

21 (c); but the registering officer shall certify against the copy in the register book that the map or plan attached to the document is the same as that which was attached to it on its first presentation.

VISITS AND COMMISSIONS.

16. A commission shall ordinarily be issued by a registering officer to some salaried member of his establishment, and the order shall be briefly endorsed on the document in words to this effect—

“A commission is hereby issued under section 33 (or 38) of the Indian Registration Act, 1877, to [name and designation of the officer] for the purpose of inquiring whether this power (or document) has been executed by A. B., son of C. D., of
by whom it purports to have been executed.”

17. If the person to be examined under section 38 be not resident within the district or sub-district of the registering officer, a commission shall be directed to the Registrar of the district in which such person resides, who may re-direct it to the Sub-Registrar, who may, if he cannot personally attend, re-direct it to any officer of his establishment. The travelling allowance will be transferred to the registering officer to whom the commission is addressed, but the commission fee will be credited in the office where the deed was presented.

18. When the commission has been executed, the Commissioner shall return the document to the office from which it was issued, with a report, which shall be endorsed upon the document, in the following terms:—
“Having visited the residence of A. B., son of C. D., at _____, I have this day examined the said A. B., who has been identified to my satisfaction by E. F., son of G. H., &c., residents of _____ and the said A. B., admitted (or denied) the execution of this, power, (or document).

Full signature of executant.

Ditto of witnesses.

Ditto of commissioner.

19. A commissioner may examine witnesses in the same manner as a registering officer; and persons refusing to give testimony to a Commissioner, on being required to do so, shall be subject to the penalties and punishment which they would incur for the same offence if committed in a registration office.

Sections 33
and 38 of the
Registration
Act and sec-
tion 392 of the
Code of Civil
Procedure.

20. It shall be competent to a registering officer to examine the Commissioner personally in his office touching any of the circumstances connected with the discharge of his commission, especially with reference to the voluntary nature of the admission of execution.

21. All applications for visits under sections 31, 33 or 38, or for the issue of commission under sections 33 or 38, shall be accompanied by the amount of fees chargeable, as well as the amount of travelling allowance claimable by the registering officer or Commissioner.

22. A separate commission fee shall be charged upon every signature which requires attestation, but travelling allowance shall only be charged for the actual distance travelled: provided that where two or more persons who execute the same document or documents (*relating to the same transaction*) reside together, only one commission fee shall be charged, so far as those persons are concerned.

23. The distances for which travelling allowance is charged shall be calculated by the Sub-Registrar himself by reference to a map or to the Table of Distances, prepared by the Collector, and the making of this calculation shall on no account be left to a clerk.

POWERS-OF-ATTORNEY.

24. The form of authentication of Power-of-attorney shall be as follows:—

(1)—When the principal executing the power appears at the registration office—

“ Executed in my presence on the day of
18 , by A.B. son of C.D., of , by caste ,
by profession , who is personally known to me
(or whose identity was proved by the testimony of E. F.,
son of G. H., of , and I accordingly authenticate
it under section 33 of Act III of 1877, and record it
as No. for 18 .”

Full signature of principal.

Ditto of witness or witnesses.

Seal and signature of registering officer and date.

(2)—When the principal is exempted from appearance—

“ Having visited and examined at his (or her)
residence the principal A. B., son of C. D., of ,
by caste , by profession , who is personally

known to me (or whose identity was proved by the evidence of E. F., son of G. H., of _____), I am satisfied that this Power-of-attorney has been voluntarily executed by him (or her), and I accordingly authenticate it under section 33 of Act III of 1877, and record it as No. _____ for 18 ____."

Full signature of principal.

Ditto of witnesses.

Seal and signature of registering officer and date.

When the Sub-Registrar himself does not examine the executant, he should make the following endorsement below the report of the Commissioner, as provided for in Rule 18:—

"From the above report, I am satisfied, &c." (as above),

25. All interlineations, blanks, erasures, or alterations in Power-of-attorney, authenticated under section 33 should, at the time of authentication, be detailed, in a foot-note signed by the Sub-Registrar. When there are no interlineations, &c., the fact should be noted in the same way. This foot-note will be copied in every case into the register of Power-of-attorney.

26. General powers-of-attorney are not available under this Act unless they contain or imply an authority to appear in a registration office, and are executed and authenticated in accordance with section 33. Powers already executed may be made available by the execution, in accordance with section 33, of an additional clause empowering an attorney to appear in a registry office.

27. Powers which do not contain or imply an authority to appear in a registration office shall not be authenticated under section 33.

28. Whenever a special power-of-attorney is used in a registration office for the purposes of section 32, an endorsement shall be made upon it in the following form, and it shall be returned forthwith:—

Presented this day.

Date.

(Sd.) A. B.,

[Seal.]

Registrar or Sub-Registrar of

29. For general Powers-of-attorney no such endorsement is required. They shall be returned after inspection to the parties by whom they were presented.

ISSUE OF PROCESS.

30. Summonses under section 75 will be issued direct by the Registrar acting according to the provisions of Chapter VI of the Code of Civil Procedure. The summonses referred to in sections 36 and 37 shall be executed through the revenue authorities, and the peon's fee shall be regulated according to the rules for the service of processes by such authorities. Provided that when a Rural Sub-Registrar's office and a Munsif's Court are located in the same place, the processes shall issue through the Munsif's Court. In such cases the peon's fee shall be regulated by the rules for the service of processes in the civil court.

31. If the summonses be addressed to a person who is alleged to have executed the document, it shall require him to attend in person or by agent: if it be addressed to any person whose evidence is required to prove a fact, it shall require him to attend in person.

32. Every application for summons must be accompanied by the amount of expenses payable to the witness, as well as the amount of peon's fees usually chargeable by the revenue authority or civil court through which the summons is to be issued; and in forwarding for compliance an application for summons, the registering officer shall also forward the witness's expenses and the peon's fee, together with a draft summons in duplicate ready for signature, and purporting to issue from the civil or revenue court to which the application is forwarded for compliance.

33. In case of a person summoned under section 37 neglecting to appear, or if a summons under that section cannot be served, the registering officer may call upon the revenue officer or civil court through whom his summonses are served to take any further action authorized by the law for the time being in force for the purpose of securing the attendance of the person whose evidence is required, and such a requisition must be accompanied by the proper fee. It rests with the registering officer to specify the form of action to be taken.

34. No Rural Sub-Registrar shall issue a requisition under the preceding rule without the previous sanction of the District Registrar.

WILLS, &c.

35. A will shall not be received for deposit otherwise than in the manner laid down in section 42. A will received through the post office shall be returned to the testator *bearing*. Will deposited under section 42.

36. Every entry made in Register Book V, under the provisions of section 43, shall be signed in full and dated by the Registrar.

37. When a sealed cover is withdrawn under section 44, the fact shall be noted in Register Book V, and the entry shall be signed by the person by whom the withdrawal is made as well as by the Registrar.

38. When a sealed cover is opened under section 45, the fact shall be noted in Register Book V, and the entry signed by the Registrar. If a cover is opened under order of a civil court, this shall be mentioned in the entry.

39. When a will is forwarded to any court under section 46, it shall be accompanied by a memorandum of the fee for opening the cover and charges for copying, and it shall be the duty of the court to levy and remit such fee and charges to the Registrar. Wills called for by a civil court under section 46.

40. Sealed covers deposited with a Registrar under section 42 shall be examined monthly, and their condition noted in Statement D of Return A. If there be no sealed cover in custody, the fact must be similarly noted in the statement. Wills to be examined.

PROCEDURE IN REGISTRATION.

41. On the presentation of a document for Registration, the registering officer shall first satisfy himself—

- (1) That it has been presented at the proper office (sections 28, 29, and 30);
- (2) That it bears the proper stamp;
- (3) That it is in the usual language of the district, or is accompanied by a translation and a true copy (section 19).
- (4) That in the case of important interlineations section 20 and Rule 148 have been complied with;
- (5) That (if the document refers to immoveable property) the description is sufficient (section 21);

(6) That it has been presented within the proper time (sections 23, 25, and 26);

(7) That it has been presented by a person authorized to do so (section 32);

When a document is presented under section 24 to a registering officer other than the Registrar, the registering officer shall, after examining it in regard to the above particulars, forward it at once to the Registrar, and if it is returned with an order for registration shall deal with it in the same manner as other documents presented within the time allowed for registration.

Proviso.—Provided that when a document is presented not duly stamped, the Registering Officer shall at once impound it under section 33 of the Indian Stamp Act I of 1879. But before forwarding it to the Collector, the Registering Officer shall record on it the endorsement prescribed by Rule 44, and if possible that under Rule 46. But the document shall not be copied or certified as registered under Rule 55 until it is returned to him with the Collector's certificate that the proper or deficient stamp duty has been paid.

Certificate of
admissibility.

42. If the requirements of the law have been complied with in all the particulars mentioned in the preceding rule, the following certificate shall be entered on the face of the deed :—

"Admissible under Rule 41. Correctly stamped (or exempted from stamp duty) under the Indian Stamp Act, Schedule , No. ."

Levy of fee-
section 80.

43. After entry of the certificate under Rule 42, the registering officer shall receive the fee or any fine payable under section 24, and enter the amount on the document close to such certificate, and at the same time the requisite entry shall be made in the fee-book.

First en-
dorsement.

44. The document shall now be endorsed to the following effect under section 52 :—

"Presented for registration at A.M. (or P.M.) on
the day of 18 , at the "
sub-registry office (or elsewhere), by A.B., son of C.D.
of , by caste
by profession [or attorney for E. F., one of the
claimants under a power (No. for 18) executed
in the presence of the Sub-registrar of]."

Signature of presentant
Signature of Sub-registrar of

45. The amount of the fee paid shall be entered on the receipt given under section 52.

46. The endorsement under section 58 shall be to the following effect:—

“Execution is admitted by A. B., son of C. D., of
by caste , by profes-
sion

“Identified by E. F., son of G. H., of
by caste , by profession
The of

18

(Sd.) E. F.

(Sd.) I. J., *Sub-Registrar of*

When the document has been presented by the executant himself, it will not be necessary to repeat in the second endorsement all the particulars recorded in the first endorsement regarding his father, &c, but the endorsement may be recorded thus—

“Execution is admitted by the above A. B., who is identified by E. F., son of G. H., of
by caste , by profession

When execution is admitted by an agent, the following words shall be added:—

“Agent for K. L., under a power-of-attorney (No. for 18) executed in the presence of the Sub-Registrar of

When the executant or his agent is personally known to the registering officer, the words “personally known to me” should be substituted for the identification clause.

When execution is admitted by the representative of a deceased person, the following words shall be added:—

“Representative for K. L., whose right to appear in such capacity has been proved to my satisfaction.”

When any payment of money or receipt of consideration is acknowledged, the following clause should be added:—

“The receipt of rupees as consideration is admitted by the above A. B.”

47. The endorsement referred to in the preceding rule shall invariably be recorded in the handwriting of the registering officer unless he has been specially authorised by the Inspector-General of Registration to use an endorsement stamp.

48. When a person who cannot write signs his name by means of a mark or by touching the pen, his name shall be recorded at length, and the writer of the name shall also sign his own name in attestation that the mark was affixed or the pen touched in his presence.

49. Whenever a registering officer administers an oath, he shall record the evidence of the witness examined on a separate sheet of paper, and a note of the fact shall be endorsed on the deed itself.

50. When a document is presented which has only been executed by some of the parties to it, the other executants may attend and execute the document and admit their execution without the payment of any further fee, so long as the certificate of registration under section 60 has not been endorsed thereon; but if the registration of the document has been completed, it must be presented afresh for registration and a second fee shall be payable.

Document
to be copied
after admis-
sion.

51. When all the persons executing a document, or their representatives, assigns, or agents, have appeared and admitted its execution, the document shall be copied in the register.

In the event of a document being inadvertently copied in a wrong book, the registration shall stand, but the Registrar may direct that the document, with the endorsements and certificate thereon, shall be copied into its appropriate register without further charge.

52. When two or more copies of the same document are brought for registration at the same time, it shall not be necessary to enter the document more than once in the register, but all the endorsements shall be written upon each copy.

53. All endorsements shall be made in red ink, excepting signatures, which shall be made in black ink.

54. When there is not room on a document for the necessary endorsements, they shall be made on a separate quarter sheet of hand-laid medium paper, which should be supplied by the office, and attached to the document, a note being at the same time made on the document itself and signed by the registering officer. Every piece of paper so added must bear the seal of the registering officer and be signed and dated by him.

Final endorse-
ment.

55. When a document has been copied and compared, the registering officer shall make in his own

handwriting, in the following form, the endorsement required by section 60 :—

“Registered in Book , volume page
 , being No. for 18 ”
 The of 18.
 (Sd.) Sub-Registrar.

IDENTIFICATION.

56. In order to establish the identity of persons appearing before him, the registering officer shall require the best testimony procurable. The testimony of persons known to himself, or of persons in a public position, such as zemindars, court officials, pleaders, &c., is better than that of unknown and obscure persons.

57. Registering officers should be very cautious in accepting the testimony and statements of so-called mukhtars, who are not enrolled as such, when appearing before them for the purpose of identifying persons.

58. It is not sufficient for the registering officer to record the statement of any witness the parties may choose to produce. He must satisfy himself that the witness is really acquainted with the person or persons whom he is produced to identify. The name of the person to be identified must be stated to the identifier, and he should be clearly and specifically asked whether that person is or is not the person that he professes himself to be.

DELAY IN PRESENTATION AND APPEARING.

59. Sections 23, 24, 25, 26 and 34.—Section 25 refers to documents executed out of British India, and is noticed below. With regard to all other documents the law requires (sections 23 and 34, clause 1), that both the presentation for registration and the appearance of the executant shall take place within four months from the date of execution. But in order to avoid hardship in certain cases, it also provides that a further period of four months shall be allowed, subject to a fine: (1) when a document cannot be presented within the first four months owing to urgent necessity or unavoidable accident (section 24); and (2) when after a document has been presented, the executants, owing also to urgent necessity or unavoidable accident, cannot appear, or cannot be made to appear, to admit execution (section 34, Proviso). In cases of urgent

necessity or unavoidable accident, therefore, a delay of four months is allowed for presentation, and a similar delay for appearance; and both periods may be allowed for the same document, if an urgent necessity or an unavoidable accident occurs to prevent both the presentation of the document and the appearance of the executant in due time (sections 24 and 34, Proviso). The two periods are quite distinct, and are given for different purposes and at different stages in the procedure of registration. This distinction is important; and if it is borne in mind, the following instructions will be readily understood.

60. *Sections 23 and 34.*—When a document has been presented under section 23, the executant must appear to admit execution within four months from the date of execution, and, on his failure to do so, the sub-registrar must, immediately after the expiration of the four months, record a formal refusal to register, leaving it to the parties to appeal to the registrar under section 72 within 30 days, if they think proper. Notwithstanding the executant's failure to appear, however, the sub-registrar shall not record an order refusing registration if the person presenting the document has, before the expiration of four months from the date of execution, taken proceedings under section 36 to procure the appearance of the executant, but, in that case, he shall report the matter to the registrar for orders at the end of the four months. Both in this case and in the case of an appeal under section 72, the registrar shall not pass an order directing the sub-registrar to register the document, unless it is shown that the executant had not appeared owing to urgent necessity, or unavoidable accident. In both cases also, if he passes such an order, a fine must be paid under section 34, and the document may be registered at any time within eight months from the date of execution, as the order would be equivalent to the granting of a delay of four months for appearance. If, after this order, the executant does not appear within the eight months, the sub-registrar must record a formal refusal to register immediately after the expiration of that period. No document presented under section 23 can, under any circumstances, be kept pending after eight months, as the presentation having been made within the ordinary time only an additional four months can be granted for the appearance of the executant.

61. *Sections 24 and 34.*—A document presented on payment of a fine, under section 24, is allowed four months in addition to the ordinary period, and the executant must, therefore, appear to admit execution within eight months from the date of execution. Should he fail to do so, the sub-registrar will record a formal refusal to register immediately after the expiration of the eight months, leaving it to the parties to appeal to the registrar under section 72, within 30 days, if they think proper. Notwithstanding the executant's failure to appear, however, the sub-registrar shall not record an order refusing registration, if the person presenting the document has, before the expiration of eight months from the date of execution, taken proceedings under section 36 to procure the appearance of the executant, but in that case, he shall report the matter for the orders of the registrar on the expiration of the eight months. Both in this case and in the case of an appeal under section 72, the registrar shall not pass an order directing the sub-registrar to register the document, unless it is shown that the executant has not appeared owing to urgent necessity or unavoidable accident. In both cases also, if he passes such an order, a fine must be imposed under section 34, in addition to the fine already imposed under section 24, and the document may be registered at any time before the expiration of one year from the date of execution, as the order would be equivalent to the granting of a delay of four months for appearance, in addition to the delay of four months for presentation already granted under section 24. If, after this order, the executant does not appear within the year, the sub-registrar must record an order refusing registration immediately on the expiration of that period. No document presented under section 24 can, under any circumstances, be kept pending beyond one year from the date of execution.

62. *Sections 25 and 34.*—The above instructions regarding documents presented under section 23 apply also to documents presented under section 25, with this exception only that the first period of four months and the extended period of eight months must be reckoned from the date of their arrival in British India, and not from the date of their execution. These documents can, under no circumstances, remain pende-

ing beyond eight months from the date of their arrival in British India.

In the case of a document executed by some of the parties in and by others out of British India, the party presenting the document may proceed at his option under section 23 or section 24 instead of section 25, and if he does so, the provisions of and the above instructions regarding those sections shall apply.

All pending documents must thus be refused registration after eight months from the date of execution, if presented under section 23; after twelve months, if presented under section 24, and after eight months from the date of arrival in India, if presented under section 25.

63. *Section 26.*—This section refers only to the time allowed for presentation. It therefore applies to the first period of four months from the date of execution allowed under section 23, to the second period of four months from the same date, which may be allowed on payment of a fine, under section 24, and to the period of four months after arrival in India allowed under section 25, but not to the additional period of four months which may be allowed for appearance, on payment of a fine, under section 35.

REFUSAL OF REGISTRATION.

Documents
inadmissible
on present-
ation.

64. If the deed has not been presented in the proper office [Rule 41 (1)], it shall be simply returned to the presenting party. In this case, no entry need be made in Book II.

65. If the stamp is incorrect [Rule 41 (2)], the deed shall be impounded and forwarded to the Collector (section 33 of the Indian Stamp Act).

Note.—If the executant of a deed, who is in doubt about the proper stamp, consults a registering officer on the subject before formal presentation, the required information may be given to him without impounding the deed. But any deed formally presented with an insufficient stamp must be impounded.

66. If the provisions of Rule 41 (3) to (7) have not been complied with, or if the presenting party refuses to pay the proper fee, the deed must be returned at once to the presenting party with the endorsement—

“Registration refused,”

an entry being made at the time in Book II.

Note.—Orders under this rule may be deferred at the request of the parties in order to enable them to comply with the requirements of the law. But in such cases an order of refusal shall be passed if the requirements of the law have not been complied with within the time allowed for presentation under sections 23, 24, 25, or 26, as the case may be.

67. A Sub-Registrar is not authorized by law to refuse to register a document because he is directly or indirectly interested in the transaction to which it relates; but he will always recommend the parties to present such a document at some other office. If the document relates to moveable property only, such other office may be the office of any Sub-Registrar under the same Local Government at which all the parties may desire the document to be registered. If the document relates to immovable property, such other office will (unless the parties prefer to resort to the Registrar of Calcutta) be the office of the Registrar of the district. The latter officer will (as provided by the note to Article K of the Table of Fees) register such document without charging the usual extra fee. If the parties, after being recommended as above, insist on the Sub-Registrar registering a document in which he is interested, he must do so. In this case he will report the fact for the information of the Registrar to whom he is subordinate.

68. The circumstances under which a document should at once be refused on presentation are given in Rules 64-66. A document duly presented and accepted for the purpose of inquiry will not be admitted to registration under the following circumstances:—

Refusal of
duly present-
ed documents.

- (1) If the executant denies execution. (Section 35.)
- (2) If the executant fails to appear and admit execution. (Section 35.)
- (3) If the person by whom the document purports to be executed be dead, and his representative or assign deny execution. (Section 35.)
- (4) If the person purporting to have executed the document appear to be a minor, an idiot, or a lunatic. (Section 35.)
- (5) If the registering officer be not satisfied of the identity of the person appearing before him and alleging that he executed the document. (Section 35.)

- (6). If the registering officer be not satisfied as to the truth of the allegation that a person who executed the document is dead. (Section 35.)
- (7) If the admitting agent's power of-attorney has not been made in accordance with the Act, or if an alleged representative or assign has failed to prove his *status*. (Section 35.)

Provided that a document executed by several persons shall not be refused registration merely by reason of one or more of the executants denying execution, or appearing to be minors, idiots or lunatics, or being dead; but shall be registered in respect of any of the other parties who admit execution.

Reasons of refusal to be clearly stated. 69. The reasons of refusal must be recorded by the registering officer with his own hand in Book II, and the particulars should be fully and clearly stated in each case. When one out of several executants declines to comply with the requirements of the law, his name should be given: when the registering officer is doubtful as to the identity of a party admitting execution, the grounds of his suspicion should be stated.

REGISTER BOOKS.

Copyist and comparer to sign their names. 70. The register copy of every document shall be compared with the original by some person other than the copyist, and both the copyist and the comparer shall append their signatures to the copy in the book. The registering officer shall authenticate by his initials all corrections in the copy and all notes which may be necessary under section 20 of the Act. He shall also affix his initials to each page, and shall certify with his full signature each copy to be a true one, and shall date such certificate with his own hand. The copier in his signature shall use the word "copied," and the comparer the word "compared."

71. No erasures shall be made with knife in any register book, but mistakes shall be corrected with the pen, and shall invariably be attested by the registering officer. All interlineations and corrections in the register books shall be made in red ink when the entries are in black ink, and in black ink when the entries are made in red ink.

72. The Register Books shall have two margins. On the left-hand margin shall be copied in red ink the value

of the stamp, certificate of admissibility under Rule 42, and all the endorsements made in the office; in the centre shall be copied the deed itself in black ink, and the right-hand margin shall be left vacant for notes under section 20 and Rule 148. The stamp vendor's endorsement on each document shall be copied in red ink in the registers in the centre of the page below the copy of the document itself.

73. Several volumes of Register Books I and IV may, if necessary, be kept in use simultaneously, when the documents registered are so numerous as to make this course necessary. Register Books II, III, and V shall be continued from year to year until they are full, and in small offices where the number of documents registered is inconsiderable, the same volume of Register Books I and IV may also be used for two or more years.

74. When a book is closed, a certificate to that effect shall be appended at the close of written portion, and a certificate showing the number of the pages written upon shall be entered on the first page. Certificate of closure.

75. When, owing to omission or error in any document which has been registered, a supplementary document rectifying such mistake or omission is presented for registration, a note of such rectification shall be made in the margin of the register in which the original document is registered.

76. When a document occupies more than one sheet of paper, the seal and the signature of the registering officer shall be attached to every sheet at the time that the document is presented for registration.

COPIES, MEMORANDA, AND SALE CERTIFICATES.

77. In addition to the bound volumes of Register Book I, every Sub-Registrar shall keep two file-books, in one of which he will file the memoranda of registered documents which have been forwarded to his office under sections 64, 65, and 66 of the Act, and in the other the copies of the sale certificates received by him from Civil Courts under section 107 of Act XII of 1879. Similarly, Registrars shall keep two separate file books—one for memoranda and one for copies under sections 65, 66, and 67 of the Act. The papers shall be bound into a volume, or volumes, of convenient size at the end of the year. They shall be numbered consecutively, but in a series distinct from that of original registrations in Register Book I.

78. Copies shall be made on paper of the same size and description as that of the bound books. Memoranda shall be drawn up in the prescribed form.

79. Memoranda for sub-districts in another district shall be enclosed to the Registrar of that district, together with the copy required for his own office; but no memorandum need make mention of any property other than that which is situated in the sub-district to which the memorandum is to be sent.

80. When a copy of a document is sent to the Registrar of another district under sections 65-67 of the Act, a memorandum need not be sent to any Sub-Registrar whose office has been amalgamated with that of the Registrar of such district.

81. The date on which copies and memoranda are despatched under the last rule shall be entered in the right-hand margin of the book in which the document has been copied.

Receipts for
copies and
memoranda.

82. When a memorandum or copy under sections 64-67 is transmitted from one office to another, it shall be accompanied by a receipt in the prescribed printed form, which shall at once be signed and returned by the receiving officer. If delay occurs in the return of the receipt, the despatching officer should send a reminder for it. All such receipts, when returned, should be filed separately.

Copies and
translations of
documents in
a foreign lan-
guage.

83. The copies and translations of documents required to be filed under sections 19 and 62 shall be made upon hand-laid medium paper, which may be sold to the public for this purpose at one anna per sheet. They shall be kept in a separate file, a reference being made to this in the right-hand margin of the page on which the translation is copied in the register book. The file shall be bound from time to time, when it contains a sufficient number of copies and translations to form a volume. The endorsements under Rules 42, 44, and 46 and the certificate under section 60 recorded on the original documents returned to the presentant shall be entered on the left-hand margin of the register into which the translation is copied, as provided in Rule 72.

INDEXES.

Index of per-
sons.

84. The personal index, No. 1, shall contain the following headings:—

- (1) Name of persons.
- (2) Addition.

- (3) Interest in the transaction, as purchaser, mortgagee, decree-holder, &c.
- (4) Where registered.
- (5) Serial number.
- (6) Book.
- (7) Volume.
- (8) Page.

85. The local index No. II shall contain the Index of following headings:— places.

- (1) Name of property or of mouzah ; or, in towns, of street.
- (2) Name of pergunnah or thanah.
- (3) Sub-district in which the property is situated.
- (4) Nature of the transaction, as sale of land, decree for possession of house, &c.
- (5) Where registered.
- (6) Serial number.
- (7) Book.
- (8) Volume.
- (9) Page.

86. Index No. III shall contain the following Index to headings:— wills, &c.

- (1) Name of person.
- (2) Addition.
- (3) Interest in will or authority to adopt.
- (4) Where registered.
- (5) Serial number.
- (6) Book.
- (7) Volume.
- (8) Page.

87. Index No. IV shall contain the same headings as Index No. I. Miscellaneous Index.

88. Except in rural offices in the charge of Sub-Registrars unacquainted with English, all indexes shall be kept in English, and shall be prepared in accordance with the following rules.

89. English indexes shall be kept according to the letters of the alphabet, the entry under each letter being arranged according to the vowel of the first syllable if the word begins with a consonant, or according to the second vowel in the word if it begins with a vowel. Arrangement of entries.

90. If documents to be indexed are written or executed in English, the names of the persons and Transliteration.

places shall be spelt in the same way in which they are written in the documents. If the documents are written or executed in a vernacular language, the spelling shall be regulated according to Professor H. H. Wilson's system of transliteration as modified by the Syndicate of the Calcutta University.

91. In the case of Europeans the surname shall be taken as the index word. All native names shall be indexed according to their first letters as they stand in the deed. They will be transliterated in the same form in which they are written in the document. Thus in Bengali the same suffix may be written, either Banurjya or Bandopadhyay, and whichever of these forms is used in the document will be retained and transliterated.

92. When a document is executed on behalf or in favour of Government, the index entry shall be made under G, *Government*, the name of the officer executing the document being entered in the column headed *Addition*; if on behalf or in favour of the Court of Wards, under W. *Wards, Court of*; and in the case of any other Court, under C. The names of companies shall be entered as they stand, the article only being omitted; thus *Land Mortgage Bank of India, Limited*, under L; *Ganges Steam Navigation Company, Limited*, under G.

When a document is executed on behalf of the Administrator-General, the Receiver, the Official Trustee or the Sheriff of Calcutta, the index entry shall be under Administrator-General, &c.

When a document is executed by the representative or guardian of a private individual, the name of the individual as well as that of his representative or guardian shall be indexed.

93. The name of the depositor of a sealed cover shall be entered in Index III in black ink. The name and addition of persons claiming under a will or authority to adopt, which will not be indexed until after the death of the testator or doner, should be entered in red ink.

Two or more names in one document to be entered separately.

94. When there are two or more executants or claimants, their names shall be made separately entered in Index I, III, or IV. Similarly, when two or more properties are conveyed by a single document, they shall be separately entered in Index II. But no

Sub-Registrar need enter in his Index II any property which does not lie in his own sub-district.

95. Copies and memoranda of documents and sale certificates shall be indexed in the same way as original documents, but the entries relating to them shall be made in red ink.

In Index No. I, the names of the decree-holder, auction-purchaser, and judgment-debtor shall be indexed from sale certificates, and the names of the parties from memoranda.

96. In rural offices in the charge of Sub-Registrars unacquainted with English, the indexes shall be kept in the vernacular. The rules given above apply to indexes in the vernacular. In all rural offices one copy of Indexes I, II, III, and IV shall be made for office use in a bound volume, and a duplicate of the entries made each month in Indexes I and II shall be submitted at its close to the Sub-Registrar at sub-divisional head-quarters. In the head-quarters sub-division, or where there are no sub-divisions, the duplicate will be sent direct to the Registrar for record.

97. The Sub-Registrar, on receiving vernacular Indexes I and II from Rural Sub-Registrars shall translate the same and incorporate them in his own indexes, noting the place of registration of each document. English indexes he shall directly incorporate in his own. He shall also at the end of each year, or at such shorter intervals as the Registrar shall direct, prepare on hand-laid medium paper a copy of the incorporated index for all offices in his sub-division, and submit it to the Registrar.

A copy of the entries in his Index III shall be sent to the Registrar by each Sub-Registrar at the end of every calendar year.

98. Where the office of a Registrar has been amalgamated with that of a Sub-Registrar, the duplicate copy of the incorporated indexes of the sub-division shall be sent for safe custody to the office of the Registrar of Calcutta.

FEES AND FEE-BOOK.

99. A printed table of fees in English and in the vernacular of the district shall be suspended in some conspicuous place in every registry office.

Fee-Book.

100. Columns 1 to 7 and 13 in the fee-book should be filled up as soon as any document is presented, except in the case of documents presented at the wrong office and returned immediately under Rule 64; columns 8 and 9 should be filled up as soon as a document is admitted or refused; columns 10 and 11, as soon as registration has been completed; column 12 as soon as the document has been delivered; and column 14, as soon as the required copies and memoranda have been despatched.

101. Fees levied on documents presented for registration (whether registration has been deferred or not) shall not be retained in the personal custody of any registering officer for any time longer than may be absolutely necessary. They shall be dealt with in the same way as other public money, and be paid into the nearest treasury. From district and sub-divisional offices the fees shall be remitted to the treasury daily: from rural offices they shall be sent to the treasury twice monthly or at such shorter intervals as the Registrar shall direct. In all cases remittances to the treasury should be accompanied by the chalan book duly filled up in duplicate. One copy of each chalan will be then kept by the treasury officer and other returned with his signature.

102. The receipts entered in the fee-book need not be entered in detail in the cash-book: their daily totals will be sufficient. But all other receipts, and all payments whatsoever, must be entered in full detail in the cash-book. All cash received must at once be entered either in the fee-book or in the cash-book. No money should under any circumstances be kept out of account. The cash-book should be balanced every day, and signed after careful examination by the registering officer.

RECORDS.

Office of record in each district.

103. Registrar's office shall be a central office of record for each district, and the books and papers of subordinate offices (which are not to be destroyed) shall be transferred to it from time to time.

Old records to be permanently preserved.

104. The following records belonging to the period anterior to the enactment of Act XVI of 1864 shall be henceforward permanently preserved in district registry offices:—

All registers of documents and their indexes.

Duplicate copies of documents required to be filed under Regulation XX of 1812.

Registers of powers-of-attorney.

Original powers required to be filled under Regulation XX of 1812.

Kazis' records.

105. Besides Register Books I, II, III, and IV, ^{Books to be kept in all offices.} and Indexes, I, II, III, and IV, the following records shall be kept in all registry offices :—

A register of powers-of-attorney in the prescribed form.

A register of visits and commissions in the prescribed form.

A fee-book in the prescribed form.

A cash-book in the form prescribed by Accountant-General.

A catalogue in the prescribed form.

A chalan book in the prescribed form.

A file of receipts given under section 52 and returned on delivery of registered documents.

A file of receipts for copies and memoranda under Rule 82.

A file of daily notices exhibited under Rule 153.

106. The following additional books shall be kept ^{Additional books in district offices.} in the offices of all District Registrars :—

Register Book No. V.

A register of letters received.

A register of letters despatched.

107. In January of each year the following records ^{Transfer of books.} for the previous year shall be transferred from sub-registry offices to the district office :—

Completed volumes of Register Book I (including the files of memoranda and sale certificates).

Completed volumes of Register Book IV and Index IV.

Copies and translations filed under section 19.

108. Register Books II and III, Index III, and the register of powers-of-attorney shall be transferred to the district offices as soon as they are filled.

109. In the case of all rural offices, and wherever the sub-registry office is not a masonry building, each volume of the register books shall be forwarded to the district office as soon as it has been filled and indexed, without waiting till the end of the year.

Records to
be preserved
in perpetuity.

110. For the period since Act XVI of 1864 came into force, the following records shall be preserved in perpetuity in all district office :—

All register books and their indexes prescribed by Acts XVI of 1864, XX of 1866, VIII of 1877, as well those of the district registry offices as those received from the sub-registry offices.

Registers of powers-of-attorney.

Catalogues.

Cash-books.

Fee-books.

Reports of the destruction of records and lists of the papers destroyed.

111. The following records shall be preserved in perpetuity in all sub-registry office :—

Register Book III under Act XVI of 1864, and Book V under Act XX of 1866.

The rough indexes under Act XVI of 1864.

Original Indexes I and II under Acts XX of 1866, VIII of 1871, and III of 1877.

Catalogues.

Cash books.

Fee-books.

Section 85.

112. When a registered document is destroyed under section 85, a note to that effect shall be made in the margin opposite the copy in the book in which it is registered.

Records to
be destroyed
after three
years.

113. The following records may be destroyed after the expiration of three full years from the period to which they relate :—

Registers of visits and commissions.

Chalan books.

The receipts referred to in section 52.

Receipts referred to in Rule 82.

All correspondence, whether in English or in the vernacular, which is of an ordinary routine character, and which the Registrar considers may be destroyed.

Monthly returns, petitions, and other records and papers not otherwise specified.

114. No documents, books or papers whatever shall be destroyed at a sub-registry office without the previous sanction of the Inspector-General; and before documents are destroyed an endeavour must always be made to induce the presentants to take them back.

115. The register Books and indexes of the general registry office under Act XVI of 1864 and Act XX of 1866, shall be preserved in the Calcutta registry office.

APPLICATIONS FOR SEARCH OR FOR COPIES.

116. All applications for search or for copies should be made to the registering officer himself. If an application is made in writing, the registering officer should initial it at once, giving the date. If an application is made *viva voce*, the registering officer should write on a slip of paper "Give copy," or some such brief order, adding his initials and date. All such applications and orders should be preserved on a separate file, the date on which a search has been made or copy completed being noted. Applications made through Sub-Registrars for copies from registers deposited in the district office must be in writing, and should be at once transmitted to the Registrar for compliance. No stamp is required on applications or searches or copies.

117. Registrar shall permit search and grant copies of entries in the registers kept up previous to the enactment of Act III of 1877 at the same rate of fees and to the same extent as in the case of registers under that Act.

118. A call for information from any court or revenue authority shall, if it necessitates search in the registers, be accompanied by the necessary fee for search. Officers of Government shall be permitted to inspect the registers without fee; but if the production of a register book in any court is required, it shall be produced by an officer of the registration establishment deputed for that purpose, who will be entitled to claim payment of his expense like any other witness.

On the occasion of the annual enquiries prescribed by Government regarding the securities of ministerial officers, the usual fee must be paid when the search is made by clerks of the registration office, but no fee will be charged if the search is made by a clerk deputed by the officer making the enquiries.

INDENTS.

119. Before the 15th June of each year every Indents for Sub-Registrar shall submit to the Registrar to whom forms.

he is subordinate an indent in the prescribed form for all register books and other registration forms which will be required in his office during the following calendar year.

120. Every Registrar shall submit to the Inspector-General on or before the 1st July of each year an indent in triplicate in the prescribed form for all register books and other registration forms, including the forms prescribed by the Accountant-General, which will be inquired for his own office and for those of the Sub-Registrars subordinate to him during the twelve months from the 1st March to the 28th February following. When it is desired that the supply of register books, &c., should be forwarded to any sub-registry office direct instead of being sent through the office of the Registrar to whom the Sub-Registrar is subordinate, an intimation to that effect should accompany the Registrar's indent, and the indents of such Sub-Registrars should be submitted separately in triplicate with the Registrar's endorsement, instead of being embodied in the Registrar's indent. A supply of new register books required to be opened on the 1st January of each year should be included in this annual indent. The indents will be forwarded by the Inspector-General to the Superintendent of Stationery, after being checked and countersigned, by the 1st September.

121. When delay occurs in supplying register books and other registration forms, reminders should be addressed, not to the Inspector-General of registration, but to the Superintendent of Stationery, the number of this office order being quoted. Reminders are useless without it.

122. Rural Sub-Registrars may be supplied with registration ink and other Stationery from the district office at cost price, which should be ascertained from the Superintendent of Stationery. The hand-laid medium paper required for copies under sections 64, 65 will be supplied to them gratis. They are also supplied with registers, index books, and printed forms free of charge.

123. The cost of sending the registers, &c., from the Stationery Office to the offices of Rural Sub-Registrars which are situated at a distance from Calcutta is borne by Government, and the charge is

met from the provision made in the budget for the Registrar's office contingencies.

124. Before the 1st March in each year all district Registrars should send to the Inspector-General an indent in duplicate in the prescribed form for the Stationery (including registration ink) which will be required for the registry offices in their districts during the next twelve months. Indents from Sub-Registrars should be submitted to the district office at least fifteen days before the 1st March. The Registrar's indent should include all ink and other stationery likely to be required by Rural Sub-Registrars under Rule 122 as above. The indents will be forwarded by the Inspector-General to the Superintendent of Stationery, after check and counter-signature, by the 1st April.

SALARY BILLS.

125. Registrars and Sub-Registrars who are paid fixed salaries will draw their pay in Accountant-General's form No. 187, and the bill may be paid without the countersignature of superior authority.

126. Sub-Registrars who are wholly or partly remunerated by a commission on the number of documents will draw their commission at the end of each month, in Accountant-General's form No. 198, upon such documents only as shall have been completed during the month. Documents presented but still pending at the close of the month or refused registration shall be excluded; but if they are eventually registered, the fees previously credited in respect of them will be brought into the commission account for the month in which they are completed. Commission bills require the Registrar's countersignature before payment.

127. Commission to *ex-officio* Sub-Registrars will be drawn in Accountant-General's form No. 199 at 25 per cent, upon such fees only as shall have been actually paid into the treasury during the period for which the commission is drawn. In calculating commission, the fees levied on documents which are still pending at the close of the period, or which have been refused, shall be excluded; but if the documents are eventually registered, the fees previously credited in respect of them will be brought into the commission account of the period in which they are completed. No commission is payable on fines or on the extra fees for registration by a Registrar, or on the receipts for

the sale of paper. If an officer of Government is appointed *ex-officio* Sub-Registrar during the temporary absence of a Special or a Rural Sub-Registrar, he may draw his commission at the end of each month on the bill countersigned by the Registrar. If the duties on the sub-registry office are ordinarily performed by an officer of Government *ex-officio*, the commission is payable half-yearly, and the bills require the countersignatures of both the Registrar and the Inspector-General of Registration. The commission is not payable at more than Rs. 100 per month, or Rs. 600 for each half-year.

128. When an officer is temporarily placed in charge of the office of a Special or an *ex-officio* Sub-Registrar during his absence on casual leave or on inspection duty in the interior of his district, he is not entitled to draw commission, but the commission for that period shall be retained by the Special or the *ex-officio* Sub-Registrar.

ESTABLISHMENT BILLS.

129. Salary bills for permanent establishments will be drawn in Accountant-General's form No. 188 by the head of the office. They do not require the countersignature of any higher authority.

130. Bills for extra establishments paid by salary may be drawn in the same way as those for fixed establishments in Accountant-General's form No. 201A; the orders sanctioning their entertainment being always quoted in the bill.

131. Whenever special establishments are entertained, whether they are paid by salary or at contract rates, a weekly progress statement must be submitted to the Inspector-General in printed form No. 42.

PERMANENT ADVANCE.

132. A permanent advance, not exceeding Rs. 200, will be allowed for each District Registrar on account of (1) contingencies, (2) service postage, and (3) refund of registration fees; but he need not draw the full advance of Rs. 200 where his ordinary expenses fall much below that amount. The Registrar will apportion the amount drawn according to the requirements of each subordinate office, care being taken that a sum is allowed sufficient to meet charges for refunds only; because in the case of rural offices contingent charges will be defrayed by the Rural Sub-Registrars, and in

other sub-registry offices they should be met from the advance for general purposes received from the Accountant-General. In case of the dismissal or death of Rural Sub-Registrars, the District Registrars will be held responsible for the amount of the advances made by him. At the close of each official year the District Registrar will send an acknowledgment of the entire advance to the Accountant-General, Bengal, in A. G. B. form No. 177, of which a supply should be kept at hand.

133. The advance received by a Sub-Registrar will never be repaid into the treasury, but recouped from time to time, when necessary, by the submission to the Registrar of an abstract bill or bills supported by needful vouchers. On the first office day after the 25th March in each year the officer receiving the advance will forward an acknowledgment of its receipt to the District Registrar. Whenever there is a change of incumbency, the relieving officer shall also address to the Registrar an acknowledgment in the following form:—

“To the Registrar of

“We the undersigned, have the honor to report that we have this day, at o'clock in the forenoon (or afternoon,) respectively made over and received charge of the office of

“Relieved Officer.”

“Relieving Officer.”

“And I, the Relieving Officer, acknowledge to have received Rupees of the permanent advance of Rupees, and that the full amount of such advance is due from and to be accounted for by me.

“Dated the

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“Relieving Officer.”

In the case of transfer of charge by a Registrar, a similar certificate shall be sent to the Accountant-General by the relieving officer.

134. *Contingent charges* are divided into three categories, viz:—

- A.—Special contingencies.
- B.—Countersigned contingencies.
- C.—Contract contingencies.

135. *Special contingencies* are those which cannot be incurred without the sanction of the Inspector-General of Registration, or of Government previously obtained.

This class includes—

- (1) Purchase of books and publications.
- (2) Petty construction.
- (3) Compensation for land taken up for public purposes.
- (4) Other exceptional contingencies of large amount and unusual character.

When any single item of this class involves an expenditure of more than Rs. 100, the sanction of Government must be obtained by the Inspector-General. When the expenditure on a single item is Rs. 100 or less, the sanction of the Inspector-General will be sufficient.

136. *Countersigned contingencies* are those which are under the direct supervision of the Inspector-General, and for which detailed bills are submitted to him for check and countersignature. They are—

- (1) House allowances, and
- (2) Purchase of tents.

137. *Contract Contingencies* are those for which a lump sum is allotted annually to each Registrar, within which he can spend without any further sanction. At the beginning of each year the Inspector-General will distribute the allotment sanctioned by Government amongst the officers subordinate to him, keeping 10 per cent. of the total allotment for distribution towards the end of the year according to the requirements of the different districts. If any disbursing officer can make a saving from the amount allotted to him, he will be able to spend on those items of extraordinary contingencies which would otherwise require to be separately sanctioned and accounted for, provided that the amount is drawn within the year for which the allotment was made.

138. Under contract contingencies are included the following charges :—

- (1) Country stationery.
- (2) Hot and cold weather charges.
- (3) Purchase and repair of furniture.
- (4) Office and ground rent.
- (5) Section writing.*
- (6) Petty repairs.
- (7) Postage and telegram charges.

* Previous sanction of the Inspector General is invariably necessary for the employment of extra writers at section rates.

- (8) Office expenses.
- (9) Miscellaneous.
- (10) Municipal rates and cesses.
- (11) All other items of expenditure not specially included under special or countersigned contingencies.

139. A separate register will be kept for each of the three classes of contingencies, *viz.*, one for special contingencies, one for countersigned contingencies, and one for contract contingencies; the first two in Accountant-General's form No. 181, and the other in form No. 181A. The entries in these registers will be made in accordance with rules 5 to 7, Chapter 5 of the Civil Account Code.

140. For each of these classes of contingencies separate bills must be drawn up (that is to say, the same bill may not contain contingent charges of more than one class), and the bill must be headed "Special Contingencies" or "Countersigned Contingencies," or "Contract Contingencies," as the case may be. Sub-Registrars must not in future draw any of these bills themselves without the countersignature of the Registrar, as the allotment for contract contingencies is for the whole district.

141. The money required for special and countersigned contingencies will be drawn from the treasury upon abstract bills in Accountant-General's form No. 192, and corresponding detailed bills will be drawn up at the end of the month to which all sub-vouchers and in the case of special contingencies all sanctions, will be attached, and upon which the certificates prescribed in Chapter 5, paragraph 14 of the Civil Account Code, will be recorded.

142. In the case of special contingencies this monthly bill will always be sent to the Accountant-General direct. In the case of countersigned contingencies the monthly bill will be sent to the Inspector-General. To expedite the adjustment of these contingent charges, no abstract bill of contingencies will be paid at the treasury after the 15th of any month, unless it is accompanied by a certificate to the effect that the detailed contingent bill for the preceding month has been forwarded with all necessary vouchers to the Inspector-General.

143. Money to meet contract contingent charges will be drawn from the treasury upon bills in Account-

ant-General's form No. 192A. No sub-vouchers are required, and no details need be stated beyond the total figure opposite each of the printed headings. If any charge occurs which the printed headings do not provide for, the general nature of it may be entered, in a similar heading in manuscript. The disbursing officer must be careful to bring forward from the last bill the correct amount of total expenditure to date, otherwise he may overrun his limit without perceiving it.

144. The disbursing officer is responsible for keeping and reproducing, when required, any vouchers of his expenditure under contract contingencies, except those which he is authorized (Chapter 5, paragraph 14 of the Civil Account Code) to destroy.

145. A bill must always be drawn on or immediately before March 31st of each year for all expenditure under contract contingencies up to date. Money drawn from the treasury after that date comes out of the allotment of the next year, and it is contrary to the principle of the scheme that expenditure incurred in the current year should be in any way held over, *after being incurred*, to be paid out of the allowances of the next year. This final bill will produce a total which either exceeds, equals, or falls short of, the total allotment. For any excess the drawing officer is personally responsible, and unless he can procure exemption from the Government, the amount will be recovered from his personal allowances.

146. No charges for printing may be incurred without the special sanction of the Inspector-General. Such printed forms as are necessary will be printed at the Alipore Jail Press under the authority of the Inspector-General.

147. English stationery procurable from the Stationery Office may not be purchased in the local market, but charges for petty articles, such as sealing-inlk, paste, thread, country paper, &c., may be included in the monthly contingent bill.

MISCELLANEOUS.

Interlineations, &c.—section 20. 148. When the executant of any document appears personally he shall be required to attest all interlineations, &c. When he appears by agent, &c., the attestation of such agent, &c. shall be accepted, unless the interlineations, &c., are of an important character. A

registering officer shall also be at liberty, on due cause being shown, to accept the attestation of an agent, &c. even in the case of important interlineations, &c.

149. When a document is presented or admitted more than four months after execution, the Registrar may either register it himself, in which case an extra fee under Article K of the table of fees as well as the penalty under Article O shall be levied, or he may direct its registration (on payment of the penalty under Article O) by any Sub-Registrar in whose office it could have been registered if presented without four months. • In such cases the date on which the application was made to the Registrar shall be regarded as the date of presentation.

Documents presented or admitted after four months —sections 24 and 34.

150. Every Sub-Registrar shall sit daily during certain hours which shall be approved by the Registrar and made known to the public by a notice in some conspicuous place outside the office. The holidays to be observed in registration offices shall be those which are gazetted by the Government under section 25 of the Negotiable Instruments Act, XXVI of 1881, and those specified in the section itself.

Daily sittings; holidays —section 69.

151. Applications for the remission of fines under section 70 may be filed with the registering officer, but no such application shall be received until the fine has been paid. The application shall be forwarded to the Inspector-General with any remarks which the registering officer may wish to make.

Section 70.

152. Registering officers shall take care that their clerks have no dealings with the public, except in their presence. They shall themselves receive documents which are tendered for registration, and when they are registered, shall return them with their own hands.

153. The serial number of the last document completed and ready for return shall be daily exhibited in the prescribed printed form in some conspicuous place outside every office.

154. A catalogue in the prescribed form shall be kept up and permanently prescribed in every registry office. On the occasion of every permanent change in the incumbency, the officer receiving charge should compare his books with the catalogue, and certify therein that he has found them correct.

Catalogue.

155. All official letters and covers sent by post from any sub-registry or district registry office must be prepaid by service labels. These labels will be supplied

to Sub-Registrars (on application) by District Registrars, who will disallow unreasonable and excessive demands. A monthly statement of the distribution of service labels should be submitted by each District Registrar for the information of the Inspector-General. The cost of these labels will be met from the consolidated advance mentioned in Rule 132.

156. Bills, monthly returns, and regular indents should not be accompanied by covering letters. The envelopes containing them should be marked "Return." Letters and urgent indents should be separately sent.

157. A duplicate bill should never be submitted unless the original is lost in transit or otherwise, in which case a certificate should be attached to the effect that the bill has not been cashed at the treasury.

158. Travelling allowances of registering officers and their clerks will be drawn in Accountant-General's forms Nos. 189 and 191, respectively; and in both cases they must invariably be submitted to the Inspector-General for countersignature before payment, whatever may be the amount of the bill.

159. When ministerial officers of the department are deputed to give evidence or to produce records before any Court, application for the payment of their travelling expenses should be made to the Registrar of the district.

160. The security bonds of head-clerks should be examined at the close of each financial year, the result being reported to the Inspector-General.

**Table of Fees under the Indian Registration Act III
of 1877.**

1. ORDINARY FEES.	Fees.
Rs. As. P.	
For registration of a deed of gifts or dower, Sale, Mortgage, Lease, Bond, Bill of Exchange, &c.—	
Where the value does not exceed Rs. 100	0 12 0
" " exceeds Rs. 100,	
" but does not exceed " 250	1 0 0
Where the value exceeds Rs. 250,	
but does not exceed " 500	1 8 0
Where the value exceeds Rs. 500,	
but does not exceed " 1,000	2 0 0
And for every additional Rs. 1,000 or part thereof ...	1 0 0
<i>Note</i> (1)—In the case of leases, one whole year's rent in addition to any fine or premium and in the case of a bond or mortgage, the amount secured is taken as the value or consideration.	
(2) If no consideration is expressed in the deed ...	10 0 0
(3) If a ryot's pottah and kabuliati are presented at the same time, both will be registered for one fee.	
For registration of a separate deed acknowledging receipt or payment of consideration on account of another deed which is also registered.	The same fee as for the original deed if not exceeding Rs. 2, otherwise Rs. 2.
For deposit of a sealed cover containing a will ...	2 0 0
For withdrawal of a sealed cover containing a will ...	
For opening such cover ...	2 0 0
For registration of a will or authority to adopt presented open ...	2 0 0
For registration of a certified copy of a decree or order of Court ...	4 0 0
For registration of an agreement for personal service ...	1 0 0
For registration of any document of a description not mentioned above.	0 8 0
If such document does not occupy more than one page of the register ...	1 0 0
If more than one page ...	2 0 0
For every copy and memorandum of a document required for transmission to another office under sections 64-67.	The same fee as for the original document, provided the fee for a copy shall not exceed Rs. 10, and that for a memorandum Re. 1.

*Table of Fees under the Indian Registration Act III
of 1877—continued.*

I. ORDINARY FEES—(continued).				Fees.		
For Search—				Rs.	As.	P.
For the first year in the books of which search is made	1	0	0
For every other year	0	4	0
				provided the fee for a single search shall not exceed Rs. 5.		
Copying Fees	One anna for every 100 words in the native character, and two annas for every 100 words in the English character.		
II. EXTRA OR ADDITIONAL FEES.						
For registration by any Registrar other than the Registrar of Calcutta under section 30 (a).				An extra fee equal to the ordinary fee or Rs. 5, whichever is less.		
<i>Note.</i> —The additional fee shall not be payable when a document is registered by a Registrar acting as Sub-Registrar, or in consequence of the Sub-Registrar by whom it should be registered being a party to the transaction.						
For registration by the Registrar of Calcutta when no portion of the property is situate within his district	10	0	0
For attendance under section 31 at a private residence	*10	0	0
For attendance or commission under section 33 or 38—						
(a) If the person is physically unable to attend the office or is confined in jail	*5	0	0
(b) Otherwise	*10	0	0
<i>Note.</i> —Provided that where two or more persons who execute the same document reside together, only one commission fee shall be charged so far as those persons are concerned.						
Fines under section 24 or 34						

* Besides travelling allowance at the rate of four annas a mile for all distances exceeding one mile from the Registration Office.

*Table of Fees under the Indian Registration Act III
of 1877—continued.*

II. EXTRA OR ADDITIONAL FEES— continued.	Fees.
	Rs. As. P.
If the delay in the presentation of a document or appearance of executants does not exceed seven days.	Twice the ordinary fee.
Ditto ditto ditto one month	Four times the ordinary fee.
Ditto ditto ditto four months	Ten times the ordinary fee.
<i>Explanation.</i> —The fine is inclusive of the ordinary fee.	
<i>Note.</i> —When two or more copies of a document executed by the same parties are presented for registration at the same time, an ordinary fee shall be payable for each copy. But any extra or additional fee which is payable as above shall be calculated as for one document only, no matter how many copies of that document may be registered	
For attestation of a power of attorney, if special	1 0 0
Ditto ditto if general ...	2 0 0
R. —Besides the ordinary fees payable for registration under this table, there shall be paid, for the registration of every document of such length as to occupy more than two pages of the register, an extra copying fee at the rate of four annas for every page or part thereof in excess of the first two pages. Assuming three hundred words to the page, this fee may be calculated by counting the number of words in the document; or if no such calculation is made by the parties, the registering officer will estimate the number of pages likely to be thus charged for, but the fee shall, in every case, be payable on presentation; and in case of miscalculation, the document shall not be returned until any deficiency in the fee levied is made good.	
<i>Example.</i> —A conveyance is presented for registration containing 1,350 words. If the parties certify to this fact, the registering officer would at once proceed to charge a fee for three pages (1,350—600=750), i.e., 12 annas. If the number	

*Table of Fees under the Indian Registration Act. III
of 1877—continued.*

II. EXTRA ADDITIONAL FEES— continued.	Fees.
<p>of words is not known, the registering officer would perhaps charge for two extra pages, or eight annas only, and the deficiency of four annas would have to be made good before the document could be returned.</p>	
<p>S.—When a document remains unclaimed for more than one month after completion of registration, a fee of four annas shall be charged for every month or part of a month beyond the 1st month after completion of registration.</p>	
<p>T.—When a document remains unclaimed for more than one month after refusal of registration, a fee of 4 annas shall be charged for every month or part of a month beyond the 1st month after refusal of registration. The amount of the fee shall not, however, exceed Rs. 5 in any case.</p>	
<p>NOTE.—The Inspector-General of Registration is empowered to remit the fee in any case when it appears to him that its exaction will be productive of injustice or hardship.</p>	

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