining the penalty to be imposed, it should be made a subject matter of a specific charge either in the main charge-sheet issued in the first instance or in the form of an additional charge-sheet issued before the commencement of an enquiry in respect of the main charge-sheet and the person charged should be afforded all the facilities necessary for enabling him to meet the allegations based on past record.

ii) In awarding punishment for the misdemeanour of an officer who has a series of previous censures, account should be taken of the previous censures.

(f) i) The authorities competent to impose the major penalties shall examine in all aspects the further representation submitted by the delinquent officers on the basis of the evidence adduced during the enquiry, record their findings and also incorporate their findings suitably in their final orders imposing the penalties.

ii) If the representation contains statements, references, requests, demands, etc., not based on the evidence adduced during the enquiry, such statements etc., shall be ignored by the competent authority and this fact shall be brought out in the final orders passed in the case.

iii) The enquiring officer should then pass final orders in cases where he is competent to punish the accused and this should contain a sufficient record of the evidence and a statement of the findings and the grounds therefor. Otherwise he should submit to the Inspector General the final report which shall be accompanied by the original records connected with the case along with type-written copies wherever necessary. The records shall be neatly arranged, paged and stitched with a table of contents,

(g) All orders passed in disciplinary cases involving dismissal, removal or reduction shall contain a specific mention to the effect that the authority inflicting the punishment is not an authority subordinate to the authority who appointed the concerned officer. It should also be specifically stated that after the punishing authority has arrived at a provisional conclusion in regard to the penalty to be imposed, the accused officer has been supplied with a copy of the report of findings of the enquiring officer in which such provisional conclusion has been arrived at, and has been called upon to show cause within a reasonable time against the particular penalty that had been proposed to be inflicted,

S.O. 1472. The undermentioned are most common defects in procedure in connection with enquiries into the conduct of public servants and they shall be guarded against :—

(a) Officers frequently fail to comply with the prescribed procedure requiring written charges and a written statement of defence in respect of offences;

(b) after framing charges they often fail to give a specific finding on each charge; and

(c) sometimes they do not even discuss the charges framed but confine their remarks on the whole case to some major charge which has not even been framed against the person concerned.

S.O. 1473. Non-observance of statutory provisions laid down in the A P. Civil Service (Classification, Control and Appeal) Rules and procedural defects in conduct of enquiries

and disposal of disciplinary cases should be scrupulously avoided. District Registrars and Deputy Inspectors General, as punishing authorities will be personally held responsible for any loss to Government that may, occur by way of payment of pay and allowances for the back period incases where orders are quashed or set aside by Courts and other-higher authorities on account of procedural defects or technical irregularities. This should be borne in mind in dealing with disciplinary cases, At the same time, it should also be remembered that there should be no avoidable delay in dealing with such cases.

Check Memorandum for Disciplinary Cases

S.O.1474. (1) Whether definite and specific charges have been framed? In the case of charges relating to receipt of illegal gratification, the particulars of date, time and place, to the extent known or established in the preliminary enquiry should be mentioned.

(2) Whether a statement of allegations on which each charge is based has been communicated?

(3) Whether the accused officer has been asked —

i) to put in his written statement of defence; and

ii) to state, whether he wants an oral enquiry and

(4) If the accused officer does not want an oral enquiry, whether such an enquiry was directed by the authority concerned?

(5) Whether evidence has been recorded at the oral enquiry in the presence of the person charged?

(6) Whether the witnesses examined at the preliminary enquiry, if any, were recalled during the oral enquiry to prove the chargee?

(7) Whether the copies of the evidence such as the complaints and statements made by witnesses during preliminary enquiry, etc., on which the competent authority proposes to rely, have been furnished to the accused officer as early as possible before the prosecution witnesses are to be cross-examined?

(8) Whether the documentary evidence including inspection reports, statements by witness recorded by the Vigilance and Anti-Corruption Department, etc., relied upon both by prosecution and defence, have been filed as exhibits and properly proved?

(9) If any witness was examined at the preliminary enquiry in the absence of the person charged, was his presence considered necessary at the oral enquiry by the accused officer and. if so, was he examined in the presence of the person charged?

(10) Whether the person charged was allowed to cross-examine the witness produced by the prosecution, to give evidence in person and to call witness on his behalf?

(11) Was any witness asked for by the person charged, refused to be allowed, and if so, was sufficient reason recorded to that effect?

(12) Did any contingency arise where the request of the Accused Officer for furnishing certain records could not be conceded or disclosed to him in public interest or for any other substantial and justifiable reason? If so, whether the accused officer was informed accordingly and the tact of such refusal together with the reasons therefor recorded in writing?

(13) Was the person charged asked to put in, if he so desired, any further statement of his defence, after completion of the oral enquiry.

(14) Was there any request to be heard in person in addition to the oral enquiry, and if so, was it complied with?

(15) Did the enquiring officer ask in writing the delinquent officer, immediately after the enquiry is over, whether the accused officer had a reasonable opportunity of presenting his case? If there has been any complaint, was it set right by the enquiring officer?

(16) Does the proceedings of the oral enquiry contain a sufficient record of the evidence and statement of the findings with the grounds thereof?

(17) Was the provisional conclusion arrived at by the authority competent to impose the penalty with reference to Article 311 (1) of the Constitution of India?

(18) Whether the accused officer's past record was taken into account in assessing the penalty proposed to be imposed, and if so whether he was informed that his previous record and penalties imposed on him have been taken into account in deciding the quantum of punishment and whether he was given an opportunity to inspect the relevant records relating to the past service if he so desired?

(19) Was a copy of the report of the enquiring authority, in case it was different from the one competent to impose the penalty referred to at item (18) above, supplied along with the communication of provisional conclusion?

(20) Was a report of the enquiry with findings recorded by the enquiring authority even in cases where he is himself also the punishing authority?

Was a copy of the report of the enquiring authority supplied along with the communication of provisional conclusion, even in cases where the enquiring authority is the same as the authority competent to impose the penalty?

(22) Was the representation to the show cause notice carefully considered?

(23) Does the final order proposed to be issued specify that the representation to the show cause notice has been carefully considered?

(24) Is the final order proposed to be issued self-contained?

(25) Has the acknowledgement of the person been obtained in token of having received the copy of the final orders, or alternatively was the order sent by registered post acknowledgement due?

S.O.1478. According to rule 19(c) of the A. P. Civil Services (Classification, Control and Appeal) Rules, the requirements of sub-rules (a) and (b) of rule 19 of these rules shall not apply where it is proposed to impose on a member of a service any one of the penalties mentioned in rule 8 or 9 of the A.P. Civil Services (Classification, Control and Appeal) Rules, on the basis of facts which have led to his conviction in a Criminal Court.

The principle applied in the case is that the delinquent officer must be deemed to have been given all opportunities by the Criminal Court of showing that he was innocent. The findings of the Criminal Court should form the basis of the administrative action and the authority acting under the A P. Civil Services (Classification, Control and Appeal) Rules should not also go beyond these findings. Even if there is an enquiry in any of these cases the authority is bound by the judgement of the Criminal Court. Rule 17(c) of the A P. Civil Services (Classification, Control and Appeal) Rules, therefore provides for the imposition of penalty in such cases without following the requirements under sub-rules (a) and (b) of rule 17 of the A P. Civil Services (C.C.&A) Rules. But the High Court has, however, observed that it will be proper to give an opportunity to the employee to show-cause against the punishment proposed to be imposed. As such a show-cause notice might necessary even in cases dealt with under Rule 17(c) of the said Rules.

S.O.1476. In cases where a Sub-Registrar who has been ordered to make good any loss to Government caused by the short levy made by him does not pay the amount within a reasonable time, the District Registrar should submit a full and self contained report to the Inspector-General together with the Sub-Registrar's explanation in the matter and draft charges to be framed against the Sub-Registrar for taking disciplinary action under the A.P. Civil Services (Classification, Control and Appeal) Rules for recovering the loss. Where the District Registrar is himself competent to take action for the recovery as in the case of Assistants and such others, the District Registrar should initiate similar action to recover the amounts in all cases in which avoidable delay is noticed in payment of the amount.

Removal and Dismissal from Service

S.O.1477. (a) Removal from an office for such a cause as unfitness for the duties attached to it, need not usually entail any further consequences. It ought not to bar re-

appointment to another office for the duties of which the person may be suited, and it should not be accompanied by any subsidiary orders which would operate as such a bar or otherwise prejudice the person in question. Simple removal from service should be the penalty in all cases where it is not thought necessary to bar future re-employment under Government.

(b) In cases of dismissal on the other hand, the effect of the order should be to preclude the dismissed officer from being re-employed. As a precaution against the inadvertant re-employment of the officers who may have been dismissed, every head of an office, before entertaining an applicant in a post is required to ascertain whether he has been in Government service before, and should refer to his previous employer, if the circumstances connected with his discharge are not clear. The applicant shall be required to produce a copy of his service book or other record, and a person who succeeds in obtaining employment by the concealment of his antecedents would obviously merit dismissal on the true facts being discovered. The sanction of the State Government is required to the re-employment of persons dismissed.

(c) The dismissal of public servants should be notified in the A.P. Gazette. A draft notification shall be submitted by the Registrar to the Inspector-General wherever necessary. All notifications of dismissal of Government servant, have to be submitted to Government for publication in the Gasette.

(d) The reasons for the dismissal of a public officer shall not be stated in the notification regarding his dismissal even in cases in which a conviction has been obtained in a criminal court. It will be sufficient to announce that the person was dismissed from public service except in those cases in which the cause of dismissal constitutes a disqualification under the terms of the law regulating the tenure of a particular appointment, and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered

S.O.1478. Cases of dismissals for inefficiency should, as far as possible, be dealt with in the same way as dismissals for misconduct or any other cause.

S.O.1479. Removal on suspicion.

(a) In some cases a compromising suspicion may, in itself, be sufficient reason for removing a subordinate from the service of Government. In such a case, it shall be so stated in the order and there should be no pretence of proof when there is only suspicion. The subordinate should not be dismissed with disgrace, but allowed to resign or simply relieve of his office. And in such cases it is more necessary than ever that the exact case against him should be carefully recorded, in order that he may, if possible, satisfy any other employer.

(b) If an officer has earned his pension his would not be a proper case for removal on suspicion. He would necessarily be an old servant of Government who has reached a time of life when it would be most improbable that he could turn to any other occupation for a livelihood. A decision resulting in the sudden beggary of a man whose working days are drawing to a close is as serious an exercise of power as the penal sentence of a Court of Justice, and should not be inflicted on haphazard principles.

S.O.1480. Removal in consequence of Judicial censure — It may happen that the conduct of a public servant is so mixed up with matter under adjudication in a judicial trial that any after-inquiry into it by the head of his department would be superfluous. But sometimes some censure is passed on a public servant in a side remark from the Bench, which he has no opportunity of answering and which the presiding officer may not have thought to be of sufficient importance to require verification. It would be extremely hazardous and unfair to accept such a remark as a deliberate judgment, and it is safe general rule that a public servant, unless himself convicted at a judicial trial, has a right to defend himself departmentally against any imputation that he may have therein incurred.

S. O. 1481. Invaliding.—A subordinate cannot be dismissed or removed from service on the grounds of the ill-health or of physical incompetence to perform his duties unless he has undergone medical examination and unless a certificate as to his unfitness for further performance of his duties has been obtained. Whenever a public servant who is entitled to any allowance upon retirement is so certified to be unfit and removed from service, application on his behalf must at once be submitted through the proper channel.

Appeals

S.O.1482. A subordinate officer who may wish to appeal to a higher authority shall submit his application through his immediate superior.

Departmental Enquiries in Cases of Fraud or Embezzlement of Government Money

S.O.1483. The general rule is that departmental proceedings should be instituted at the earliest possible moment against all the Government servants involved in any loss sustained by the Government on account of fraud, embezzlement or any similar offence, and conducted with strict adherence to the rules upto the point at which prosecution of any one of them begins. At that stage it should be specifically considered whether it is practicable to carry the departmental proceedings against any of the officers any further, without waiting for the result of the prosecution; if it is, they should be carried as far as possible but not, as a rule, to the stage of finding and sentence. If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted, the departmental proceedings

against him should be dropped unless the authority competent to take disciplinary action is of opinion that the facts of the case disclose adequate grounds for taking departmental action against him. In either case, the proceedings against the remaining delinquents should be resumed and completed as soon as possible after the termination of the proceedings in Court. Payment of travelling Allowance to non official, witnesses summoned to give evidence in Departmental Enquiries.

S.O.1484. Under the note below rule 1 (d) in part III of the A.P. Manual of Special pay and allowances, powers to grant travelling allowance may be delegated by the Inspector-General of Regn. & Stamps to the District Registrars and Deputy Inspectors General presiding over departmental enquiries.

On such delegation, District Registrars and Deputy Inspectors General may grant travelling allowance to non-official witnesses summoned to give evidence before them, on bills presented by the witnesses concerned,

Suspension

S.O.1485. (a) The suspension of a Government servant as a substantive punishment to him makes it impossible for him to maintain the standard of living to which he has become accustomed to and consequently he runs into debt and tends to become demoralized. Suspension as a specific punishment should therefore be avoided in disciplinary cases and other forms of punishment should be imposed instead, such as stoppage of increment or reduction. Suspension should be resorted to only when it is necessary in the public interest to suspend a Government servant, pending enquiry into grave charges against him.

(b) According to sub rule (e) of Rule 19 13 of the A.P. Civil Services (Classification, Control and Appeal) Rules, a member of a service may be placed under suspension while:

- i) an enquiry into grave charges against him is contemplated or is pending;
- ii) a complaint against him or any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

Under clause (2) of the same sub-rule, a Government servant who is detained in custody, whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this rule.

(c) It is not possible to give an exhaustive list of charges that can be treated as grave for purpose of ordering suspension. However, the following categories of cases clearly involve grave charges :—

- i) cases of corruption and those involving moral turpitude;
- ii) cases which are likely to end in dismissal, removal or compulsory retirement; and

iii) cases where reversion to a lower post is contemplated.

The power of ordering suspension should be exercised carefully and with restraint and the illustrations cited should serve as a guidance in the matter.

(d) (1) The authorities competent to place a Government servant under suspension, shall adopt the following form while placing a Government servant under suspension :—

Department No. dated

@ Whereas an enquiry into grave charges against Sri
(name and designation) is contemplated/pending;

@ Whereas a complaint against Sri (name and
designation) of a criminal offence is under investigation / trial;

And whereas in the circumstances of the case it is necessary in the public interest to place the said Sri under suspension from service ;

Now, therefore under sub-rule (e) of rule 19 of the A.P. Civil services (Classification, Control and Appeal) Rules the said Sri is, with immediate effect, placed under suspension from service until further orders.

[@ delete whichever is inapplicable.]

2. During the period of suspension, the said Sri will be paid subsistence allowance and dearness allowance admissible under Fundamental Rule 53(1).

@ He will in addition be paid the following compensatory allowances. The headquarters of the said Sriduring the period of suspension shall be and the said Sri shall not leave the headquarters without obtaining the previous permission of the authority concerned.

[@ Delete if inapplicable.]

(e) i) The subsistence allowance after the first six months period can be increased or decreased and the increase or decrease can be for any period and at any time. There is nothing in the rule prohibiting the competent authority from reducing the amount of the allowance for any period after the first increase or increasing it after an initial increase on the expiry of the first six months. The reduction or increase should be subject to the maximum laid down in the proviso to Fundamental Rule 53(1) (ii) (a) i e., upto 50 percent of the subsistence allowance admissible during the period of first six months.

ii) Each case of suspension shall be reviewed every six months to see whether the subsistence allowance shall be increased or reduced with due reference to the responsibility of the officer under suspension for the delay in the disposal of disciplinary proceedings against him.

(f) The headquarters of a Government servant under suspension is his last place of duty. A Government servant under suspension may be permitted to change his headquarters provided the competent authority who has placed him under suspension is satisfied that such a course will not put Government any extra expenditure like grant of Travelling Allowance.

(g) Since suspension beyond first six months shall only be by ratification of Government, proposals with relevant details for review and extension shall be submitted to the Inspector General sufficiently in advance to approach the Government. Similar proposals shall be submitted for ratification of the Government for every six months.

Prosecution of Government Servants by Police.

S.O.1486. (a) G.O. Ms. No. 618, Home, dated 26th February 1944, is reproduced below :—

“In G.O. Ms. No. 3841, Law (General), dated the 14th December 1926, the Government directed that all cases in which the prosecution of a Government servant is contemplated by the police should be reported to the District Magistrate before the prosecution is instituted.

The Government now direct that a copy of the report made to the District Magistrate should be sent simultaneously to the next superior officer of the department to which the accused Government servant belongs. The object of this is to give the department concerned timely information of the proposed prosecution, so that arrangements can be made, if necessary, to avoid dislocation of work in the department.”

(b) The Police have to obtain the prior concurrence of the District Magistrate or the Additional District Magistrate (Independent) as the case may be, in the mufassal and that of the head of the department to which the

Government servant belongs before charge-sheeting any Government servant for offences alleged to have been committed by him during the discharge of his official duties.

(G.O.Ms. No. 2164, Home, 11th May 1950).

Note :- Attention is invited also to standing order 1415,

CHAPTER XXXVIII

BUILDINGS

General

S.O.1487. The offices of Registrars and Sub-Registrars are constructed in accordance with type-designs prescribed by the Government.

S.O.1488. Since a huge crowd may surround Stamp Vendors, causing nuisance they should not be allowed to ply their business in the premises of Registration offices. They may however be allowed to make their own arrangements by taking rooms or by putting up sheds outside the premises of Registration offices.

(Govt. Memo.1008/U/65-1, dt. 26-5-65).

Charge of Buildings

S.O.1489. The head of each office is answerable for up keep of the office building and its general condition.

S.O.1490. Arrangements shall also be made for having the top of the building swept clean frequently in order that rubbish, fallen leaves, etc., may not accumulate and block the weep holes and stagnate rain water in the terrace.

S.O.1491. (a) Registrars shall inspect all the buildings in their districts at the time of the annual inspection of the offices and add a paragraph regarding their condition in Part II of their inspection reports.

(b) If for any reason, after inspection, it is considered that investigation by an Engineer is necessary, the Registrar shall after obtaining the permission of the Inspector-General move the Executive Engineer of the Roads and Buildings Department to depute a suitable officer to inspect the building.

(G.O.Ms No. 1505, P.W., dated 19th June 1941).

S.O.1492. In respect of buildings borne on the registers of the Roads and Buildings Department, - Registrars shall, not later than the 1st June each year, report to the Superintending Engineer concerned the repairs carried out, specifying the nature of the work done and the amount spent during the preceding official year.

S.O.1493. The creation of any adverse easementary rights prejudicial to the enjoyment of the office building shall be watched for and a report submitted to the proper authority whenever any such event occurs.

S.O.1494. The expenditure on ordinary repairs is normally intended to keep the buildings in efficient condition so as to necessitate a minimum expenditure on special repairs. The timely closing of a small leak, or plastering of patches on the walls or the flooring

have to be attended to under ordinary repairs. Neglect of these will help the rapid deterioration of the building necessitating heavy expenditure under special repairs.

S.O.1495. As a general rule, materials obtained from the dismantlement of buildings when undergoing repairs will be disposed of by the officer who carried out the works, but their value will be credited to the Roads and Buildings Department if the building from which they are obtained is borne on the Roads and Buildings Department register.

(G.O No.112 W., dated 15th January 1894).

S.O.1496. A notice in English and in the local language prohibiting spitting on the office premises shall be put up in a prominent place in each office.

(G.Os.No. 685, Public, dated 26th August 1908, and No. 1042, Financial, dated 13th December 1920).

Proposal for Construction or Extension of Buildings.

S.O.1497. When reporting on the construction of new building or on the proposed extension of an existing building or on any additions to an office, the Registrar shall refer to any previous correspondence on the subject and also set out all remarks on the subject made by inspecting officers, the number of registrations for the last three completed years, and the number of assistants employed, requirements such as compound wall, a well, a parties' shed and a latrine shall be considered.

S.O.1498. Proposals for the extension of an existing building shall be accompanied by a sketch and a site plan, the former showing the dimensions of the rooms and the position of the doors and windows and the number and position of the almirahs and record racks, the-proposed extension being shown in red.

Compound Wall

S.O.1499. (a) A compound wall in brick and mortar shall not, except in special cases, be included in the estimate for a sub-registry office or be proposed for construction as a new work, as the outlay is generally out of all proportion to the cost of the building itself. A mud wall with a tile coping a gateway and gates and a sloping ditch on the outer side of the wall will suffice in many stations where the rainfall is not excessive, in places where the rainfall is heavy, a hedge such as an aloe hedge or a fencing of plain or barbed wire can take the place of the mud wall.

(b) Proposals for the erection of a compound wall shall state—

(1) the area proposed to be enclosed and the perimeter of the wall; and

(2) whether there are any other public offices in the vicinity; and if there are, whether those offices have a compound wall either separate or in common with the registration office or whether there are proposals in contemplation for erecting compound walls for these offices.

Parties' Shed

S.O.1500. Applications for the construction of parties' sheds shall contain information on the points mentioned below :-

(1) The average number of parties resorting to the office daily during the season of heavy registrations and the largest number that attend on any single day;

(2) The area of the verandah and the direction which the office faces;

(3) The existence of shady trees in the compound or close to the office and of other places of shelter;

(4) Whether there is space in the office compound or any Government land next to the office for the erection of a shed, or whether private land will have to be acquired and, if so, the approximate cost;

(5) a sketch showing the position of the registration office and of other offices in the vicinity and of the proposed site; and

(6) in cases in which the office is in the neighbour-hood of another public office, whether a parties' shed is attached to the latter and, if so the reason for a separate shed for the registration office.

Urinal or Latrine

S.O.1501. The department does not undertake to provide a latrine or urinal for the registering public. These are provided wherever necessary for the use of the staff of a registration office.

S.O.1502. When application is made for the construction of a latrine or urinal the report shall state—

(i) whether there is any urinal or latrine in the neighbourhood attached to another office and, if so, why it cannot be used by the registration office;

(ii) whether it is practicable to arrange for conservancy and, if so, the annual cleaning charges; and

(iii) whether provision will be made for separate arrangements for the use of women members of the staff, if any.

Well

S.O.1503. Applications for a well shall indicate -

(i) whether there is near at hand any public or private well to which access can be had, and if there is, the distance; also whether there are any water-courses near the office and the distance; and

(ii) the source from which water is obtained for filling the fire-buckets.

Cement Slabs for Notices

S.O.1504. In all offices cement slabs will be formed in the front wall to receive notices. The notice boards thus constructed may be in the form of a tray some 4 inches deep.

Gate Posts as Sign Boards

S.O.1505. The gate-posts or gate-pillars, where they exist, frequently admit of the name of the office and the functions of the registering officer as Registrar of Births and Deaths being inscribed on them, obviating the use of separate sign-boards. Registrars shall, whenever the Roads and Buildings Department carry out repairs to buildings which lend themselves to such an arrangement, suggest the introduction of stone slabs into the gate-pillars for the purpose.

Telephones

S.O.1506. (i) All District Registrar Offices and offices of Deputy Inspector General are provided with Telephones. Sub-Registry offices in important towns and localities are also being provided with Telephones. The District Registrar shall come up with proposals for installing telephones in Sub-Registry offices in prominent areas, keeping in view of the Budget allotment.

(ii) These telephones shall not be allowed to have S.T.D. facilities.

(iii) The telephones shall be used only for official purposes.

(iv) They shall be kept in lock and the key shall be with the head of the office.

(v) A Register shall be maintained for making entries for all trunk calls and phonogrammes.

(vi) The bills for telephone and trunk call charges shall be promptly paid.

Correspondence with Roads and Buildings Department

S.O.1507. Sub-Registrars shall not correspond with the officers of the Roads and Buildings Department as regards buildings under construction. Any representation they may have to make shall be submitted to the Registrar.

Plans

S.O.1508. When examining plans received from the Roads and Buildings Department, the undermentioned instructions shall be borne in mind :—

(i) Record rooms should have nothing inflammable in their construction, i.e., roof trusses and framing, and the record racks should be of iron.

(G.O. No. 3163 W., dated 9th December, 1898).

(ii) Window frames should be provided with 1/4 inch iron bars.

(iii) The windows of office rooms should be provided with glazed, as well as panelled shutters.

(G.O. No. 3192 W, dated 8th December, 1899).

(iv) The windows of record rooms should be provided with expanded metal of close meshes and sun shades, the latter being dispensed with in the case of the rear walls.

(G.Os. No. 1302 W , dated 10th September 1921, and No. 385 W., dated 7th April 1923).

(v) The doors should be provided with strong bolts, the locks of the several doors being of different patterns and not such as can be opened with one and the same key. Mortise locks should be used for the doors of the record room. Mortise locks of good pattern may be used for the door of the office room.

(G.O. No. 702 W., 23rd March 1906).

(vi) A wooden railing should be provided for the dias of the registering officer wherever possible.

(vii) Wire-fencing when provided may be of either plain or barbed-wire.

(G.O.Ms. No. 2952 W, 20th October 1930).

(viii) For all Government buildings other than official residences, pad locks which are not fixtures are supplied by the department occupying the building.

(G.O.Ms. No. 536 W, 15th April 1911).

(ix) Plans received from the Roads and Buildings Department shall be kept and repacked in the same way as and when received.

S.O. 1509, Registrars shall scrutinize the detailed plans and estimates very closely and thoroughly before they are submitted for the Inspector General's counter signature as alterations and additions after the acceptance of the detailed plans and estimates lead to difficulties.

Forecast of Requirements

S.O.1510. (a) Registrar shall submit so as to reach the Inspector General by the 1st June, in each year a list of works (including Buildings) sanctioned or proposed for construction in their districts by the Roads and Buildings Department in the next official year together with a subsidiary statement showing the progress made in the several works which had been included in the previous requisitions to the Roads and Building Department. The list shall be arranged in the order of urgency and against each item

shall be entered the Government Order or the proceedings of the Inspector General sanctioning the preparation of plans and estimates or approving the construction.

(b) Along with this list, a statement shall be submitted in Form M showing the offices for which iron record racks (Order 1521) are required, arranged in order of urgency. Rough plans of the record rooms of the offices in question showing the dimensions and the position of the doors and the windows shall accompany the statement.

S.O. 1511. The number and description of iron record racks required shall be calculated on the undermentioned basis :-

Offices	Description of racks	Number of volumes that can be accommodated	
		Large size (Register Books)	Smaller size (Indexes)
(1)	(2)	(3)	(4)
Registrar's Offices.	12 feet combined rack with 3 shelves (1'10 1/2" and 5 shelves (1'5"). Total height 13'11 1/2".	360	800
	12 feet index rack with 9 shelves (1'5"). Total height 14 feet.	1,440
Sub-offices	12 feet register rack with 5 shelves(1'10 1/2" Total height 10'7 1/2".	600	...
	8 feet combined rack with 2shelves (1'10 1/2" and 3 shelves (1'5") Total height 9'3".	160	320

The top compartments of the racks shall be joined with one another with cross pieces.

S.O. 1512. Closed type of iron record racks are not permissible. Only racks with doors and sides of expanded metal shall be installed. Besides being costly closed type of record racks are unsuitable for the proper preservation of records, as they do not let in

sufficient light and air District Registrars shall address Roads and Buildings Department, only for the provision of iron record racks with sides and doors of expanded metal and ensure that the closed type of record racks are not erected on any account.

Repairs and Improvements to Buildings

S.O.1513. Paragraph 229 of the Public Works Department Code is extracted below:-

“Every public building should be provided with all necessary fixtures by the Public Works Department, which should also repair these fixtures periodically. All petty repairs of fixtures and the replacement of broken glass in doors and windows required in the intervals between the periodical repairs should be carried out by the officer in charge of the building -see paragraphs 95 to 97.” (order 1517)

NOTE:- (1) Matting for floors, rattan blinds, or chicks, locks for outside doors, etc, will not be treated as fixtures to be provided by the Public Works department, except in the case of residential buildings, for which plain and inexpensive matting, etc., will be treated as fixtures to be provided by the Public Works Department.

(2) No pandals may be erected or maintained for residential buildings at State expense, except for the reception of His Excellency the Governor, in which case the charges are debitable to civil estimates.

S.O.1514. At the time of inspection of an office by the Registrar a memorandum shall be placed before him showing the improvements and repairs considered necessary, and the orders passed on this memorandum will be embodied in the inspection notes.

S.O.1515. In every Registrar's office, a register shall be maintained (Form Regn. 11-103) with an opening for each office in which shall be entered particulars regarding the first construction of a Government building for the office as also every subsequent work of petty construction and repair including white-washing. The entries in the first three columns shall be made on the Registrar's satisfying himself personally as to the requirements at the time of his inspection of the office or on proved necessity for the construction or the repair based on the representations of the Sub-Registrar.

S.O.1516. (a) A Registrar shall obtain the previous permission of the Inspector-General before addressing the Roads & Buildings Department regarding original works including petty works, or repairs to buildings which involve structural alterations or repairs to roofs which are not confined to trifling items.

(b) Such previous permission is however not required for petty and annual repairs which require professional skill and therefore have to be executed by the Roads and Buildings Department.

(c) On receipt of an estimate from the Roads and Buildings Department the Registrar shall, after satisfying himself that estimate provides for all requirements, submit estimates for works falling under clause (a) to the Inspector General for countersignature,

and countersign estimates for works falling under clause (b) and forward them to the Roads and Buildings Department for execution.

S.O.1517. (a) The undermentioned procedure has been prescribed for adoption in the execution of petty works and repairs to civil buildings :-

“(1) The construction of petty buildings and the execution of ordinary repairs to all civil buildings upto a limit of Rs. 5,000 shall ordinarily be undertaken by the departments using or requiring them, out of the funds placed at their disposal in the Civil Budget.

NOTE :- (1) When a building is occupied by more than one department, the department for the purpose of the above rule will be the Revenue department if it be one of the occupants, and if not, the Government department occupying the major portion of the building, to be decided in each case by the Superintending Engineer concerned. Petty internal repairs may, however, be carried out by, and at the cost of the occupying departments.

(2) When the works described in rule (1) above involve structural alterations and additions to buildings in charge of the Roads and Buildings Department, Civil Officers should obtain the concurrence of the Executive Engineer to such alterations and additions and should also communicate to the Executive Engineer the actual cost incurred so that the capital accounts of the buildings may be correctly maintained.

(3) When the works undertaken by civil officers do not involve structural alterations or additions to buildings in charge of the Roads and Buildings Department, such officers should not requisition the services of the Officers of the Roads and Buildings Department unless in their opinion the works require technical advice of a skilled nature or professional supervision. The reasons for their reaching this opinion should in every case be communicated to the Roads and Buildings Department officer whose assistance is requisitioned. If, however, the Roads and Buildings Department officer is of the opinion that the work does not require such skilled advice or professional supervision, he may return the requisition with full reasons for his opinion.

(4) In the case of a building occupied partly by a district or taluk office along with one or more Government offices, the cost of the annual repair should not exceed 1 1/2 per cent or any other rate that may have been sanctioned on the capital cost of the building.

(5) Rules (1) to (4) above do not apply to the following buildings the maintenance and repairs of which, irrespective of the cost devolve on the Public Works Department :—

(i) All buildings in the Presidency town (excluding certain City/ State Hospitals- vide note under 5 (iii) below-the Penitentiary and the Government Press, to which rules (1) to (4) apply, subject in the case of the Government Press to a limit of Rs. 100). “- Paragraph 97 of the Roads and Building Code.

(b) In order to enable the Public Works Department to keep correct the register of buildings in their charge, the actual cost of petty constructions executed departmentally shall be intimated by the Registrar to the Executive Engineer after execution of any such work.

(c) For the classification of the expenditure on account of petty construction and repairs, the instructions in local rulings Nos. 2 and 3 under Article 33 of the Andhra Pradesh Account Code (First edition) should be followed.

S.O.1518. (a) Estimates for works of petty construction and repair to be executed departmentally shall be prepared in the registration office concerned. The estimates shall be sent to the local section officer of the Roads and Buildings Department for verification of the rates before they are submitted to the Registrar.

(b) Subject to the existence of budget provision, Registrars are authorised to sanction estimates for such works costing not more than Rs. 100.

(c) The power delegated to Registrars by clause (b) does not extend to additional buildings such as latrines, urinals or wells. Proposals regarding such additional buildings, whatever their cost may be and whether the work is to be carried out departmentally or through the agency of the Roads and Building Department, shall be submitted to the Inspector General for sanction accompanied by site plans showing the position not only of the main building but also of out-houses, latrines and any other adjacent structures.

(d) Petty works such as annual white-washing or colour washing including patch-plastering of walls and floors, painting masonry walls, repairing leaky roofs, renewal of broken glass panes, bolts and hinges, petty repairs to doors and windows, ventilators and such other minor petty repairs should be executed by the departments concerned without reference to the Roads and Buildings Department. In cases of doubt, the advice of the nearest Roads and Buildings Department officer may be obtained.

(e) Works of petty construction and repair to be executed departmentally shall be undertaken as funds permit. Registrars shall, for this purpose, examine the register prescribed by Order 1515 at the beginning of each official year and allot funds for the execution of the works in the relative order of their urgency, reserving a portion of the grant for unforeseen contingencies. Immediately the grants are distributed, the work should be commenced and carried out expeditiously.

(f) The instructions in the Andhra Pradesh Financial Code should be followed in the matter of procedure, relating to the execution of works assigned to civil departments.

(g) As soon as a work is completed, a report in Form C F. 136 shall be submitted by the Sub-Registrar to the Registrar. It should show the name of the work, the

sanctioned number and date, the amount of sanction and actual expenditure incurred. In any case in which the work differs from the estimate, the orders of the Registrar shall be obtained before final payment is made to the contractor. As regards works completed in accordance with the sanction, the completion report shall be forwarded by the Registrar direct to the Accountant General irrespective of the amount of the estimate, while, in respect of works the actual expenditure on which is in excess of the sanctioned estimate, the completion report shall be forwarded through the sanctioning authority, the excess expenditure being explained in the completion report and the sanction of the authority competent to incur the total expenditure being recorded therein. Details regarding the amount and the date and place of encashment of the contingent bill relating to the completion report shall be entered in it.

S.O. 1519. Every important work of repair or improvement, whether executed departmentally or through the Roads and Buildings Department, shall be entered in Statement II of the History of Office (Order 1370).

S.O. 1520. When any work sanctioned for execution by one department is likely to involve operations in areas under the control of another department of Government, intimation of the fact shall be given to the head of the department, concerned. An officer carrying out any such work should not enter on land in the occupation of another department without first referring the latter department to his authority for so doing.

(G.O No. 678, Revenue, 11 th March 1911).

S.O.1521. (a) The Inspector General has been empowered to accord administrative approval to proposals for improvements to existing residential buildings up to a limit of Rs. 500 in each case, provided that the standard rent will not exceed 116 per cent of the average pay of the class of tenant for whom it is intended.

(b) The above delegation does not apply to rent-free quarters or to proposals for acquisition of land for additions to the compounds of residences whatever the value of the land may be.

(Paragraph 440 of the Public Works Department Code).

Electrical Works

S.O. 1522. The following procedure is laid down for the preparation of estimates for and execution of electrical works :-

ESTIMATES.- In all cases of extensions and improvements to existing buildings or the construction of 'new buildings in places where there is a public supply of electricity or where the supply of electricity to residential or non-residential buildings has been authorised by Government, the approximate estimates should include provision for

electric installations if such installations in the buildings are considered necessary. After technical sanction is accorded to the building portion of the estimate, the Executive Engineer will forward to the Electrical Engineer a complete set of the sanctioned detailed plans. The Electrical Engineer will, thereafter, in consultation with the department which occupies or is to occupy the building, prepare detailed plans and estimates for the electric installations and obtain the sanction of the competent authority thereto without delay. When the building work, is nearing completion, the Executive Engineer concerned will advise the Electrical work at least two months months in advance of the date from which electrical work can be commenced on receipt of such information, the Electrical Engineer will take steps to start the work without delay, after obtaining the necessary allotment of funds.

Execution—Original works.—Private agency should be employed wherever possible for the carrying out of all original works including minor works. Departmental construction, which involves the accumulation of stores and the employment of special establishment, should be avoided. Tenders should be invited in all the cases.

Repairs (maintenance).—Wherever private agency is available it should be employed. Tenders should be invited for the purpose. Departmental maintenance should be resorted to only repairs should, as a rule, be confined to small items.

In all cases, the contractors should be required to base their tenders on proper specifications etc., of the department. In places where electric supply is available to the public, payments may be made in advance for service connections to Government buildings, if the supply agencies demand such advance payment. (Paragraph 255 of the Roads and Buildings Department code).

S.O.1523. The authorities empowered to sanction the installation of electrical works in the case of residential and non-residential public buildings are specified in the PWD Department Code. Where no reliable firms tender or where then tender ? Excessive departmental.

S.O. 1524. The Registrars may take steps to electrify all Government buildings and provide fans to the officer and establishment and include the expenditure in the Annual Budget Estimates.

S.O. 1525. The advantages of using florescent lamps are pronounced especially in large installations where ordinary lamps of 100 watts or over require to be used. Though the initial cost of florescent lamps will be higher than that of ordinary electric lights, the annual recurring expenditure inclusive of the electrical energy consumed will be less especially in cases where installation on a large scale is required. When additional lights are required to be provided in Government offices, there is no objection to the installation of tube lights bearing the above conditions in mind. However the existing ordinary lights may not be replaced by tube lights.

Compounds

S.O. 1526. Compounds of office buildings shall not be leased out for cultivation, but they may, at the discretion of the Registrar, be leased for grazing purposes. The usufruct of existing trees and the right to cut (not uproot) grass shall be sold by public auction and the proceeds credited to the head "0030 Stamps and Registration fees - 02 Stamps. Non Judicial (800) other Receipts.

(G.Os.No.488 W.16th February 1899, and No. 3033 W.,15th October, 1904).

S.O.1527. (a) In case a Registrar is of opinion that it is desirable to grant a licence for the cultivation of compounds of registration offices, he shall obtain the approval of the Inspector General before taking any action in the matter.

(b) An agreement in the prescribed form (Appendix-XIII) shall be duly drawn up and submitted to the Inspector General for signature on receipt of orders from him in this regard.

(c) The agreement shall be registered at the expense of the licensee.

S.O. 1528. Licences for the use of compounds in favour of clubs intended for providing recreation to Government servants may be granted, if circumstances permit. Registrars shall obtain the previous approval of the Inspector General before entering into any correspondence in this matter. The rules regulating the issue of such a licence, are contained in G.O.No. 2051, Revenue, dated 18th September 1936.

Note :- Extracts from the above Government Order are published at pages 48 to 50 of the Registration Gazette, Volume XXIII.

S.O.1529. (a) When there is sufficient space in the office compound, trees shall be planted and the services of the attenders utilized for the purpose of Watching and watering them. Officers should be guided in this matter by the following information accorded by the Government Botanist :—

The trees planted in different districts will of necessary be very different. The main factor is water in the soil and sub-soil.

Generally speaking, no great danger need be feared if the trees are planted 30-40 feet away from the building, but I should avoid all trees of the banyan type, as these will send their roots for long distances in search of the lime in foundations of which they are extremely fond.

I have, found no trees so generally satisfactory, even in dry places, as the rain tree, *Pithecolobium Saman*. It closes its leaves at night and lets the air through, while in the sun spreads them out and forms a dense shade, *Peltophorum ferrugineum* is

also a very hardy and good tree. Albizzia lebbek pedda luchiram, darshanam—Telugu) is hardy and but for its unsightly pods at fruiting time is also quite ornamental. Odina Wodier yaddi gampina—Telugu, will grow very rapidly from cuttings if there is sub-soil water, but is not a large tree. Tamarinds are good trees but slow in growth. Mangoes cannot be beaten for good densel lateral and overhead shade.

...if there is any doubt as to suitable trees, there can be no better guide than the trees already in the neighbourhood. These— will be the best guide as to what trees will grow in any particular locality.”

(b) Steps should be taken by the Registrars and Sub Registrars to have as many trees as possible planted and reared in their office compounds, consistent with the safety of the office building.

S.O. 1530. The sale-proceeds of trees felled in the compound of a public office are treated as “Miscellaneous receipts on account of Roads and Buildings Department” if the trees have been felled in the course of execution of works by that department. In other cases, such sale-proceeds are credited to the department to which the cost of maintenance of the compound is charged.

S.O.1531. (a) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and he shall also see that the compound is kept in proper order.

(b) No tree or main branch of a tree shall be cut without the concurrence of the Executive Engineer.

(c) The ground of the compound shall not, without the concurrence of the Executive Engineer, be broken for any purpose except that of “gardening” in the ordinary sense of the word, and this sense shall not include the digging of pits, ponds, or wells for watering purposes.

(d) Bushes and shrubs planted in the ground are the property of the Government and may not be cut down or removed from the compound without the concurrence of the Executive Engineer, but his concurrence shall not be required for such cutting down, uprooting or trimming of any bush or shrub or lopping of any tree as may be necessary for the proper maintenance of the garden.

(Paragraph 283 of the Roads and Building Department Code)

Vacated Buildings

S.O.1532. Whenever a public building which is not borne on the registers of the Roads and Buildings Department falls vacant, it should be handed over to the custody of the

Revenue Department by the occupying department. If it is considered desirable for any special reasons, to transfer the building to the charge of the Roads and Buildings Department, orders of Government should be obtained. Public buildings borne on the registers of the Roads and Buildings Department should be handed over to the Roads and Buildings Department when vacated.

S.O.1533. (i) Whenever a Government building (residential or nonresidential) is likely to fall vacant, the occupant of the building immediately before the actual vacancy occurs or the head of the office to which the occupant belongs, should, on the date on which the building falls vacant, give notice of the vacancy direct to the Chairman of the municipal council concerned or the Commissioner of the Corporation of Hyderabad or the President of the Panchayat board concerned, as the case may be, a copy of such notice being simultaneously sent to the Executive Engineer of the division concerned to enable him to claim remission. The head of the office mentioned above shall take similar action on the first day of every succeeding half-year, if the building continues to be vacant even then. The Executive Engineer shall thereafter, in due course, claim remission of municipal or house tax in cases when the vacancy lasted for thirty or more consecutive days under Hyderabad Municipal Corporation Act, 1956 or Andhrapradesh Municipalities Act, 1965 or for sixty or more consecutive days under Andhra Pradesh Gram Panchayat Act, 1964, as the case may be. The officer paying the tax for a vacant building should ascertain that remission of tax has been claimed for the period that the building was vacant.

ii) In the case of vacant buildings which are taken over by the Roads and Buildings Department from other departments and which continue to remain in the charge of the Roads and Buildings Department, it shall be the duty of the section officer concerned to give the necessary notice of the vacancy of the buildings to the local body concerned immediately they are taken over and thereafter on the first day of every half-year if the buildings continue to be vacant then, a copy of such notice being simultaneously sent to the Executive Engineer concerned—

(Paragraph 252 of the Roads and Buildings Department Code.)

S.O.1534. (i) Under Hyderabad Municipal Corporation, 1956, Act. Andhra Pradesh Municipalities Act, 1965 and Andhra Pradesh Gram Panchayat Act, 1964. Intimation should be given to the local body concerned about the construction of a new building or the reconstruction of a building within fifteen days-from the date of completion or occupation which-ever is earlier. This intimation shall, in the case of buildings (residential and non-residential) on which the Roads and Buildings Department will have to pay the property tax, be given by the Executive Engineer concerned. In the case of other buildings, on which the Roads and Buildings Department will not have to pay the property tax, the intimation to the local body shall be given by the occupants or the heads of offices who will have to pay the tax on the buildings.

(ii) In order to avoid delays in the assessment and payment of municipal taxes on new buildings constructed by the Roads and Buildings Department, the Corporation or the local body as the case may be, shall be informed by the Executive Engineer of the cost of a new building within six months of its completion. In case where it is not possible to close the accounts of a work within six months of its completion, provisional figures of cost, so far as can be made out at the time, shall be given by the Executive Engineer so that the assessment may be calculated on these figures subject to revision when the final figures of cost are available.

(Paragraph 253 of the Roads and Buildings Department Code).

S.O.1535. With a view to avoid disputes in respect of claims for remission of tax in the case of vacant Government buildings in charge of the Roads and Buildings Department, heads of offices shall obtain and file the acknowledgement of the executive authorities of the local bodies for the receipt of notices of vacancy of buildings given by them and claim vacancy remission within the time allowed.

S.O.1536. In order that officers who pay tax on public buildings may be aware of the quinquennial revision of values by the Roads and Buildings Department, the Executive Engineer who revalues the building has been required to communicate to heads of offices concerned the revised valuation amounts.

S.O.1537. (a) The rules regarding the payment of taxes on public buildings are laid down in Article 120 of the Andhra Pradesh Financial Code

(b) The mode of payment by book adjustment shall be adopted wherever possible.

Private Buildings

S.O.1538. Where there are no Government buildings, the Registrars may take private buildings on rent to locate Sub-Registry offices. Suitability for preservation of records, and proximity to railway station, bus stand, other public offices, post office, State Bank or State Bank of Hyderabad etc., shall be kept in view in fixing the private buildings.

S.O.1539. The rent for a private building hired for the use of a Government department is disbursed by the department concerned and the responsibility for giving timely notice to the landlord that the building will not be required for Government purposes after a specified period rests with the chief departmental officer in the district.

(G.O.Ms.No.1862 W. dated 12th December 1916).

S.O.1540. While arranging for taking private buildings on lease for locating registration offices, District Registrars should ensure that there is no access to the record room except through the Sub-Registrar's hall.

S.O.1541. (a) Certificates regarding non-availability of Government buildings and reasonableness of rent should be obtained from the Executive Engineer (Roads and Buildings Department) concerned annually.

(b) The Registrars shall endeavour to obtain certificate of reasonable rent soon after occupation of the building so that prompt payment of rent to the owner can be ensured.

(c) They may correspond with Superintending Engineer or Chief Engineer (Roads and Buildings Department) in case undue delay is caused in transmitting the certificate of reasonableness of rent.

(d) The Registrars shall be personally responsible for proper payment of rent on due dates to the house owners.

S.O.1542. Rents should invariably be paid in arrears on the first working day after a month's accumulation.

(G.O. Ms. No. 357, Finance, dated 5th August 1936).

S.O.1543. The fee for registration of lease deeds in respect of private buildings acquired for use as registration offices shall be paid by the lessor. Registrars while negotiating for leases shall arrange for the acceptance by the lessor of this condition.

S.O.1544. The lease deeds shall be drawn up in the form given in Appendix VIII and they shall be registered immediately after the instrument is complete in all respects.

S.O. 1545. To renew a lease, Registrars should commence negotiations with the owners two months before the actual expiration of the term of the existing lease and issue a registered notice whenever necessary asking the owner to renew the lease for a further term on the same rent and conditions in accordance with terms of the original lease deed..

S.O.1546. The current and the immediately preceding lease deeds shall be kept in the iron safe and the old lease deeds shall be returned to the landlords and their acknowledgment obtained therefor. If the landlords do not want the old lease deeds they shall be kept with the correspondence relating to the renting of building and destroyed after a period of twelve years from the date of execution, if not claimed by the landlords in the meantime.

S.O.1547. The first charge for house rent shall be supported by a certificate from the Executive Engineer that a suitable public building was not available.

S.O.1548. In cases where a private building is proposed to be taken on lease for use as a registration office, the opinion of the Executive Engineer shall be obtained whether

the rent demanded is reasonable. Registrars are not necessarily precluded from hiring a building the rent for which is in the Executive Engineer's opinion high, if circumstances warrant its being done. In cases in which Registrars do not propose to accept the opinion of the Executive Engineer, the orders of the Inspector General shall be obtained reporting to him fully the reasons for the Registrar's views.

Fire Buckets and fire Extinguishers

S.O. 1549. The Registrar shall arrange for the initial supply and for the renewal of fire buckets as well as fire extinguishers, the advice or assistance of the Executive Engineer being freely taken in the case of the latter article when necessary. The supply and the renewal of fire buckets shall be arranged by indent on the Public Works Stores, Vijayawada or Rajahmundry. There shall be one indent for each district and it shall be submitted direct to the Superintendent so as to reach him not later than the 1st July, in each year. The instructions that may be issued from time to time by the Chief Engineer (Roads and Building) regarding the type of fire extinguishers to be used shall be followed by the Registrars who may consult him whenever any necessity arises.

S.O.1550. (a) For purposes of the supply of ordinary fire appliances, buildings are divided into two classes, viz.,

- (1) Ordinary and;
- (2) Buildings where there is special danger of oil, chemical or electrical fires.

The scale of supply varies from time to time. The Registrar may supply the required fire buckets or extinguishers in consultation with local District Fire Service Officer. However a minimum number of fire buckets shall be supplied to each office.

(b) In order to ensure the preservation of the buckets they shall be painted from time to time.

S.O.1551. (a) The duty of looking after the fire extinguishers supplied to registration offices shall, in a Registrar's office be attended to by the senior most senior Assistant of the administrative branch and in a sub-office, by the senior assistant. Where, however, there is more than one extinguisher in a Registrar's office installed in different places, the duty shall be shared by the senior assistant of the original registration branch as well.

(b) The mode of using the extinguisher shall also be explained to the office menials.

S.O.1552. Fire buckets shall not be supplied to residential buildings. But in cases where a building (whether owned by Government or hired) is used partly as an office and partly as a residence for a Government Officer, both the office and residential portions shall be provided with fire-protection appliances by the departments occupying such buildings.

(Note to paragraph 228 of the Roads and Buildings Department Code).

Protection of Public Buildings from fire

S.O.1553. A printed copy in English and in the local language, of the rules to be observed regarding precautions to be taken against fire and the measures to be adopted on its out break, obtainable from the Director of the Government Press on indent as forms common to more than one department, shall be hung up in a conspicuous place in every registration office. Heads of offices are held responsible for the strict observance of the rules in paragraph 5 of the rules and for prohibiting the use of artificial light in record rooms and the like after sunset.

S.O.1554. Every registering officer in charge of an office is required to ascertain, personally or otherwise, from time to time whether the attender detailed for the duty of guarding the office at nights is actually present in the office. A record of such visits made by the registering officer shall be entered in the patrol register. (Chapter I.)

The interval between two such visits should not exceed a fortnight.

(Procs. No. G3/29020/64 dt. 23-11-64.)

S.O.1555. (a) Registrars shall, during their annual inspection of sub-offices, verify whether the instructions regarding precautions against fire are properly observed and whether the fire buckets are painted red with the word 'fire' in black. This fact shall be noted in the inspection report.

(b) Unserviceable fire buckets which are condemned by the Registrar shall be destroyed in his presence during his inspection.

S.O.1556. Works such as the selection of a position for fixing the fire appliances, making a wooden frame to hold the appliances, and fixing wooden plugs in a masonry walls, so that nails may be driven support the appliances, do not require any technical skill or professional advice. Registrars shall arrange to have such works carried out departmentally.

Flags

S.O.1557. (a) National flags with flagstuffs are supplied by the Roads and Buildings Department to registration offices that are borne on the registers of buildings maintained by that department. The Executive Engineer in consultation with the Collector decides as to the buildings which should be provided with flags.

(b) In the case of Government buildings not borne on the registers of the Roads and Buildings Department, the supply, when considered necessary, is arranged for departmentally.

(c) Where a group of buildings contain a number of offices, only one flag is provided for the whole group.

(d) In the case of rented buildings the cost of the supply of flags and flagstuffs shall be debited to the contingencies of the offices concerned. Sub-Registrars offices located in rented buildings in places outside the headquarters of a district, division or a Mandal shall not be provided with flags.

(e) The renewals of flags shall be attended to by the heads of offices occupying the buildings, the charges being debited in the same way as repairs to the buildings. Indents for renewals of flags shall be forwarded by Registrars direct to the Superintendent, Roads and Buildings Department.

(f) (i) The flag should be flown over all buildings occupied by Government offices on the following special occasions :—

- (1) January 26.
- (2) Independence Day (August 15)
- (3) Mahatma Gandhi's birthday (October 2).
- (4) National Week (6th to 12th April), and
- (5) On any other day of national rejoicing.

(ii) The following will be extra special occasions for the flying of national flags for the buildings and localities concerned ;—

(1) On each day an which an important person, e.g., the President of India, His Excellency the Governor, Hon'ble the Prime Minister or an Hon'-ble Minister visits the premises; and^j

(2) On the occasion of important local festivals.

Note:- (1) On all the occasions specified above, the flag should be flown only between sunrise and sunset.

(G.O. No. 2445, Public (Elections) dated 29th September 1948).

(2) The instructions, etc., for the use of the national flag are contained in G. Os. No. 1791. Public (General-A), dated 23rd July 1948, No. 1955, Public (General-A), dated 12th August 1948 (Registration Gazette Volume XXXIV, pages 109-111) and

Memorandum No. 63/49A, Public (Elections), dated 22nd February 1949 (Registration Gazette Volume XXXV, page 32).

S.O.1558. Consistent with the dignity of the National Flag, a damaged flag should not be displayed even if it is only slightly torn, though it might have been properly stiched. It should be destroyed in accordance with the instructions contained in Rule V (4) of the revised Flag Code of India extracted below :—

“When the Flag is in a damaged or soiled condition, it may not be cast aside or disrespectfully disposed of but shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.”

Use of the Office Buildings for Residence

S.O.1559. A registering officer is prohibited from using any portion of an office building, whether public or private, for his residence or for keeping his private property. This prohibition applies to the members of the establishment also.

Government Residences

S.O.1560. The orders regarding the provision of residences are found in Fundamental Rule 45 and subsidiary rule there under. Paragraphs 265 and 266 of the Roads and Buildings Department Code which contain the conditions relating to the construction or purchase of a residential building are re produced below :-

“265. Before submitting a proposal to Government for the construction of a residence for a Government Official, the head of the department concerned should consider whether the requisite accommodation cannot be more conveniently provided by taking an existing building on lease with the sanction of Government. Every such proposal for the leasing of such buildings should show clearly—

(i) the sum payable annually to the lessor;

(ii) whether all repairs will be executed by the lessor; and, if not,

(iii) the estimated annual charges for maintenance and repairs, if they are to be executed by Government;

(iv) in cases in which Government is liable to pay the municipal taxes, the amount of such taxes;

(v) the standard rent of the residence under Fundamental Rule 45-A (III); and

(vi) the average emoluments of the officer for whom the residence is proposed and the maximum rent recoverable from him.

The proposals should show distinctly that the scale of accommodation is not in excess of that which is appropriate to the status of the officer.

The lease should ordinarily provide that the lessor will execute all structural repairs before the building is occupied and will carry out all necessary additions, alterations and repairs.

266. All proposals to Government to construct or purchase a residential building for Government servant when it is not possible to take an existing building on lease under the conditions of paragraph 265 should contain full information on the following points-

(i) that the conditions of Fundamental Rule 45-A (iv) (a) will be fulfilled;

(ii) the probable capital cost, the average annual cost of maintenance including taxes and the standard rent under Fundamental Rule 45-A(iii); and

(iii) the average emoluments of the officer for whom the quarters are constructed.”

S.O.1561. In order that information regarding residential buildings may be readily available a statement shall be set apart in the “history of office” for this purpose, This statement (Statement 11-A) shall be maintained up to date, all works of repairs, construction, etc., in respect of a residential buildings being entered therein from time to time.

S.O.1562. Receipts on account of rents of residential buildings in charge of this department which are not borne on the registers of the Roads and Buildings Department shall be credited to the detailed head “Rents of building,” under 0030 Stamps & Registration fees 02 Stamps Non Indicial 800 other receipts whether such buildings are owned by Government or leased by them.

(G.O.Ms. No. 372, Finance, dated 29th April 1925)

S.O.1563. Wherever there is a change in the occupancy of a residential building, a report shall be submitted to the Inspector General and the Executive Engineer concerned.

CHAPTER XXXIX

<h3>FURNITURE, LOCKS, TIMEPIECES SEALS AND MISCELLANEOUS ARTICLES</h3>
--

Inventory of Furniture and Stores

S.O.1564. (a) In each registration office there shall be maintained an "inventory of furniture and stores" in Form N which shall comprise the articles mentioned in Appendix XI.

(b) The entries in the register shall be made immediately each article is received, issued for repair, or returned from repair, and shall be attested by the Sub-Registrar in sub-offices and by the Joint Sub-Registrar, or the Senior Joint Sub-Registrar where there are more than one Joint Sub-Registrar in a Registrar's office.

The articles entered in this register shall each be assigned a number. These numbers shall run consecutively with reference to each kind and class of article and shall be painted or marked on each article prominently and entered in the column "Serial No." of the register.

(c) Articles of furniture and miscellaneous articles, such as timepieces, intended for supply to sub-offices shall not be brought to account in the inventory of furniture and stores of the Registrar's office but in a separate register made up of a few forms of the stock book with headings altered as in Form O. A page of this register shall be allotted for each article and entries shall be made therein when an article is received either for repair or for supply and when it is issued or returned or otherwise disposed of. Before a Registrar proceeds on a tour of inspection, he shall take relevant extracts from this register for the purpose of verification of the entries therein with the inventory of the office concerned.

(d) Every application for the repair of an article, such as a clock or timepiece, a lock or a rubber roller shall be accompanied by a report as to the period for which it has been out of order and by an extract from the register showing the date of supply and the date, nature and cost of repairs already carried out.

(e) The Joint Sub-Registrar, or the Senior Joint Sub-Registrar where there are more than one Joint Sub-Registrar attached to a Registrar's office and every Sub-Registrar attached to a sub-office, or where there are more than Sub-Registrar, the senior Sub-Registrar shall, on assuming charge of an office before submitting the report of transfer of charge, examine the inventory of furniture and stores and in token of his having checked it with the furniture in the office sign a certificate in the form affixed to the register. All discrepancies and damages shall be brought to the notice of the higher authority.

(f) Registrars shall check the inventory of furniture and stores during each inspection of a sub-office, and mention in the inspection report that this has been done.

(g) Besides the examination contemplated by clause (e), all articles of furniture shall be verified with the register in January of each year by the Sub-Registrar in the case of a sub-office and by the Registrar in that of a Registrar's office. The instructions in clause (e) above regarding the certificate in the register and the report of discrepancies etc , shall mutatis mutandis apply to this examination, the higher authority referred to therein being taken to be the Registrar of the district. A copy of the certificate shall be submitted on the 15th January by a Sub-Registrar to the Registrar and by the latter as regards his own office to the Inspector-General. The certificate submitted by the Registrar shall invariably be signed by the Registrar himself, whether or not he remains at headquarters.

(h) In order that information regarding the quality of the ink in use in the department may always be available for reference, particulars regarding each supply shall be entered on paper of the same kind as that used for the Register books, of which a sheet shall be included at the end of the inventory of furniture and stores. The entries shall be made under two headings—(i) black ink and (ii) red ink—and the ink from one of the bottles in respect of which the entries are made shall be utilized for the purpose.

On the receipt of a supply of ink the date of receipt shall be marked on each jar or bottle and the entries in columns I and 3 of the form appended to the register shall be made in pencil. The whole of the requisite entries shall be made in ink as soon as the first jar of any supply is brought into use, the date in column I being that of the receipt of supply.

Record Receptacles

S.O.1565. Almirahs used as record receptacles shall be of seasoned teakwood and the inner faces of the top, the bottom, the sides and the doors shall be lined with zinc or galvanized iron.

S.O.1566. The numbers on almirahs and racks [Order 1564 (b)] shall be painted in red or white on the upper portion of the right hand door on a circular background in black. The keys shall have corresponding numbers on brass plates attached to them, these brass plates being procured by Registrars.

S.O.1567. Registration offices in which protection from white-ants is found to be necessary shall be supplied with stone pedestals thickly tarred, or circular cast iron pans containing an outer receptacle for holding water, to be placed underneath the legs of almirahs or racks.

NOTE:- Iron base pans are procurable at the Public Works Workshops. Registrars shall, before ordering stone pedestals, consider it whether it will not be cheaper to

obtain the iron pans from the General Superintendent, Public Works Workshops, with whom they may correspond direct as regards the cost and the approximate transmission charges.

Tables

S.O.1568. (a)(i) A sloping desk shall be supplied to each of the clerks in a sub-office and in the original registration branch of the Registrar's Office, except the senior assistant.

All other assistant shall be supplied with a table fitted with drawer and lock.

(ii) The only receptacle provided in a sloping desk shall be a well, 13 inches by 5 inches, fitted with a shutter with lock and let into the centre of the flat edge of the top of the desk wherein the assistant's pen, pencil, penknife, rubber and blotting paper shall be secured. The ruler, labelled with the assistant's name, shall be secured in the current almirah at the close of the day.

(iii) Ink boxes or ink bottles shall be placed not on the sloping desk but on a side bench or stool (Order 1570).

(b) (i) The dimensions of desks and tables shall ordinarily be as under:-

	Length		Breadth		Height in front.		Height in rear	
	FT.	IN	FT.	IN	FT.	IN	FT.	IN
Desk	3	6	2	3	2	5½	2	9½
Table	4	3	2	6	2	6	2	6

(ii) The table for the use of registering officer may be slightly longer and provided with double drawers.

(c) (i) Each registration office shall be supplied with a table (3 feet by 2 feet) without drawers for taking thumb-impressions from parties.

(ii) The tables of all the registering officers and of the sernior most Senior Assistant of the Registering offices all the Senior Assistants in the office of the Deputy Inspector General and Registrar Office(s), may be supplied with table cloths, the supply being renewable after 5 years.

Chairs

S.O. 1569. In addition to the chairs for the use of the registering officer and assistants there shall be supplied for seating respectable parties not less than four spare chairs to third-class, and eight to first and second-class sub-registry offices.

NOTE :- Offices registering more than 3,000 documents in a year rank as first-class offices, those registering from 1,501 to 3,000 documents as second class offices and those registering not more than 1,500 documents as third-class offices.

Benches and Stools

S.O. 1570. Benches and stools are supplied according to the following scale:

Benches (6 feet long):—Four for each office, viz., two for parties (one within the office and one in the varandah), one for the indexing assistant, and one for the record room.

Stools (3 feet long):—Two for Sub-Registrar and one for each assistant.

Articles of Country Manufacture

S.O.1571: Subject to the existence of budget provision. Registrars are authorised to sanction the purchase of articles of country manufacture and repairs to furniture not costing more than Rs. 250/-.

Note:- (i) This limit is for the cost of any one article or for the total cost of a number of articles of the same description purchased at one time, whether intended for only one office or for any number of offices.

(ii) Subject to this limit, estimates for furniture shall be disposed of finally by Registrars.

S.O.1572. (a) Standardized articles of furniture shall be purchased as far as possible.

(G.O. No. 4270, Home, dated 8th August 1939),

(b) (i) In no case should standardized articles of furniture be purchased by the Registrars from outside the Jail department or other approved concern. They should intimate their requirements to the Jail Department sufficiently in advance at the beginning of the official year to enable the latter to complete the supplies in time.

(ii) If a jail or school is unable to supply the articles of furniture required, the order should be offered to another jail or school if it makes the article required.

(G.O. No. 1716, Home, dated 30th April 1937)

(c) As regards articles of furniture not standardized. Registrars should first enquire of the nearest jail whether they can provide the articles within the time fixed and at what prices. If the price quoted by the jail plus freight does not exceed the market rate at the place where the article is required, by per cent, then the jail should be given the contract. Otherwise, Registrars may purchase their articles outside the jail department, after obtaining the sanction of the Inspector-General.

(d) The instructions issued from time to time regarding the purchase of furniture from jails and certified schools should be strictly followed.

S.O.1573:- The maximum scale laid down for the supply of furniture for the residences of District Registrars is as follows :—

(1)	(2)
1. Table	1
2. Chairs	3
3. Side rack	1
4. Screen	1
5. Stools (if desired)	2
6. Form case	1
7. Bench	1
8. Tray	1

The above scale of supply may be reduced or the supply not made at all at the discretion of the Inspector-General.

(G.O. No. 516, Finance, dated 17th May 1949).

Locks

S.O.1574 (a) The supply of locks is, except as provided in clause(f), made by the Government concern or other concerns approved by the government and their repair by the Public Works Workshops at Vijayawada or Dowlaishwaram or the Government Industrial Institutes.

(b) Registrars shall correspond direct with the Superintendent of the Public Works Work shops, or the Government Industrial Institute as the case may be, with reference to repairs If the cost of padlocks exceeds Rs. 250, the sanction of the Inspector-General should be obtained for their purchase.

(c) Locks of superior construction shall be forwarded to Vijayawada, Dowlaishwaram, for repairs so that local workmen may not be allowed to see the mechanism or to manufacture duplicate keys. Ordinary locks shall be repaired locally. Before repairs to such locks are put in hand it shall be ascertained whether a new lock would not be cheaper in the long run.

When a superior lock is sent to the Public Works Workshops or the Government Industrial Institute for repair or for replacement of a lost key it shall be referred to by its number and the name of the maker in order to facilitate identification.

(e) To enable Registrars to replace temporarily damaged locks forwarded to the Public Works Workshops for repair, each of these officers shall maintain a reserve stock of two padlocks and two cup-board locks.

(f) Iron record racks are secured by 3 inches padlocks with 6 levers. All the locks required for any one office should be openable with a single key and two keys for the entire set for each office shall be procured.

Iron Safes

S.O.1575. (i) The supply of iron safes is arranged by the Inspector-General. Whenever a supply is made by the Superintendent, Public Works Workshops, Andhra Pradesh the original warrant acknowledging the receipt of the safe shall be forwarded without delay to the Inspector-General by a Sub Registrar through the Registrar. The Inspector-General will transmit the receipted warrant to the Superintendent.

(ii) Registrars and Sub-Registrars shall examine safes on receipt and the former correspond direct with the Superintendent, Public Works Workshops, Andhra Pradesh as regards any defect discovered. The fact that a report of defects will follow shall be noted on the original warrant submitted to the Inspector-General [clause (i) above].

(iii) When an office is provided with an iron safe it should in all possible cases be embedded in masonry.

(iv) Registrars shall during their inspections verify whether the iron safe is in good and proper working condition and mention in their reports that this has been done.

Clocks and Timepieces

S.O.1576 (a) Clocks are supplied to Registrar's offices and timepieces to Sub-registry offices.

(b) The supply of clocks rests with the Inspector-General.

(c) Registrars are empowered, subject to the existence of budget provision, to purchase and to replace timepieces in sub-offices subject to the conditions mentioned below :—

(i) The cost of any number purchased at the same time shall not exceed Rs. 250/- inclusive of transmission charges;

(ii) each timepiece shall be accompanied by a guarantee from the seller for at least one year;

(iii) a timepiece which has not been ten years in use shall not be replaced.

(iv) Before sanctioning the renewal of a timepiece, the Registrar shall satisfy himself that it is worn out and past repair or that it is more economical to purchase a fresh timepiece than to repair the old one.

In other cases Registrars shall obtain the previous sanction of the Inspector-General for the purchase of a timepiece.

NOTE:- A warranty in regard to a clock or timepiece shall be preserved in the safe or cash chest until the expiry of the period of warranty, when it shall be recorded and placed in the temporary correspondence bundle.

Seals

S.O.1577. (a) Registrars are empowered to sanction the first supply and the renewal of metal seals when renewal is necessitated by wear and tear. Seals shall be obtained by them direct from the General Superintendent of the Public Works Workshops, Andhra Pradesh.

(b) The seals shall be circular.

(c) The seal of the registering officer shall be about 1 1/2 inches in diameter and bear in the centre in English, circumscribed by its equivalent in the regional language, the inscription prescribed by section 15 of the Registration Act.

(d) The small seal shall be about 1 inch in diameter and shall have the word "seal" in English or in its equivalent in the regional language inscribed on it, the English seal being used to offices where the endorsements on documents are ordinarily made in English and the seal in the regional language, in other offices.

(e) The seal for making impression on wax shall consist of letters selected from, and suggestive of, the name of the office to which it is supplied and shall be distinct from that for any other office in the State. A list of such distinctive abbreviations is given in Appendix X. The inscription will be notified to the Registrar by the Inspector-General whenever a new office is opened.

(f) Whenever, a seal of an office is replaced, the Registrar shall ensure that the superseded seal is returned to him and that it is so destroyed as to render its further use impossible.

Punches

S.O.1578. Punches required for cancelling court-fee labels shall be obtained by Registrars from the Inspector-General.

S.O.1579. Seals and punches shall be obtained as required from time to time. Annual indents are unnecessary. In order to avoid omissions on the part of a Sub-Registrar to bring to the notice of the Registrar the need for the supply or renewal of these articles, a memorandum (Form Regn. II-79) shall be placed by the Sub-Registrar before the Registrar during his inspection.

Circular pads for Metal Seals, Thumb-Impression Boxes and Rollers

S.O.1580. (a) The requirements of each sub-registry office in regard to these articles shall be included in the memorandum (Form Regn. II-79) placed before the Registrar on the occasion of his inspection of the office and the demands shall be then verified by the Registrar. Sub-Registrars shall submit annual indents to Registrars and Registrars shall personally scrutinize these indents with reference to the demands as verified at their inspections.

(b) Registrars shall arrange for the local purchase of circular printing pads, thumb impression boxes, and rollers (without rubber tubes).

(c) The Registrar shall maintain three articles of each kind as a reserve.

(d) The glass plates for taking thumb-impressions are fixed in wooden frames, and small teakwood boxes are supplied for keeping the plate and roller.

(e) The rubber roller and the slab shall be kept scrupulously clean and free from dust, grit and hairs. The glass plate shall be thoroughly cleaned each day, all particles of old ink being rubbed off. The rubber roller shall be wiped daily with a soft piece of dry cloth and shall be cleaned occasionally with soap and water. If there is accumulation of ink it shall be cleaned with a piece of cloth dipped in turpentine, but the turpentine shall be used very sparingly.

Rubber Tubes for Thumb impression Rollers and Glass Slabs

S.O. 1581. Registrars shall include these articles in their annual indents for stationery articles, mentioning the standard sizes, viz., rubber tubes of 3 inches and glass slabs of 8 inches by 6 inches by 1/4 inch.

Lights

S.O. 1582. Lighting in sub-registry offices shall not be treated as a permanent item of expenditure, but the expenditure therein shall be granted from time to time and limited to occasions of real necessity.

Naphthalene

S.O. 1583. Registrars shall make their own arrangements for the purchase of naphthalene, the stocking of which is inadvisable owing to its rapid evaporation. Sub-Registrars are permitted to purchase the article locally when this can be done economically and conveniently.

Attenders' Belts

S.O.1584. (a) Registrars are authorised to sanction the first supply of belts for Attenders and their renewal.

(b) Order 1580 (a) applies to the demands of sub-registry offices in regard to this article.

(c) Heads of offices shall arrange for the supply of cross belts for attenders at the rate of one for each by placing indents directly on the Superintendent of Central Jail, Rajahmundry and Central Prison, Hyderabad.

(d) The Registrar shall examine each supply as soon as it is received and bring to the notice of the Superintendent any defects discovered.

(e) The Registrar shall maintain three belts in his office as a reserve.

(f) The supply of buff cloth belts shall be limited to two attenders in a Registrar's office, all other attenders being supplied with belts of cotton webbing.

(g) The belts may be renewed, if necessary at intervals of not less than four years in the case of the former and two years in the case of the latter.

(h) The issue of belts to attenders shall be accounted for in the stock book of articles of stationery periodically or occasionally issued.

Attenders' Badges

S.O.1585. (a) Registrars are authorised to sanction the first supply of metal badges for attenders at the rate of one for each sanctioned post. The badges shall be obtained from the General Superintendent, Public Works Workshops, Seethanagaram, Guntur District and Hyderabad.

(b) The badge shall be of brass 4½ inches X 3½ inches in dimensions, and shall bear the following inscription in English:-

GOVERNMENT OF ANDHRA PRADESH REGISTRATION DEPARTMENT SUB-REGISTRARS, OFFICE, (Name of Sub-District)
--

(c) Order 1579 applies to the demands of sub-registry offices in regard to this article.

S.O.1586. Registrars are also empowered to sanction, in special cases, the renewal of belts as well as badges at intervals shorter than those specified in Order, 1584 (f) subject to the condition that, if such renewal is necessitated by avoidable causes or by carelessness, the cost should be recovered from the persons responsible.

Indents on the Government Medical Stores, Hyderabad.

S.O.1587. (a) Registrars will each be supplied for use in their tours with a medicine chest designated "D modified tin box of medicines" the contents of which are shown in the list in Appendix XI.

(b) Indents will be prepared in quadruplicate with carbon papers in the prescribed form (obtainable from the nearest civil hospital or from the Director of Medical Services) and must be legibly written.

(c) Items not on the list will not be supplied.

(d) All items should be demanded under the exact nomenclature used in the official list and should in each case bear the item number as given in that list.

(e) Indents for medical stores must be submitted through the Inspector-General, who will countersign and forward them to the Medical Stores Depot through the District Medical Officer concerned.

(f) No indents must be submitted between the 10th February and 31st March as the depot is engaged in stock-taking.

(g) All countersigning by transmitting officers should be done along the lower edge of the indent and not in the space required for use by the Depot Issue section and by the Depot Accountant. All office rubber stamping should be done on the back of the indent.

(h) i) Registrars shall personally verify the contents of the medicine chest early in January of each year and at every time when there is a change in the personnel of the Registrars.

(ii) Besides the certificate of verification of inventory of all furniture and stores prescribed by Order 1564 (g). Registrars shall submit on the 15th January of each year and whenever there is a change in the personnel of the Registrars a separate certificate to the Inspector-General in the under-mentioned form regarding the verification of the contents of the medicine chest:—

Certificate

“Certified that the medicine chest intended for my camp use with all its contents, viz., the lancet, pair of scissors, thermometer and the green bottles, etc., are not either broken or lost and are in good condition.”

Unserviceable Stores

S.O.1588. Articles, such as locks and thumb-impression apparatus which have become either useless or redundant, volumes of register books of obsolete patterns, superseded books and superseded forms shall not be returned to the Registrar’s office or to the ‘ Inspector-General, but a list of such articles and books’ and forms In a sub-office shall be placed before the Registrar (Form Regn. II-104) at the time of his inspection and his orders obtained on the spot regarding their disposal. In dealing with this list as well as with a similar list in a Registrar’s office, the following instructions shall be observed:-

(i) Articles of furniture and stores, including stationery and blank books and forms, which are found to have become unserviceable in the ordinary course or by fair wear and tear, may be condemned by the Registrar in cases where he is competent to authorize their replacement by purchase. Full reasons for condemning such unserviceable articles must be recorded together with a certificate to the following effect :—

“Certified that I have personally satisfied myself that each item written off in these proceedings has become unserviceable in the ordinary course through proper usage or by fair wear and tear”.

Such orders should state how the items are to be disposed of, whether, if irreparable, by sale or by destruction.

(ii) In the case of articles the replacement of which by purchase is not within the competence of the Registrar or in the case of articles found to have become unserviceable otherwise than in ordinary course or by fair wear and tear, e.g., by avoidable carelessness or neglect, misuse, etc., the orders of the Inspector-General shall be obtained.

After the orders of the proper authority are obtained a note of the fact stating how the condemned article was actually disposed of, shall be made against the entry of article concerned in the stock book or the inventory of furniture and stores, as the case may be, and the condemned articles shall be accounted for in the undermentioned registers which shall be maintained in registration offices :—

- a) Register of unserviceable articles (Form Q).
- b) Register of articles broken, lost or damaged (Form R).
- c) Register showing disposal of condemned articles (Form S).

(iv) Where the articles are sold by public auction the head of the office or the District Registrar shall invariably attend the auction and record the final bids.

(v) A sale account shall be prepared and signed by the Sub-Registrar or District Registrar who supervised the auction after comparing the entries made in the sale account. If the articles are released in the presence of an officer other than the one who supervised the auction the entries of the sale account shall be attested by the dated signature of such officer.

Type writing Machines and Duplicating Machines In Registrar's Offices

SO.1589. (a) The typist in a Registrar's office is responsible under the supervision of the Joint Sub-Registrar or the Senior Joint Sub-Registrar where there are more than one Joint Sub-Registrar, for the proper maintenance of the typewriting machine entrusted to him.

(b) In order to ensure the efficient maintenance of typewriting and duplicators, particulars of each machine should be recorded from time to time in a card supplied for this purpose. The senior most senior assistant should inspect the machine monthly and note the fact of his inspection in the card which should be pasted to a straw board and kept with the machine to which it relates.

(c) On each occasion a repair is executed, a statement furnishing the undermentioned particulars shall be forwarded to the Director of Printing and Stationery:

- (1) Name and number of machine.
- (2) Date of supply.
- (3) Date of repairs executed locally.
- (4) Amount spent.

Brass Racks for Sealed Covers

S.O.1590. Registrars may, whenever necessary, purchase locally brass comb racks for preserving sealed covers containing wills in their offices. The purchase should be made after calling for tenders.

CHAPTER XXXXL

STATIONERY, BOOKS AND FORMS STATIONERY

S.O.1591. (a) Strict economy shall be exercised in the issue and use of all articles of stationery and forms.

(b) Stationery articles shall be obtained on indent (C.F. 162) once a year from the Stationery office. In the case, however, of an indent which covers only a comparatively small number of articles, the designation of which are printed in the first column of the form, a skeleton indent form (C.F. 162) shall be used and the names of the articles required shall be written or typewritten in the first column, no more sheets of this form being employed than are absolutely necessary.

Indents

S.O.1592. (a) A list of units of supply is found in Appendix VI (1) of Volume II, Part II of the Andhra Pradesh Stationery Manual.

(b) Whether the Registrar is the sole unit for the district or whether the district comprises more than one unit, the Registrar shall obtain indents from individual Sub-Registrars.

(c) The Registrar shall submit a consolidated indent for each unit. These indents after countersignature by the Inspector-General will be forwarded to the Director of Stationery, who will communicate objection if any, direct to the Registrar of the district.

S.O.1593. The indents shall include the stationery required by registering officers for use in connection with their duties as Chit and Marriage Registrars.

Paper

S.O.1594. The undermentioned varieties of writing and packing papers will alone be supplied to registration offices and they shall be indented for in the proportion noted against each :-

		Proportion for	
		Registrar's offices	Sub-Registry offices
White printing, double foolscap,	2416	1/4	1/4
War printing do 16 lb		1/2	3/4
White printing do 16 lb		1/4	Nil
Packing paper :-			
Brown cartridge, royal,	34 lb	1/2	1/4
Brown cartridge, double foolscap	24lb	1/2	3/4

Note :- The claim for the whole district in respect of white printing and war printing paper shall not exceed the proportion of 1:3.

(G.O.Ms. No. 572, Finance, 2nd September 1931).

S.O.1595. (a) Blanks books supplied by the Director of Printing and of Stationery shall not be used for the maintenance in sub-offices of the office copies of periodical returns, indents and contingent bills.

(b) The office copies of returns for which printed forms have been prescribed shall be maintained on spare copies of the forms, stitched together as a book.

S.O. 1596. File books required for use in registration offices, other than those supplied by the Director of Printing and Stationery, shall be made of brown cartridge paper in the offices which require them. The brown cartridge paper to the extent required shall be included in the indents of each office.

S.O.1597. (a) As regards black ink, indents should include registration ink and black ink powder in the proportion of 10 to 1. Under registration ink an extra quantity of 5 per cent over and above the average annual consumption may be indented for, this extra quantity being retained by the Registrar as a reserve stock and supplied to Sub-Registrars as occasion demands.

(G.O.Ms. No. 706, Revenue, 15th March 1938).

(b) Registration ink shall not be utilized for ordinary correspondence or for records of an ephemeral nature.

(c) Powder ink shall not be supplied to assistants who are entrusted solely with transcription and indexing work nor shall such assistants be provided with more than one ink bottle.

(d) An assistant who is supplied with both kinds of ink shall affix labels to his ink bottles indicating the nature of the ink in each and shall use a separate pen for each.

Local Purchase

S.O.1598. District Registrars while submitting application for local purchase of stationery articles, should ensure that the conditions prescribed in A.P. Stationery Manual are satisfied. The following particulars shall be furnished in all applications to Inspector-General for sanction of local purchase of stationery articles :-

(i) Grounds—Unforeseen need, urgent requirement, nonreceipt of supply from stationary Department, etc.,

(ii) Description of the articles required.

(iii) Quantity indented on stationery. Department, quantity supplied and minimum urgent requirements proposed to be locally purchased now.

(iv) Cost of the article in the local market and corresponding rate as per the latest price list furnished by the stationery department.

(v) Details of previous local purchases of the articles in the current financial year, (Number and date of Inspector-General's proceedings sanctioning purchase, amount, etc.,) to be furnished.

(vi) Previous correspondence, if any, in the matter and final orders passed thereon.

Rubber Stamp and Ink

S.O. 1599. Instructions issued by the Director of the Government Press for the preservation and manipulation of rubber stamps are supplied to all registration offices.

S.O. 1600. Indents for rubber stamps shall be submitted in duplicate in C.F. 161 by Registrars to the Inspector-General for sanction and transmission to the Director of the Government Press who will forward the supply direct to the Registrar concerned.

S.O.1601. (a) Indents for repairs and renewals of existing rubber stamps and for the supply of pads shall be transmitted in C.F. 161 by Registrars direct to the Director Government Press.

(G.O. No. 557. Financial, 17th August 1914).

(b) Stamps to be repaired shall in all cases accompany the indent.

(c) If the repair or renewal is necessitated by carelessness or ill-usage or non-observance of the instructions referred to in Order 1599 or otherwise than by ordinary wear and tear, the cost of the new stamp or the repair, as the case may be, and the transmission charges shall be recovered from the person at fault and remitted to the treasury.

S.O.1602. Indents for stamping ink and for brushes for rubber stamp shall be included in the annual indent for stationery submitted to the Director of Stationery.

Stock Books

S.O.1603. The Registrar in a Registrar's office and the Sub-Registrar in a sub-registry office shall examine and initial the stock books of stationery and stock account of stationery periodically issued and verify the-balance once a quarter.

S.O.1604. Every Sub-Registrar shall submit to the Registrar on the 8th January, a certificate in the following form.

(i) I hereby certify that the stock of stationery articles on hand has been verified by me/by my.....on..... and that every article in stock has actually agreed with the quantity shown as balance in the stock registers.

(ii) that each and every item of stationery received during the year either from the stationery office or from any other offices on loan etc., and that purchased locally has been duly entered in the stock register.

(iii) That every article of stationery in stock has a page or pages allotted to it in the stock book and that the stock actually agrees with the quantity shown as balance.

(iv) That no officer or other Government Servant has been supplied during the year with any article in excess of the scale sanctioned for him in respect of periodical articles and in respect of all articles that he has not been supplied in excess of actual requirements.

(v) That every issue .has been acknowledged by the recipient in the stock register and has been made only on demand.

(vi) That acknowledgement has been duly obtained for each and every article issued to other offices.

(vii) That all balances shown in old stock registers have been correctly brought forward in the new stock register.

(viii) That paper is duly accounted for in the stock register, in reams of 500 sheets; and

(ix) That no articles liable to deterioration have been kept in stock for long periods without issues.

The indenting officers i.e., Registrars shall forward a similar certificate to the Director of Printing and Stationery along with the annual indent transmitted direct to the Director of Printing and Stationery for the year, and shall further certify that they have obtained similar certificates from their subordinate officers.

Books and Forms

S.O.1605. Books and forms are supplied from the Government Press.

S.O.1606. (a) The Director of the Government Press certifies with reference to section 16(2) of the Indian Registration Act to the number of pages in the books supplied. Registrars shall not submit to the Inspector. General for rectification of a register book or file which is damaged or incomplete or otherwise defective but shall correspond direct with the Director in regard to such matters and forward to him all such books and files as have to be rectified with reference to the orders in Chapter XXXII.

(b) Before transmitting a defective volume or file to the Government Press, Andhra Pradesh, Registrars shall forward a report to the Director setting forth fully the defects noticed therein and the book shall be sent to the press only after intimation is received from the Director.

S.O.1607. With reference to Registration Rule 13A, the register books prescribed by section 51 of the Act shall be of the sizes shown below and contain pages as under :-

		Size	Pages
Book 1	Semi-royal	18 1/2"X 11 3/4"	500
Book 2	Semi-foolscap	13 1/4X8 1/2"	120
Book 3	Foolscap	17"X13 1/4"	120
Book 4	Do	Do	300
Book 5	Semi-foolscap	13 1/4" X 8 1/2"	120
File Book 1	Do	14 3/4 X 10 1/2"	500

S.O.1608. Appendix XXXV contains lists of all printed forms and covers and labels and specimens of all manuscript forms in use in the office of Registrars and Sub-Registrars.

S.O.1609. a) Each Registrar shall maintain the undermentioned files of specimen forms, each class of forms being filed in a separate file book:—

i) printed forms standardized as common to more than one department including Financial Treasury and Account Code forms which have been adopted for use in the offices of Registrars and Sub-Registrars.

ii) printed forms standardized as special for use in Registrars' Offices.

iii) printed forms standardized as special for use in Registrars' offices and sub-offices.

b) Each Sub-Registrar shall maintain a specimen file of the forms included in items i) and iii) of clause a) which are in use in sub-offices in a single file book, the various classes of forms being separated by facing sheets and a few butts being left after each set of forms for future additions.

c) The specimen forms shall be kept corrected upto date and it shall be the duty of the Joint Sub-Registrar or the senior Joint Sub-Registrar where there are more than one Joint Sub-Registrar, in a Registrar's Office and of the Sub-Registrar in a sub-office to enter on the specimens in his own hand ail orders modifying a form and to ensure that each new form as introduced is included in its appropriate file, each such entry being initialed and dated by him.

d) Every officer who submits a return or report for which a form has been prescribed shall ensure that it corresponds to the specimen form in the file.

e) When a form is cancelled, it shall be removed from the file and the entry regarding it struck off the list in Appendix XXXV.

f) On receipt of a fresh supply of a printed form embodying alterations up to date, a copy of the new form shall take the place of the old form in the file.

g) Registrars shall, during their inspections, examine the files of forms to ensure their completeness and accuracy.

Indents

S.O.1610. a) The indents for books and forms are governed by the rules in the Printing Manual.

b) A list of units of supply is found in Appendix VI (1) of Volume II, Part II of the Andhra Pradesh Stationery Manual.

c) Whether the Registrar is the sole unit for the district or whether the district comprises more than one unit, the Registrar shall obtain indents from individual Sub-Registrars.

d) The Registrar shall submit a consolidated indent for each unit. These indents after counter signature by the Inspector-General will be forwarded to the Director, Government Press who will communicate objections, if any, direct to the Registrar of the district.

The Registrar shall also prepare a distribution statement showing how the supply entered in each consolidated indent is to be distributed to the several sub-offices included in the group served by the unit. This distribution statement need not be submitted to the Inspector-General.

e) The Inspector-General forwards the indents to the Director, Government Press, with a distribution statement for the whole of the department showing how the items entered therein should be distributed to each unit of distribution. After the indents have been passed by the Director Government Press, each Registrar is informed how far his indent has been accepted and of the modification, if any, carried out therein. The Registrar shall then revise his distribution statements accordingly and make the requisite communications to offices which are units of distribution to enable the officers in-charge to distribute among the several sub-offices included in the group the supply which they will receive on their indents.

f) Books and forms will be forwarded in bulk to each unit by the Director of the Government Press, bound volumes being despatched in batches.

g) No reserve will be maintained in the Inspector-General's office or in the Registrar's office for supply to the subordinate offices or in offices which are centres of units for supply to other offices in the group.

h) When the opening of a new office is sanctioned the requisite books, forms and stationery shall be supplied by the Registrar from the stock in his own office or in other offices in the district and these shall be adjusted in the next annual indent.

S.O.1611. a) The indents for common forms, Financial, Treasury and Account Code forms and common covers shall be submitted in the prescribed form. The indent for

printed books and forms special to the Registration department shall be submitted in the same form but with a heading in column (8) "Number now claimed i.e., column (7) plus 3/2 of column (5) minus column (6)" instead of "Number now claimed i.e., column 7 plus column 5 minus column 6.

b) In the case of triennial and quinquennial forms, the figures 4 1/2 and 7 1/2 shall be adopted in the place of "3/2" in clause (a).

General
PREPARATION OF INDENTS

S.O. 1612. The dates upon which indents are due with the Inspector-General from Registrars and with Registrars from Sub-Registrars are shown in the following table :—

Stationery, Books and Forms
General

Indent of	Basis of supply Months	Period to which the indent relates	Date upon which indent is due		Probable date of supply by the Govt. Press in case of all items except items 5 and by the Director of Stationery in case of item 5.
			With the registrar from Sub-Registrars	With the inspector-General from registrars.	
1	2	3	4	5	6
1. Treasury and Account Code Forms	12	Jan-Dec	1st working day of January	1st Feb.	15th October
2. Common forms	12	-do-	1st February	1st March	15 December
3. Common covers	12	Oct-Sep	1st March	1st April	15th September
4. Registration forms	18	15 th Oct. 14 th Sep	-do-	-do-	15th October
5. Stationery articles	12	Oct-Sep.	1st April	1st May	31st July

* These dates do not apply to bound volumes which will be sent in batches.

Note :- Regarding item 4 (Registration Forms) the indents for triennial and quinquennial forms should be submitted once in three years or five years as the case maybe on the dates in columns 4 and 5 the basis of supply being thirty-six months and sixty months respectively.

Repairs and Indents

S.O. 1613. The indents received from sub-registry offices shall be scrutinized by the Registrar who shall cut down demands to the minimum and fix the quantity under each item to be adopted for the purpose of the consolidated indent.

S.O. 1614. The "Balance actually on hand at date of indent" in the case of a Registrar indent shall exhibit the stock remaining in the Registrar's Office as well as in the sub-offices in the district.

S.O. 1615. Issues from a central office to sub offices in a circle or transfers to other offices or other districts under the orders of the Registrar or the Inspector-General shall not be treated as "consumption" in the issuing office. Forms written off owing to damage or other cause shall likewise be excluded. The total number of forms including those prepared in manuscript for want of printed forms actually used in the Registrar's Office, and in the offices subordinate thereto shall alone be so treated.

S.O. 1616. Detailed explanations shall be furnished for variations and in cases in which the figures entered in the column "Number required during remainder of supply year" are not proportionate to those in the column "Average annual consumption," figures for the corresponding period of the previous year shall also be given.

Preparation of Indents

S.O.1617. When a bound book in use is likely to last for two years Sub-Registrars shall when indenting for which books furnish information as to the number of pages utilized during the previous two years and the number of pages likely to be available in the volume in use at the commencement of the indent year. In a Registrar's office a reserve stock of a few volumes to meet emergencies in sub-offices may be maintained.

S.O.1618. In indenting for forms newly introduced, details shall invariably be furnished of the basis on which the claim is made.

S.O.1619. (a) The indent shall be accompanied by a detailed list of excess stock of forms on hand available for transfer in order that arrangements may, if desirable, be made for the transfer of such excess stock to other offices.

(b) These lists shall be submitted in duplicate in respect of forms common to more than one department.

S.O. 1620. On receipt of intimation from the Inspector-General of the forms passed for supply on their indents, Registrars and Sub-Registrars of centres of distribution shall exercise a watch to ensure that the forms as passed are received completely and Registrars shall remind and correspond direct with the Superintendent of the Government Press on the subject.

S.O.1621. If a supplemental indent is necessitated by the negligence of an officer he will be liable for the extra cost of transmission.

S.O.1622. A Registrar is responsible personally for indents for stationery, books and forms and at his inspections he shall scrutinize the stock in a sub-office in order to ensure that there is no over-stocking or deficiency and shall also examine the stock books to see whether they are maintained in order.

Stock Books

S.O. 1623. Separate stock books shall be maintained for each of the following:

- (a) Stationery.
- (b) (i) Registration forms and common covers supplied on an annual basis;
(ii) Registration forms supplied on a triennial basis; and
(iii) Registration forms supplied on a quinquennial basis.
- (c) Common forms and Financial, Treasury and Account Code Forms.

S.O. 1624. In Registrar's Office and in sub-offices that are centres of distribution, separate stock books shall be maintained for (a) the Registrar's office or the central office as the case may be, and (b) issues to the several offices in the district or in the circle as the case maybe. The average consumption entered in the stock books falling under item (a) shall be that of the Registrar's Office or central office and not of the district or circle. In the stock books falling under item (b) no figures regarding average consumption need be entered but the quantity passed on the indent for the centre shall be entered and the receipt of this quantity of forms from the press shall be watched.

S.O. 1625. When any book, form or article of stationery is issued from the stock, the issue posted in the stock book shall be initialed by the Joint Sub-Registrar, or the senior Joint Sub-Registrar where there are more than one Joint Sub-Registrar in a Registrar's Office and by the Sub-Registrar in a Sub-Registry office and the forwarding invoice shall, before it is signed, be verified with the corresponding entries in the stock-book.

S.O. 1626. At the beginning of each stock-book shall be entered a certificate (i) in Form T (Appendix-XXXV) for the annual verification of books and forms and (ii) in Form U for the quarterly verification of stationery which shall be signed by the Registrar or Sub-Registrar as the case may be, a note of check being also added and initialed by the officer concerned against the balance under each item entered in the stock book.

S.O.1627. The opportunity of the annual verification of stock shall be utilized for removing any forms which have been superseded and such forms shall be used for packing purposes or as cut slips.

Packing Cases

S.O.1628. (a) The instruction contained in rule 47 of the Stationery Manual as the disposal of packing cases, bottles, baskets, etc., shall be observed.

(b) When any of these articles are returned to the Stationery Office, the Registrar shall pay in advance the charge for returning the same and it will be debited to the head 2030 Stamp and Registration D-Registration, MH-001 Direction and administration, 040-Office Expenses, 044-Other Office Expenses

Old Orders and Corresponding New Orders

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
1	1	68	41	108	97	149	141
2	2	69	42	109	98	151	142
3	3	71	58	110	99	153	153
4	4	72	60	111	100	164	144
5	5	73	61	112	101	156	145
6	5	74	62	113	102	157	146
7	6	75	63	114	103	158	147
8	7	77	64	116	104	159	148
9	8	78	65	116	105	160	149
10	9(b)	79	66	117	106	161	151
	to(i)	80	67	121	107	162	151(e)
11	10	81	68	122	108	163	151(h)
12	12	82	69	123	109	164	152
13	13	83	70	124	111	165	153
14	14	84	71	125	112	166	154
15	15	85	72	126	113	167	155
17	16	86	73	127	114	168	156
18	17	87	73	128	115	169	156(g)
19	18	89	74	129	116	170	156(h)
20	19	90	75	130	117	171	157
21	21(a)	91	76	131	120	172	158
22	21(a)	92	77	133	119	173	169
22	21(b)	93	78	134	121	174	159
25	22	94	82	135	122	175	160
26	23	95	83	136	127	176	161
27	24	96	84	137	128	177	162
28	25	97	85	138	129	178	163
29	27	99	86	139	130	179	164
30	28	100	87	140	131	180	165
31	29	101	89	141	132	181	166
32	30	102	89	143	133	182	167
33	31	103	90	144	134	183	168
34	37	104	91	145	135	184	169
40	38	105	92	146	136	185	170
65	39	106	95	147	137	187	171

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
67	40	107	96	148	138	188	172
189	173	240	1511	284	1561	327	1605
190	174	241	1512	285	1562	328	1606
191	175	242	1513	286	1563	329	1607
192	176	243	1514	287	1564	330	1608
193	177	245	1515	288	1565	331	1609
194	178	246	1517	289	1666	332	1610
195	179	247	L618	290	1567	333	1611
201	185	248	1519	291	1568	334	1612
202	186	249	1520	292	1569	335	1613
203	187	250	1521	293	1570	336	1614
204	188	251	1522	294	1571	337	1615
205	189	252	1523	295	1572	338	1616
208	190	253	1526	296	1673	339	1617
209	191	254	1427	297	1574	340	1618
210	193	255	1528	298	1575	341	1619
211	203	256	1629	299	1676	342	1620
212	204	257	1530	300	1577	343	1621
213	205	258	1531	301	1578	344	1622
214	206	259	1532	302	1579	345	1623
215	207	260	1533	303	1580	346	1624
216	208	261	1534	304	1581	347	1625
217	209	262	1535	305	1582	348	1626
218	210	263	1536	306	1583	349	L627
219	1487	264	1537	307	1584	350	1628
221	1496	265	1539	308	1585	351	194
222	1491	266	1542	309	1586	352	194
223	1492	267	1543	310	1587	353	195
224	1493	268	1644	311	1588	354	196
225	1494	269	1545	312	1589	355	197
226	1495	270	1546	313	1590	356	198
227	1496	271	1547	314	1591	357	199
228	1497	272	1548	315	1592	358	200
229	1498	273	1549	316	1593	359	201
230	1499	274	1550(b)	317	1694	360	211
231	1500	275	1551	318	1595	361	212
232	1601	276	1552	319	1596	362	213
233	1502	277	1553	320	1597	363	214

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
234	1503	278	1554	321	1599	364	215
235	1504	279	1555	322	1600	365	216
236	1505	280	1556	323	1601	366	217
237	1508	281	1557	324	1602	367	218
238	1509	282	1559	325	1603	368	219(a)
239	1510	283	1560	326	1064	369	223
370	224	413	261	456	313	502	392
371	226	414	262	457	314	503	393
372	227	415	263	458	315	504	394
373	228	416	264	459	318	505	395
374	461	417	265	460	319	506	396
375	462	418	266	461	320	508	397
376	469	419	267	462	321	509	398
377-	483	420	268	463	322	510	399
378	487	421	269	466	323	511	400
379	476	422	270	467	324	512	401
380	477	423	271	468	325	513	402
381	478	424	272	469	326	514	403
382	479	425	273	470	327	515	404
383	229	426	274	471	335	517	405
384	230	427	275	472	336	518	407
386	231	428	276	473	337	619	408
386	232	429	277	474	340	520	409
387	233	430	278	475	341	521	410
388	234	431	279	476	342	522	411
389	235	432	280	477	347	523	412
390	238	433	281	478	348	524	413
391	239(a)	434	282	479	362	526	414
392	240	435	283	480	353	526	415
393	241	436	285	482	358	527	416
394	242	437	286	483	359	528	417
395	243	438	287	484	371	529	418
396	244	439	288	485	372	530	419
397	245	440	289	486	373	531	420
398	246	441	290	487	376	532	421
399	247	442	291	488	377	534	422
400	248	443	292	489	378	535	423

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
401	249	444	293	490	379	536	424
402	250	445	294	491	380	537	625
403	251	446	295	492	381	538	426
404	252	447	296	493	382	539	427
405	253	448	297	494	383	640	428
406	254	449	298	495	384	541	659
407	255	450	299	496	385	542	661
408	256	461	306	497	386	543	662
409	257	452	306	498	387	544	663
410	258	453	307	499	388	546	664
411	259	454	311	600	389	646	665
412	260	455	312	501	391	547	666
548	667	591	535	634	617	678	689
549	668	592	536	635	618	679	690
550	669	593	537	636	619	680	691
651	670	594	538	637	620	681	692
552	671	595	539	638	621	682	693
563	672	596	540	639	622	683	694
554	673	597	541	640	623	684	695
555	674	598	542	641	624	685	696
556	675	599	543	642	625	686	697
657	676	600	544	643	626	687	698
558	677	601	545	644	628	688	699
559	678	602	546	645	629	689	700
560	679	603	547	646	632	690	701
561	680	604	548	647	630	691	702
562	681	605	549	648	633	692	703
56S	581	606	550	649	634	693	704
564	580	607	551	650	635	694	705
566	582	608	552	651	636	695	706
566	583	609	553	652	637	696	707
567	584	610	554	653	643	697	708
568	586	611	555	654	644	698	709
569	586	612	563	655	641	699	710
570	588	613	564	656	642	700	712
571	589	614	565	657	645	701	713
572	590	615	566	658	646	702	714

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
573	591	616	577	659	647	703	715
574	592	617	567	660	648	704	716
575	593	618	578	661	649	705	717
576	595	619	579	662	650	706	718
577	596	620	603	663	651	707	719
578	597	621	604	664	652	708	720
579	599	622	605	665	653	709	721
580	600	623	606	666	654	710	722
581	601	624	607	667	655	711	723
582	602	625	608	668	656	712	724
583	527	626	609	679	657	713	725
584	528	627	610	670	658	714	830
685	529	628	611	671	682	715	831
586	530	629	612	672	683	716	832
587	531	630	613	673	685	717	833
588	532	631	614	674	686	718	834
689	533	632	615	675	687	719	835
590	534	633	616	677	688	720	836
721	837	764	880	808	951	853	996
722	838	765	881	809	952	854	997
723	839	766	882	810	953	855	998
724	840	767	883	811	954	856	999
725	841	768	884	812	955	857	1000
726	842	769	885	813	957	858	1001
727	843	770	886	814	958	859	894
728	844	771	887	815	959	860	895
729	845	772	888	816	960	861	896
730	846	773	889	817	961	862	897
731	847	774	890	818	962	863	898
732	848	775	914	819	963	864	899
733	849	776	915	820	964	S65	900
734	850	777	916	821	965	866	901
736	851	779	918	822	966	867	902
736	852	780	919	823	967	868	903
737	853	781	920	824	968	869	904
738	854	782	921	825	969	870	906
739	855	783	922	826	970	871	906

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
740	856	784	923	828	971	873	907
741	857	785	924	829	972	874	908
742	858	786	925	830	973	875	909
743	859	787	927	831	974	876	910
744	860	788	928	832	975	877	911
745	861	789	929	833	976	878	912
746	862	790	930	834	977	879	913
747	863	791	931	835	978	880	914
748	864	792	932	836	979	881	915
749	865	793	933	837	980	882	916
750	866	794	934	838	981	883	917
751	867	795	935	839	982	884	918
752	868	796	936	840	984	885	919
753	869	797	937	841	985	886	920
754	870	798	938	842	986	887	921
755	871	799	939	843	987	888	922
756	872	800	943	844	988	889	923
757	873	601	944	845	989	890	924
758	874	802	945	847	990	891	925
759	875	803	946	848	991	892	926
760	876	804	947	849	992	893	927
761	877	805	948	850	993	894	928
762	878	806	949	851	994	895	929
763	879	807	950	852	995	896	930
897	744	942	1046	985	1159	1029	1202
898	745	943	482	986	1160	1030	1203
899	746	944	1486	987	1161	1031	1204
900	747	945	1486	988	1162	1032	1205
901	748	946	1111	989	1163	1033	1206
902	749	947	1118	990	1164	1034	1207
903	750	948	1119	991	1165	1035	1208
904	751	949	1120	992	1166	1036	1209
905	752	950	1121	993	1167	1037	1210
908	753	951	1122	994	1168	1038	1211
909	754	852	1123	995	1169	1039	1212

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
910	755	953	1124	996	1170	1040	1213
911	756	954	1125	997	1171	1041	1214
912	757	955	1126	998	1172	1042	1215
913	758	956	1127	999	1173	1043	1216
914	759	957	1129	1000	1174	1044	1217
915	760	958	1130	1001	1175	1045	1218
916	1016	959	1131	1002	1176	1046	1219
917	1017	960	1133	1003	1177	1047	1220
918	1018	961	1134	1004	1178	1048	1221
919	1019	962	1135	1005	1179	1049	1222
920	1020	963	1136	1006	1180	1050	1223
921	1021	964	1137	1007	1181	1051	1224
922	1022	965	1138	1008	1182	1052	1225
923	1023	966	1139	1009	1183	1053	1226
924	1028	967	1140	1010	1184	1054	1227
925	1029	968	1141	1011	1185	1055	1228
926	1030	969	1142	1012	1186	1056	1229
927	1031	970	1143	1013	1187	1057	1230
928	1032	971	1144	1014	1188	1069	1231
929	1033	972	1145	1016	1189	1060	1232
930	1034	973	1146	1017	1190	1061	1233
931	1035	974	1147	1018	1191	1062	1234
932	1036	975	1148	1019	1192	1063	1235
933	1037	976	1150	1020	1193	1064	1236
934	1038	977	1151	1021	1194	1065	1237
935	1039	978	1152	1022	1195	1067	1238
936	1040	979	1153	1023	1196	1068	1239
937	1041	980	1154	1024	1197	1069	1240
938	1042	981	1155	1025	1198	1070	1241
939	1043	982	1156	1026	1199	1071	1242
940	1044	983	1157	1027	120©	1072	1243
941	1045	984	1158	1028	1201	1073	1244
1074	1245	1117	1290	1160	1322	1203	1360
1075	1246	1118	1291	1161	1323(a)	1204	1361

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
1076	1249	1119	1292	1162	1323(b)	1205	1362
1077	1250	1120	1293	1163	1323(c)	1206	1363
1078	1251	1121	1294	1164	1324	1207	1364
1079	1252	1122	1295	1165	1325(a)	1208	1365
1080	1253	1123	1296	1166	1325(b)	1209	1366
1081	1254	1124	1297	1167	1326	1210	1367
1082	1255	1125	1298	1168	1327	1211	1368
1083	1256	1126	1299	1169	1328	1212	1369
1084	1257	1127	1004	1170	1328	1213	1047
1085	1258	1128	1005	1171	1328	1214	1048
1086	1259	1129	1006	1172	1328	1215	1049
1087	1260	1130	1007	1173	1330	1216	1050
1088	1261	1131	1008	1174	1331	1217	1051
1089	1262	1132	1009	1175	1332	1218	1052
1090	1263	1133	1010	1176	1333	1219	1053
1091	1264	1134	1011	1177	1334	1220	1054
1092	1265	1135	1012	1178	1335	1221	1055
1093	1266	1136	1013	1179	1336	1222	1056
1094	1267	1137	1014	1180	1337	1223	1057
1095	1268	1138	1015	1181	1338	1224	1058
1096	1269	1139	1300	1182	1339	1225	1060
1097	1270	1140	1301	1183	1340	1226	1061
1098	1271	1141	1302	1184	1341	1228	1062
1099	1272	1142	1303	1185	1342	1229	1063
1100	1273	1143	1304	1186	1343	1230	1064
1101	1274	1144	1305	1187	1344	1231	1065
1102	1275	1145	1306	1188	1345	1232	1066
1103	1276	1146	1307	1189	1346	1233	1067
1104	1277	1147	1308	1190	1347	1234	1068
1105	1278	1148	1309	1191	1348	1235	1069
1106	1279	1149	1310	1192	1349	1236	1070
1107	1280	1150	1311	1193	1350	1237	1071
1108	1281	1151	1312	1194	1351	1238	1072
1109	1282	1152	1313	1195	1352	1239	1074

OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
1110	1283	1153	1314	1196	1353	1240	1075
1111	1284	1154	1315	1197	1354	1241	1077
1112	1285	1155	1317	1198	1355	1242	1078
1113	1286	1156	1318	1199	1356	1243	1079
1114	1287	1157	1319	1200	1357	1244	1080
1115	1288	1158	1320	1201	1358	1245	1081
1116	1289	1159	1321	1202	1359	1246	1082
1247	1083	1275	1109	1301	1397	1327	1438
1250	1084	1276	1110	1302	1399	1328	1439
1251	1085	1277	1370	1303	1400	1329	1440
1252	1086	1278	1371	1304	1401	1330	1442
1253	1087	1279	1376	1306	1402	1331	1443
1254	1088	1280	1374(ii)	1306	1404	1332	1444
1255	1089		1376(ii)	1307	1407	1333	1445
1256	1090	1281	1376(iii)	1308	1408	1334	1446
1257	1091	1282	1376(iv)	1309	1409	1335	1447
1258	1092	1284	1378	1310	1410	1339	1461
1259	1093	1285	1379	1311	1411	1340	1452
1260	1094	1286	1380	1312	1412	1341	1463
1261	1095	1287	1381	1313	1417	1342	1454
1262	1096	1288	1383	1314	1418	1343	1455
1263	1097	1289	1385	1315	1419	1344	1456
1264	1098	1290	1386	1316	1420	1345	1457
1265	1099	1291	1387	1317	1422	1346	1457 (ii)
1266	1100	1292	1388	1318	1423	1347	1457(iii)
1267	1101	1293	1389	1319	1430	1348	1458
1268	1102	1294	1390	1320	1431	1349	1459
1269	1103	1295	1391	1321	1432	1350	1477
1270	1104	1296	1392	1322	1433	1351	1478
1271	1105	1297	1393	1323	1434	1352	1479
1272	1106	1298	1394	1324	1435	1353	1480
1273	1107	1299	1395	1325	1436	1354	1481
1274	1108	1300	1396	1326	1437	1355	1482

NEW STANDING ORDERS

11	50	118	220
20	51	123	221
26	52	124	222
32	53	125	225
33	54	126	236
34	55	139	237
35	56	140	239
36	67	142(d)(e)	242
43	59	150	250(h)
44	79	153(f)	281
45	80	156 (l) to(i)	300
46	81	192	301
47	93	202	302
48	94	212 c,d,e	303
49	110	129(b)	
304		429 to 460	1002
308		461 (e) (g)	1003
309		463	1004(e)
310		464 to 468	1024
316		470 to 475	1025
317		480	1026
327		481	1027
328		484 to 526 except 487	1059
329		556 to 662	1060
330		568	1073
331		569 to 576	1112
338		587	1113
339		594	1114
343		598	1115
344		627	1116

345	631	1117
346	638	1128
349	639	1132
350	640	1149
351	660	1158(e)
354	671 (f)	1172(k)
355	684	1175
356	709	1246
357	714(c)	1247
360	720(g)	1316
361	726	1372
362	761	1373
363	762	1374
364	763 to 829	1375
365	834(b)	1376
366	842(c)	1377
367	892	1378 (d) to (i)
368	893	1382
369	894	1384
370	940	1398
374	941	1399
375	942	1403
390	956	1405
406	983	1406
1413	1448	1524
1414	1449	1525
1415	1450	1638
1416	1460 to 1476	1540
1417	1483	1541
1421	1484	1650
1424 to 1429	1485	1558
1430 (d)	1506	1688 (lv) 8 (v)
1441	1512	1598

DELETED OLD STANDING ORDERS

16	507
23	516
24	533
35	676
36	778
37	827
38	846
39	872
41 to 64	906
66	907
76	1015
88	1058
118	1066
119	1227
120	1248
142	1249
152	1283
155	1336
186	1337
206	1338
207	1346
220	1347
481	