

**OFFICE OF THE DISTRICT REGISTRAR,
JAINTIA HILLS DISTRICT, JOWAI**

RIGHT TO INFORMATION ACT-2005.

MANUAL FOR REGISTRATION BRANCH

Chapter - I

INTRODUCTION:-

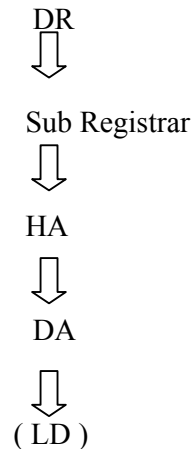
1.1 The Registration Branch is one of the Administrative organizations of the Deputy Commissioner's Office. The formulation of the Branch is mainly of regulatory and statutory in nature. It functions under the control of the district Registrar, Jaintia Hills District.

The Department of Excise Taxation & Registration, Meghalaya has notified the Office of the District Registrar as the Public Authority for Jaintia Hills District.

Chapter II (Manual I)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

2.1. **Organisation** - The Organisation of the O/O The District Registrar is structured as follows :-



The Organisation of the District Registrar's Office is defined by the jurisdiction prescribed by the state Govt. in respect of both the Registrar and Sub-Registrar as provided U/S 5 of the Indian Registration Act 1908. The appointment of DR and SR is by notification to be made by the state Govt. U/S 6 of the aforesaid Act.

Documents for registration are presented directly to the DR or the SR who has to give a receipt for the same.

With respect to administrative works, all correspondences is first received as dak from the receipt section where it arrives at the desk of the H.A. The H A then distributes the correspondence to the concerned D.A. who puts it up in the file and route it to the Sub Registrar. Depending on the subject matter, if required the file is brought up to the level of the Registrar through the Sub Registrar.

There is also a Marriage Officer in the Branch notified by the Government whose jurisdiction extends over the whole District.

- 2.2. **Functions:** The main function of the branch is (1) Registration of documents including wills and authorities to adopt within the prescribed jurisdiction of the Registering Officers.
- (ii) Safe custody of documents.
 - (iii) Issue of Non Encumbrance Certificate
 - (iii) Issue of Certified Copies of documents.
- 2:3 **Duties :** (i) Registering documents presented before the registering authorities such as :
- (a) Instruments of gift or immovable property
 - (b) Non testamentary documents
 - (c) Lease (d) debentures (e) Power of Attorney and any other documents specified under Sec. 17 of the Indian Registration Act, 1908
 - (ii) Maintenance of Register Books and Indexes
 - (iii) Search of Records
 - (iv) Issue of Certified copies of documents
 - (v) Endorsement of Certificate of Registration of a document after execution and Registering.
 - (vi) Copying a document in the Register of documents
 - (vii) Calculation of stamp fees and Registration fees as prescribed under the rules
 - (viii) Processing of Non Encumbrance Certificate

Chapter 3 (Manual 2)

3.1. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES ARE AS PROVIDED IN THE INDIAN REGISTRATION ACT 1908.

3.2. (I) District Registrar :-Powers and Duties of :-

- (i) Registration of all types of documents specified U/S 17 of the Indian Registration Act within his prescribed jurisdiction which extends all over Jaintia Hills District.
- (ii) Conduct Inquiry before Registering a document
- (iii) To maintain Records and documents.
- (iv) To give certified copies of documents entered in the office records.
- (v) Endorse a Certificate on any document, which has been registered under his office.
- (vi) To administer oaths and record of substance of statements.
- (vii) To forward a memorandum of any Registered non testamentary document relating to immovable property to each sub Registrar sub-ordinate to himself within his jurisdiction.
- (viii) To superintend and control sub-Registrars within his jurisdiction.
- (ix) Appellate powers against an order of a sub Registrar within his jurisdiction.
- (x) Receive and deposit fees/Impose fines.

(xi) 3.2. (II) **Sub-Registrars**

- (i) Registration of all types of documents specified U/S 17 of the Indian Registration Act within his prescribed jurisdiction which extends all over Jaintia Hills District.
- (ii) Conduct Inquiry before Registering a document
- (iii) To maintain Records and documents.
- (iv) To give certified copies of documents entered in the office records
- (v) To forward a memorandum of any registered non-Testamentary document relating to immovable property not wholly situate in his own District/Sub District to the concerned Registrar in which District/sub District the property is situate.
- (vi) Endorse a Certificate on any document, which has been registered under his office.
- (vii) Search of Records.
- (viii) Receive and deposit fees

3.2. (III) Dealing Assistants :-

- (a) Search of Records
- (b) Processing the Documents for Registration
- (c) Make entry in Registers and Indexes
- (d) Administrative works.

3.2. (IV) Copyist :-

- (a) Copying of endorsement and certificate of every registered document.

3.2. (V) Marriage Officer :-

- (a) Registration of marriages under the special marriage Act 1954.
- (b) Admit and give notice of intended marriage between partners.
- (c) Conduct Inquiry
- (d) Issue Marriage Certificate
- (e) Maintain Register of Certificates.

Chapter 4 (Manual 3)

4.1. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS:-

Name/Title of Document

1. The Indian Registration Act 1908

It contains the powers, function, duties of the Registrar and S.R and the rules forming the Registration of documents

2. The Indian Stamp (Meghalaya Amendment) Act 1993

The Act contains the rates of stamp duty fixed for different types of document.

3. Rates of Registration Fees.

It contains the rates of fees payable as Registration fee for different types of documents.

4. Special Marriage Act, 1954

Contains power, functions and duties of the marriage Officer empowered to register marriages under the special marriage Act 1954.

Chapter 5 (Manual 4)

N.A

Chapter 6. (Manual 5)

6.1. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Sl. No.	Category of Documents	Name		Held by
1.	Record	Land Rates of the areas within the jurisdiction of the Registrar	By application to the Registrar	Registrar
2.	Record	Register Book of Documents.	-do-	-do-
3.	Record	Register Book of Marriage Certificates	Marriage officer	Marriage officer

Chapter – 7 (Manual 6)

N.A.

Chapter – 8 (Manual 7)

8.1 **Name of the Public Authority** ÷ O/O The District Registrar.

A.P.I.O (Sub- Registrars)

Sl No.	Name	Designation	STD Code	Phone No. Off. Home	Fax-email	Address
1.	Smt. M.N.Nampui, MCS	SDO(C), Khliehriat	03655	233033		Office of the SDO(C) Khliehriat Sub-Division
2.	Smt. V.S.Phawa, MCS	SDO (C), Amlarem	03653	261269		Office of the SDO(C) Amlarem Sub-Division
3.	Smt. P.L. Lawai, MCS	EAC	03652	220814		Office of the DC, Jaintia Hills District, Jowai

P.I.O (District Registrar)

1.	Shri F.R.Kharkongor, IAS	District Registrar	03652	220721 & 220860		Office of the DC, Jaintia Hills District, Jowai
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1.	Shri J.Lyngdoh, IAS	IGR	0364	PBX 2224021 2478		Office of The IGR, Meghalaya Shillong.
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CHAPTER - 9 (Manual 8)

- 9.1 The procedure followed to take a decision for various matters are as per the procedures laid down in the relevant sections of the Indian Registration Act, 1908.

CHAPTER – 10 (Manual 9)

10.1 Directory of Officers and Employees

Sl No.	Name	Designation	STD Code	Phone No. Office.	Ph No. Home	Fax – email	Address
1.	F.R. Kharkongor, IAS (D.R.)	DC	03652	220721 220860			Office of the DC, Jaintia Hills District, Jowai
2.	Smt. M.N.Nampui, MCS	SDO(C), Khliehriat	03655	233033			Office of the SDO (C) Khliehriat Sub-Division
3.	Smt. V.S.Phawa, MCS	SDO (C), Amlarem	03653	261269			Office of the SDO (C) Amlarem Sub-Division
4.	Smt. P.L. Lawai, MCS	EAC	03652	220814			Office of the DC, Jaintia Hills District, Jowai
5.	Smt. W. Pyrboth	LDA	-do-		212365		- do-
6.	Smt. Y. Passah	LDA	-do-		220386		- do-
7.	Smt. A. Kharbhih,	Copyist	-do-		223514		- do-
8.	Smt. R. Phai	Peon	-do-		221666		- do-

CHAPTER 11 (MANUAL 10)

The monthly remuneration received by each of its Officers and Employees

HEADQUARTERS.

Sl No.	Name	Designation	Monthly Remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1.	Shri F.R.Kharkongor, IAS	DR	22,420/-		
2.	Smt. P.L.Lawai, MCS	SR	13,639/-		
3.	Smt. W.Pyrboth,	LDA	6390/-		
4.	Smt. Y.Passah	LDA	5911/-		
5.	Smt. A.Kharbhih	Copyist	4972/-		
6.	Smt. R.Phai,	Peon	4426/-		

CHAPTER – I

Introduction General to the Manual.

(1) The Right to information Act comes into being on 15th June 2005 to provide for setting out the practical means of the right to information for the citizens to access to information relating to the functions of Government Departments.

(2) The objective of this handbook or manual for the P.A is to enable the user or information seeker to have a first hand knowledge/Information regarding the function and role of the office of the Deputy Commissioner's office, the employees involved and their responsibilities and duties in matters concerning with Schemes/Plans/Projects sanctioned by the Central/State Government for the development of various aspects of the developmental works at the State level and at the Block level both for the urban and rural people and for the administration of the office and the district as a whole and with its function as a coordinating agency of the different district heads.

(3) The intended users of the handbook are members of the public, NGO's, Govt.-officials, farmers and others.

(4) Definitions.

(5) The Contact person for information:-

(6) The procedure and fee structure will be on prescribed by the State Govt.

(7) The Govt. in Personal and AR (A) has notified the Deputy Commissioner, Jaintia Hills District as the Public Authority of the District and all branches within the administration set up of the Deputy Commissioner's Office.

(8) Prior to the creation of Meghalaya, Jaintia Hills was part and parcel of the then United Khasi and Jaintia Hills District of the erstwhile composite state of Assam with a status of Civil Sub-Division. It was up-graded into a full fledged District on the 22nd February, 1972. At present it has three Sub-Division, viz. Jowai Sardar Sub-Division, Khliehriat Civil Sub-Division and Amlarem Civil Sub-Division. There are five C.D Blocks viz, Thadlaskein, Laskein, Khliehriat, Amlarem and Saipung Community Development Block.

(9) The Deputy Commissioner is appointed as the Administrative Head for the discharge of function within the District.

(10) The Objectives/Purpose of the Public Authority is for the administration of the whole District.

(11) The functions of the Deputy Commissioner Office is to promote an efficient and effective people friendly administration which places the development of the District alone everything else by means of people's participation in the various development schemes/plans and projects of the Govt.

(12) The duties Deputy Commissioner is to be responsible for maintenance of Law and Order, Revenue and Land Records, Relief and Rehabilitation, Disposal of cases as the District Magistrate, Supply, Housing, Excise, Registration, Treasury, Implementing Machinery of the Govt. Policies/Programmes both regulatory and developmental, agency for execution of Govt. directions, informing Govt. regarding public reaction to Govt. policies, to notify the Government of law & order problems, natural calamities/disaster, etc., conduct of elections.

(13) Organisation: The Administrative set up of the D.C Office consists of various branches which functions under the Superintendence, direction and district of the Deputy Commissioner – Jaintia Hills District. (Each branch is under the charge of an ADC and /or EAC or branch officer.)

Deputy Commissioner

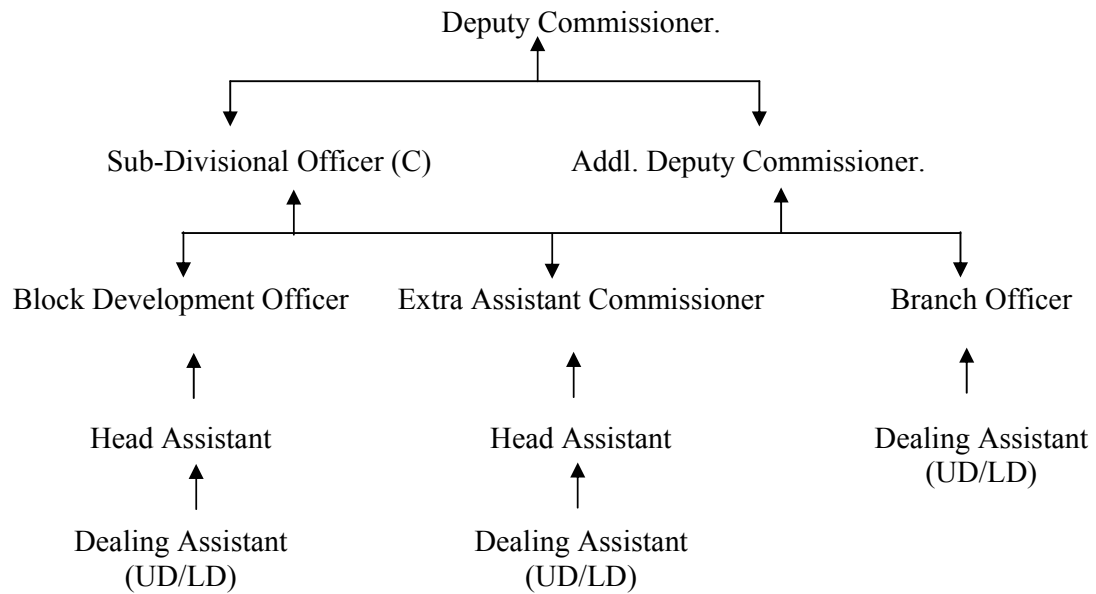
- District Collector

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DRDA	Supply	Excise	Plan- ning	DTO	DC' Estt	T.O	Regis- tration	DSC	B.A.D.O	ADC
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- Confidential
- Establishment
- Judicial/Magistracy
- Nazareth & Protocol
- Arms
- Revenue
- Certificate
- Bakijai
- Election
- Development
- Relief & Rehabilitation
- Census

(14) The Organisational set up to the Deputy Commissioner Office is as follows:-



(15) The address of the Office of the Deputy Commissioner is given below:-

Office of the Deputy Commissioner, Jaintia Hills District, Iawmusiang, Jowai-793150