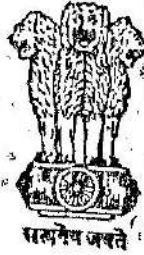


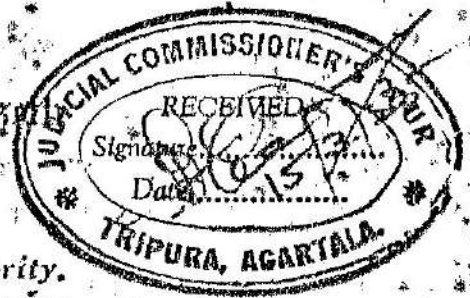
The Tripura Registration Rules, 1954

As Amended upto 2nd Amendment, dated 20th September 2019

Tripura



Gazette



Published by the Authority.
EXTRAORDINARY ISSUE.

Agartala, Friday, March 11, 1955

Part III.—Acts and Rules of the Government of Tripura.

GOVERNMENT OF TRIPURA
OFFICE OF THE CHIEF COMMISSIONER
NOTIFICATION

No. 1838LRIV-3.

Agartala, the 4th November, 1954.

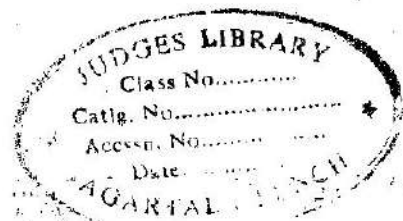
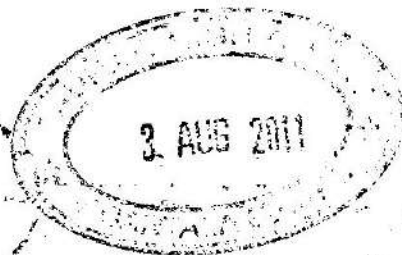
In exercise of the powers conferred by section 69 of the Indian Registration Act, 1908 read with Notification No. 369LR/IV-3, dated the 1st December, 1953 issued by this office the following rules relating to registration work in Tripura are hereby made and approved. These rules shall apply to the whole of Tripura.

V. NANJAPPA
Chief Commissioner, Tripura.

THE TRIPURA REGISTRATION RULES, 1954.
PRELIMINARY.

SHORT TITLE.

1. These rules may be called the Tripura Registration Rules, 1954.
2. DEFINITION:—
 - (i) "The Act" means the Indian Registration Act, 1908 ;
 - (ii) "Appendix" means an Appendix to these rules ;
 - (iii) "Registering Officer" includes both a Registrar and a Sub-Registrar ;
 - (iv) "Registration Office" includes both a Registrar's and Sub-Registrar's Office ;
 - (v) "Rule" means a rule made under the Act and for the time being in force ;
 - (vi) "Section" means a section of the Act.



CHAPTER—I.
MAINTENANCE OF REGISTER BOOKS, PAPERS AND
DOCUMENTS IN REGISTRATION OFFICE, AND
THEIR CUSTODY AND ALSO DESTRUCTION
OF DOCUMENTS.

3. FORMS OF REGISTER BOOKS Nos. 1 To 5.

Register Books Nos. 1, 3 and 4, prescribed by section 51 of the Act, shall be kept in Form No. 1 in Appendix I. Register Book Nos. 2 and 5 prescribed by the same section shall be kept in Forms Nos. 2 and 3 respectively, in Appendix I.

4. REGISTER BOOKS HOW TO BE KEPT.

In the left-hand margin of the Register-books Nos. 1, 3 and 4 there shall be copied in RED INK the value of the stamp on each document registered, the certificate of admissibility in respect thereof referred to in rule 43, and all the endorsements relating thereto made in the office, including the serial number in the Register of thumb impressions (Form No. 4 in Appendix I) of each thumb impression, if any has been taken; in the centre, the document itself shall be copied in BLACK INK, and below the copy of each document itself the stamp-vendor's endorsement shall be copied in RED INK, and the right-hand margin shall be left vacant for notes under sub-section (2), of section 20, which also are to be made in RED INK.

5. SEPARATE VOLUMES FOR REGISTER BOOKS.

(1) Several volumes of Register-books Nos. 1 and 4 may, if necessary, be kept in use simultaneously when the documents registered are so numerous as to make this course necessary.

(2) Register-books Nos. 2, 3 and 5 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 Nos. 1 and 4 may also be used for two or more years.

6. FILE BOOKS TO BE KEPT.

(1) In addition to the bound volume of Register-book No. 1, every Sub-Registrar must keep two file-books as part of Register-book No. 1.

(2) In one of such file-books he must file the memoranda of registered documents which have been forwarded to his office under sections 64, 65, and 66.

(3) In the other file-book he shall file the following documents received by him under section 89 :—

(i) Copies of sale certificates from Civil Courts and from Revenue officers.

(4) Every Registrar shall keep three separate file-books, as parts of Register-book No. 1, one for memoranda, one for copies of documents and copies of maps or plans (if any) received under sections 65, 66 and 67, and one for the copies of sale certificates referred to in sub-rule (3) and received by him.

(5) The papers referred to in sub-rules (2), (3) and (4) shall be bound into volumes of convenient size at the end of the year. The papers shall be numbered consecutively, but in a series different from that used for the registration of original documents in Register-book No. 1. The volumes shall be numbered in one series with the volumes of Register-book No. 1.

7. ADDITIONAL RECORDS TO BE KEPT IN ALL REGISTRATION OFFICES.

Besides the Register-books Nos. 1 to 4 mentioned in rule 3 and the file books prescribed by rule 6, the following books and registers shall be kept in all the registration offices in forms noted against each, namely:—

- (1) Cash Book (Form No. 10 in Appendix I).
- (2) Catalogue of books (Form No. 22 in Appendix I).
- (3) Fee book (Form No. 11 in Appendix I).
- (4) Receipt books under section 52, clause (b), (Form No. 8 in Appendix I).
- (5) Register of Powers of Attorney (Form No. 17 in Appendix I).
- (6) Register of visits and commissions (Form No. 9 in Appendix I).
- (7) Register of application for search and copy (Form No. 18 in Appendix I).
- (8) Register of documents impounded and sent to the collector (Form No. 7 in Appendix I).
- (9) Register of thumb impressions (Form No. 4 in Appendix I).
- (10) Miscellaneous receipt book for fees and travelling allowances under section 31 or sub-section (3) of section 33 or for any fee realised subsequent to registration (Form No. 10 in Appendix I).
- (11) Register of copies and memoranda despatched to other offices (Form No. 28 in Appendix I).
- (12) Stock book of furniture (Form No. 33 in Appendix I).
- (13) Register of documents pending admission to registration (Form No. 24 in Appendix I).
- (14) Register of fines under section 25 and 34 (Form No. 25 in Appendix I).

- (15) Register of process and court-fees (Form No. 27 in Appendix I).
- (16) Register of refusals (Form No. 26 in Appendix I).
- (17) Register of copies, memoranda and sale certificates received from other offices (Form No. 28 in Appendix I).
- (18) Register of letters received.
- (19) Register of letters issued.
- (20) Chalan form (Form No. 34 in Appendix I).

8. ADDITIONAL RECORDS TO BE KEPT IN REGISTRAR'S OFFICE.

In addition to Register-book No. 5 prescribed by section 51, and the books and registers mentioned in rule 7 the following registers shall be kept in the office of Registrar :—

- (1) Register of unclaimed wills received from subordinate offices under rule 104 (Form No. 5 in Appendix I).
- (2) Register of Appeals under section 72 (Form No. 29 in Appendix I).
- (3) Register of application under section 73 (Form No. 30 in Appendix I).

9. CENTRAL OFFICE OF RECORD IN THE DISTRICT.

The Registrar's office shall be a central office of records for the District, and such of the registers of the subordinate offices as are not to be destroyed shall be transferred to it from time to time as directed in Rule 10.

10. TRANSFERRING OF RECORDS TO THE DISTRICT OFFICE.

(i) In January each year, the following records which have been one year's old shall be transferred from the Sub-Registry offices to the Registrar's office as soon a record room is started in that office (till such time these will remain in the custody of the Sub-Registrars), namely :—

(a) Completed volumes of register books Nos. I, II, III & IV and registers of powers-of-Attorney and file books containing the memoranda and copies referred to in rule 6.

(b) Completed volumes of register-book No. 4 and indexes Nos. I, II and IV and loose sheets of Index No. III.

(c) Files of translations and copies filed under section 62 ;

and,

(d) Completed registers of thumb impressions.

11. RECORDS TO BE PERMANENTLY PRESERVED IN REGISTRAR'S OFFICE.

The following records shall be permanently preserved in the Registrar's office, namely :—

- (i). Catalogues ;
- (ii). Register books (except the register of refusals) and their indexes prescribed by, and translations and true copies filed under Indian Registration Act (Act XVI of 1908) ;
- (iii). Register-books of documents and their indexes kept prior to Act XVI of 1908 ;
- (iv). List of records destroyed and reports of destruction of records ;
- (v). File books of copies, memoranda and sale certificates ; and
- (vi). Register of wills transferred to Sadar Office from mofussil Sub-Registry Offices.

12. RECORDS TO BE PERMANENTLY PRESERVED IN OTHER REGISTRATION OFFICES.

The following records shall be permanently preserved in other registration offices, namely :—

- (i). Catalogues ;
- (ii). Lists of records destroyed.

13. RESPONSIBILITY FOR SAFE CUSTODY OF RECORDS.

Every registering officer shall be responsible for the preservation and safe custody of all registration records, including those of previous years, which have accumulated, in, or have been transferred to, his office.

14. RECORD OF DESTRUCTION OF UNCLAIMED DOCUMENTS U/S 85.

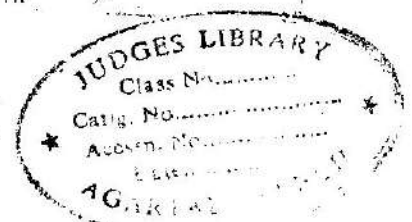
(i) When a registered document, which has remained unclaimed in any registration office for a period exceeding two years, is destroyed under section 85, a note to that effect shall be made in the margin opposite to the copy in the book in which the document is registered, as well as against the entry of the document in the fee-book. The note should invariably be initialled and dated by the registering officer.

(ii) Before any document is destroyed, an endeavour must always be made by the registering officer in whose office the document is kept to induce the presentant thereof to take it back.

CHAPTER II. Authentication of Register Books.

15. CERTIFICATE TO BE GIVEN IN REGISTER BOOKS.

When a Register-book is opened, the pages therein shall be counted and a certificate showing their number shall be entered at the



top of the first page by the Sub-Registrar in the form: "This book containspages consecutively numbered". When a Register-book is closed, a certificate to that effect signed by the registering officer, shall be appended to the last page at the end of the written portion of the book, and a further certificate showing the number of pages written upon, and the number of copies of documents, maps, or plans contained in each, together with the page in which such maps or plans have been pasted, shall be entered at the top of the written portion of the first page of the book.

16. AUTHENTICATION OF COPIES AND NOTES.

(1) The registering officer shall authenticate by his initials all corrections in the copy of every document admitted to registration which, by clause (c) of sub-section (1) of section 52, is required to be made in the Register-book and all notes in such copy which may be made under sub-section (2) of section 20.

(2) He shall also affix his initials to each page or such copy and shall certify with his full signature that each copy is a true copy, and shall date such certificate with his own hand.

(3) All interlineations and corrections in the Register-books shall be made in RED INK when entries are made in black ink, and BLACK INK when entries are made in Red Ink.

MARGINAL NOTE TO BE MADE OF CANCELLATION OF DOCUMENT BY ORDER OF A CIVIL COURT.

(4) When a Court forwards a copy of its decree cancelling a registered instrument under section 39 of the Specific Relief Act, 1877, the registering officer shall note, on the margin of the copy in the book in which it has been registered, the fact of the cancellation of the instrument.

(5) If a registered document is declared by a Court to be a forgery or to have been registered by false personation, a note of the fact shall be made in the copy of the Register-book and also on the document itself, if available.

17. MODE OF MAKING CORRECTIONS.

(1) The practice of wiping out incorrect words and figures in Register-books with finger, or scratching them out with a knife, is prohibited in all registration offices.

(2) Corrections in such books must always be made with a pen; they must not be made by altering one word or figure into another but the pen must be drawn through the erroneous words or figures, and the correct ones must be clearly written near or above those struck

out or opposite to them in the right-hand margin, and such corrections shall be attested on each side by the initials of the registering officer.

(8). All corrections and interlineations in such books must be attested by the registering officer's initials, which must be written, not in the middle of the erroneous words or figures, but in a clear space close by.

CHAPTER III.

LANGUAGES TO BE DEEMED TO BE COMMONLY USED IN THE DISTRICT OF TRIPURA.

18. The following languages shall be deemed for the purposes of section 19, to be those commonly used in Tripura :—

Bengali, English.....whole of the district of Tripura.

CHAPTER IV. TERRITORIAL DIVISIONS, DESCRIPTION OF PROPERTY.

TERRITORIAL DIVISIONS.

19. The territorial divisions to be recognized under sub-section (3) of section 21 shall be :—

- (a) registration districts, sub-districts and thanas or police stations ;
- (b) parganas and mouzas, where they exist ; and
- (c) Collectorate districts, if these are different from registration districts.

DESCRIPTION OF HOUSES AND LAND TO BE GIVEN BY REFERENCE TO GOVERNMENT MAPS OR SURVEYS.

20. In all areas in which, at the time of the acceptance of a document for registration, a cadastral survey has been made and a record of rights has been finally published, under the law in force, houses and lands shall be described, for the purposes of section 21 of the Act, by reference to the detailed maps prepared in the course of that survey (or where more than one cadastral survey has been made of the same area, then by reference to the detailed maps prepared in the course of the most recent survey), and to the survey number of the plots in which the houses or lands are situated ; and such description shall also state the areas of such plots in the notation used in the records of rights and its rental value. The touzi number of the land must invariably be mentioned in all cases, no matter whether the land is cadastrally surveyed or not :

Provided that, where the lands to be described consist of entire mouza or taluk or pargana or other local sub-division, or of specific portions of such area, or of estate or tenure, or specific interests in estate

or tenure, and cannot conveniently be described by survey number or by area in the notation used in the record-of-rights, such description may be dispensed with.

CHAPTER V. :--Procedure prior to acceptance
of documents for registration.

CONDITIONS OF ADMISSIBILITY

21. On the presentation of a document for registration the registering officer shall first satisfy himself :--

(a) that it has been presented at the proper office (sections 28, 29 and 30);

(b) that it bears the proper stamp or is exempted from, or does not require, stamp duty ;

(c) that it is in a language deemed to be commonly used in the district or is accompanied by a true translation into such a language and a true copy (section 19) ;

(d) that in the case of any interlineation, blank, erasure or alteration, the provisions of section 20 and rule 26 have been complied with ;

(e) that if the document is non-testamentary and relates to immovable property, the description is sufficient (Section 21) ;

(f) that if the document is non-testamentary and relates to lands or houses the description of which is governed by a rule made under sub-section (1) of section 22, the lands or houses are described according to that rule ;

(g) that if the document is non-testamentary and contains a map or plan, it is accompanied by the prescribed number of true copies of the map or plan [section 21, sub-section (4)] ;

(h) that if the document is not a will, it has been presented within the proper time (sections 23 to 26); and

(i) that the document has been presented by some person entitled to present it (section 32 or section 40).

PROCEDURE IN OTHER CASES WHEN DOCUMENT IS INADMISSIBLE.

22. (1) If any of the conditions indicated in clauses (e) to (h) of rule 21 have not been complied with, or if the presentant refuses to pay the proper registration fee, the document shall be returned at once to the presentant with the endorsement "registration refused", an entry to the effect being made at the same time in Register Book No. 2 :

Provided that action 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 within the time proscribed by sections 23 to 26 for presentation of documents.

(2) If the date of execution is not stated in a document or it is altered or if a document bears an impossible or a fictitious date anterior to the date of purchase of stamp on which the document or any portion of it is written and the correct date cannot be ascertained, the document shall not be accepted for registration unless the executant enters the correct date within the time limit prescribed by section 23, section 25 or section 26 as the case may be for the presentation of documents.

EXPLANATION—For the purpose of this rule :—

(i) the date of execution of a document is the date on which it is signed by the person executing it and the date which a document bears at its head is not necessarily the date of its execution though it is *prima facie* so ;

(ii) the date on which certificate of sale by a Civil or Revenue Court was signed by the Court shall be deemed to be the date of its execution by the Court ;

(iii) an alteration in the date of execution of a document made ostensibly for the purpose of evading payment of the penalty leviable under section 25 and 34 or for purpose of saving it from time bar shall not be recognised and the document shall be deemed to have been executed on the date originally entered therein.

RECEIVING DOCUMENTS FOR REGISTRATION.

23. Documents presented for registration shall be received one at a time ordinarily in order of presentation, and each shall be examined and endorsed in the same order as far as practicable. No document shall ordinarily be received for registration after the hours fixed for presentation.

REGISTRATION OF DOCUMENT AFFECTING IMMOVABLE PROPERTY SITUATED IN AN AREA TRANSFERRED BEFORE REGISTRATION.

24. A registering officer having jurisdiction to accept a document affecting immovable property for registration at the time of its presentation to him shall complete its registration, not withstanding the fact that the village in which the immovable property affected is situated has been transferred from his jurisdiction subsequent to the presentation of the document but before the completion of its registration ; but a memorandum (Form No. 6 in the Appendix I) shall be sent, without levy of any fee, to the office to the jurisdiction of which the village has been transferred for the purpose of being filed in that office.

When, however, after refusal to register by a registering officer, the village in question is transferred, whilst the document is on appeal before a Registrar or in a suit before a Civil Court, to the jurisdiction of

another Sub-Registrar, the document, if the Registrar or the Court orders that it shall be registered, shall be represented for registration to the registering officer in whose sub-district the village has been transferred.

PROCEDURE IN CASE OF UNAVOIDABLE DELAY.

25. (1) When a document is presented under sub-section (1) of section 25 to a Sub-Registrar, he shall, after examining it with regard to the particulars mentioned in rule 21, record on the document the endorsement under clause (a) of sub-section (1) of section 52 and also the endorsement under section 58, if the executant is present, and forward the application referred to in sub-section (2) of section 25, together with the statement of the presentant examined with regard to the cause of delay, to the Registrar of the District with any remarks which he may wish to make in favour of or against the acceptance of the deed. If the Registrar passes an order that the document may be accepted for registration, the Sub-Registrar shall realise the fine under section 25 and deal with the document in the same manner as a document presented within the time allowed for registration. The usual registration fee shall be realised by the Sub-Registrar.

(2) A receipt, in which the headings prescribed in form No. 8 in Appendix I shall, as far as practicable, be filled up, shall be granted for the document from a separate receipt book maintained under clause (b) of sub-section (1), of section 52.

ATTESTATION OF INTERLINEATIONS, BLANKS,
ERASURES AND ALTERATIONS.

26. (1) When the executant of any document appears personally, he shall be required to attest all interlineations, blanks, erasures and alterations as prescribed by section 20.

(2) When he appears by a representative or agent, the attestation of such representative or agent shall be accepted, if the interlineations, blanks, erasures or alterations are of an unimportant character, or if due cause for such acceptance is shown.

RETURN OF DOCUMENTS PRESENTED AT WRONG OFFICE.

27. (1) When a document is presented to a registering officer whose office is not the proper office for its registration, he shall return it to the presentant with the endorsement "Returned for presentation at the proper office".

(2) When a document is returned under sub-rule (1), no entry shall be made in Register-book No. 2.

IMPOUNDING OF DOCUMENTS-NOT DULY STAMPED.

28. (1) Whenever it appears to a registering officer that a document presented for registration is not duly stamped, he shall not realise the registration-fee but shall impound the document at once under section 33 of the Indian Stamp Act, 1899, and shall enter it without delay in the register for impounded documents (Form No. 7 in Appendix D).

(2) The headings prescribed in Form No. 8 in Appendix I shall as far as practicable, be filled up in the receipt granted to the presentant under clause (B) of sub-section (1) of section 52, out of a separate book of receipts to be maintained for the purpose, and the words "Document impounded" shall be recorded in Red ink on the receipt under the registering officer's signature.

(3) Before forwarding the document to the Collector, the registering officer shall record on it:—

(i) the endorsement "Impounded and forwarded to the Collector under sub-section (2) of section 33 of the Indian Stamp Act, 1899";

(ii) the endorsement required by clause (a) of sub-section (1) of section 52; and

(iii) if the executant is present, the endorsements required by section 58.

PROCEDURE WHEN IMPOUNDED DOCUMENT IS RETURNED BY THE COLLECTOR.

29. (1) When an impounded document is received back from the Collector with his certificate that it is duly stamped or is not chargeable with duty, or that the proper or deficit stamp-duty has been paid, the registering officer shall send a notice to the presentant requesting him:—

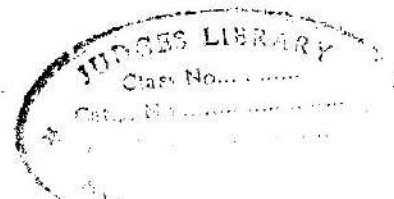
(a) to appear on or before a fixed date with the receipt which was given to him on presentation of the document;

(b) to pay the necessary fees on or before a fixed date; and

(c) to take steps for the registration of the document if the admission of the execution was not recorded before proceeding under rule 28; and on his complying fully with such request, the registration shall be proceeded with.

(2) The said fees may be taken either from the presentant, if he appears, or from the person nominated in writing in that behalf on the receipt, or from the claimant if he voluntarily tenders it, and the requisite entries shall then be made in the fee-book and in the receipt.

(3) When the fees are paid by the claimant, a receipt shall be given to him in form No. 10 in Appendix I.



(4) If the presentant or any of the persons mentioned in sub-rule (2) fails to pay the necessary fees on or before the date fixed, registration may be refused for non-payment of fees, provided that the registering officer is satisfied that the notice referred to has been received by him.

PROCEDURE WHEN STAMP VENDOR'S ENDORSEMENT IS IN A LANGUAGE NOT UNDERSTOOD BY THE REGISTERING OFFICER

30. If the stamp-vendor's endorsement on a document is in a language not understood by the registering officer, and which is not commonly used in the district, the presentant shall be required to file a translation which must be certified to be a true translation and attested by the presentant.

PROCEDURE ON PRESENTATION OF DOCUMENT IN WHICH REGISTERING OFFICER IS PERSONALLY INTERESTED.

31. (1) If any document in which registering officer is personally interested, either directly or indirectly, is presented to him for registration or if he is asked to authenticate a power of attorney granted for the registration of any such document, he shall recommend the parties to present the document or power at some other registration office for the provisions of section 29, section 30, or clause (a) of sub-section (1) of section 33, as the case may be.

(2) If the parties, after being recommended to present such document or power at some other office, insist on the registration of the document or the authentication of the power of attorney by the said registering officer, he shall register the document, or authenticate the power, as the case may be, and, if he is not himself a Registrar, shall report the facts to the Registrar to whom he is subordinate.

PROCEDURE REGARDING ACCEPTANCE OF DOCUMENT RELATING TO PROPERTY PARTLY IN INDIA AND PARTLY OUT OF IT.

32. A document relating to property partly situate in India and partly out of it may be accepted for registration by the Sub-Registrar within whose sub-district some portion of the property lies, but in such a case the certificate of registration shall show that the registration has been effected only as regards that portion of the property which lies within India.

CHAPTER VI—VISITS AND COMMISSIONS.

PAYMENTS TO ACCOMPANY APPLICATIONS FOR VISITS OR COMMISSIONS.

33. All applications for visits under the proviso to section 31, sub-section (3) of section 33, or sub-section (2) of section 38, or for the issue of commissions under sub-section (3) of section 33, or sub-section (2)

of section 33, must be accompanied by the amount of the fee or fees chargeable as well as the amount of travelling allowance claimable by the registering officer or Commissioner, and shall be entered in the register (Form No. 9 in Appendix I) prescribed by rule 7. No visit shall be paid or commission issued until the said fee or fees and travelling allowance have been paid by the applicant.

RECEIPT FOR PAYMENTS FOR VISIT U/S. 31 OR SECTION 33.

34. When the amounts referred to in rule 33 are paid in respect of a visit under the proviso to section 31, or sub-section (3) of section 33, the registering officer shall grant a receipt therefor in Form No. 10 Appendix I.

FORM AND ENDORSEMENT OF COMMISSION.

35. Every commission shall be in Form No. 5 in Appendix II, and shall be endorsed on the document in respect of which it is issued.

COMMISSION TO WHOM TO BE ISSUED.

36. (1) A registering officer shall ordinarily issue his commission to some salaried member of his establishment:

Provided that if the person to be examined resides in another sub-district, whether within the same district or in another district, the commission shall be issued to the Sub-Registrar concerned. On receipt of the commission, the Sub-Registrar may, if he can not attend personally direct a salaried member of his establishment to execute the commission.

(2) When a registering officer sends a commission to another officer under the proviso to sub-rule (1) of rule 36, he shall, at the same time transfer the travelling allowance (if any) paid in respect of the commission but shall credit the commission fee in his own accounts. The cost of remitting the travelling allowance should be borne by the applicant.

EXAMINATION OF COMMISSIONER BY REGISTERING OFFICER.

37. A registering officer may examine a commissioner personally in the office of the registering officer, touching any of the circumstances connected with the discharge of his commission, and, in particular, with reference to the voluntary nature of the admission of execution of a document.

PROCEDURE AFTER EXECUTION OF COMMISSION.

38. (1) When any commission has been executed, the commissioner shall return the document to which it relates to the office from which the commission was issued, with a report in Form No. 6 in Appendix II, endorsed on the said document.

(2) The registering officer, on receipt of the report, shall make an endorsement below such report in Form No. 7 in Appendix II.

CHAPTER VII.

FINES TO BE IMPOSED UNDER SECTIONS 25 (1) AND 34 (1).

SCALE OF FINES.

39. (1) Fines under sub-section (1) of section 25 and the provision to sub-section (1) 34 shall be imposed according to the following scale :—

PERIOD OF DELAY.	AMOUNT OF FINE.
(a) When the delay does not exceed seven days.	A fine equal to twice the amount of the proper Registration fee.
(b) When the delay exceeds seven days, but does not exceed one month.	A fine equal to four times the amount of the proper registration fee.
(c) When the delay exceeds one month but does not exceed two months.	A fine equal to six times the amount of the proper registration fee.
(d) When the delay exceeds two months, but does not exceed three months.	A fine equal to eight times the amount of the proper registration fee.
(e) When the delay exceeds three months, but does not exceed four months.	A fine equal to ten times the amount of the proper registration fee.

(2) The said fines shall be levied in addition to the proper registration fees. The fines, when realised, shall be noted on the document with the number and date of the order of the Registrar directing the acceptance or registration of the document.

CALCULATION OF FINE FOR DELAY IN APPEARANCE ON SECOND AND SUBSEQUENT OCCASIONS.

40. The fine for delay in appearance leviable under the proviso to sub-section (1) of section 34, on the second, third and subsequent occasions in respect of one and the same document shall be the difference, if any, between the total amount leviable up to the second, third and subsequent occasions and the fine or fines previously levied.

CALCULATION OF FINES WHEN TWO OR MORE COPIES ARE PRESENTED.

41. When two or more copies of document, executed by the same parties, are presented for registration at the same time, the fines imposed under sub-section (1) of section 25, or under the proviso to sub-section (1)

of section 34, shall be calculated as for one document only, irrespective of the number of copies of the document which may be registered.

REMISSION OF FINES.

42. (1) Applications for the remission of such fines under section 70 may be filed with the registering officer, but no such application shall be accepted until the fine has been paid.

(2) When any such application has been accepted, it shall be forwarded to the Inspector-General of Registration with any remarks which the registering officer may wish to make.

CHAPTER VIII.

PROCEDURE ON ACCEPTANCE OF DOCUMENTS FOR REGISTRATION.

ENDORSEMENT OF CERTIFICATE OF ADMISSIBILITY.

43. If the requirements of the law have been complied with in respect of all the particulars indicated in rule 21, a certificate of admissibility in Form No. 1 in Appendix II shall be endorsed on the face of the document, and shall be signed and dated by the registering officer.

DOCUMENTS ON MORE THAN ONE SHEET OF PAPER.

44. When a document occupies more than one sheet of paper, the seal and the initials of the registering officer and the date shall be attached to every sheet at the time of presentation.

RECEIPT OF FEE AND FINE.

45. (1) After endorsing on a document the certificate of admissibility referred to in rule 43, the registering officer shall receive the registration fee and the fine (if any), payable under sub-section (1) of section 25, and shall enter the respective amounts thereof on the document closed to the said certificate, and at the same time the requisite entry shall be made in the fee-book.

(2) The amounts of the fee and the fine (if any), paid shall be respectively endorsed on the receipt given under clause (b) of sub-section (1) of section 52, in Form No. 8 in Appendix I.

ENDORSEMENT HOW TO BE MADE.

46. (1) The endorsements required by sections 52 and 58 shall be written in Form No. 2 or Form No. 3 in Appendix II, as the case may be.

(2) All endorsements, whether made under section 52 or section 58 or otherwise, shall be made in **red ink** except that signatures thereto shall be made in **black ink**.

(3) Rubber stamp for the formal parts of the endorsements may be used in all registration offices unless otherwise ordered by the Inspector-General of Registration in special cases.

RETURN OF DOCUMENT UNREGISTERED.

(4) A registering officer may, before the order of registration is passed at the request in writing of the party presenting the document for registration, allow him to withdraw the same with the endorsement "returned unregistered at the request of 'A, B' who presented it".

IDENTIFICATION OF EXECUTANT.

47. (1) When the registering officer is not personally acquainted with the executants of a document presented for registration, he shall require them to furnish the best testimony obtainable to establish their identity, such as that of person known to the registering officer or that persons of apparent respectability.

(2) The registering officer shall satisfy himself that the identifier is really acquainted with the person or persons whom he proposes to identify; and the identifier shall be asked to state the name of the person to be identified and also whether such person is really the person who he professes to be.

SIGNATURE OF ILLITERATE PERSON.

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.

THUMB IMPRESSION.

49. (1) When the executant of a document :—

(i) is unable to write, or

(ii) is not personally known to the registering officer, he

shall, in addition to signing his name (in the manner indicated in rule 48 if he is unable to write), imprint the mark of his left thumb on the document to be registered and also in the book of thumb impressions to be kept in Form No. 4 in Appendix I :

Provided that, if the left thumb of the executant be defective or injured, the right thumb or any other digit may be used, but in that case or in the case of an executant suffering from small-pox, leprosy or other contagious disease, a note of the fact must be made in the space reserved for impression, in the book and also on the document, mentioning the particular digit used, and explaining why, in the case of contagious disease, no impression could be taken.

(2) The said mark shall be made by a slightly rolled impression of the executant's left thumb (or other digit, as the case may be), taken in printer's ink off a flat piece of tin properly prepared for the purpose.

(3) Each impression in the register of thumb impressions shall be initialled by the registering officer as well as by the officer taking the impression or, in case of Purdanashin ladies, by their identifiers.

(4) When several documents executed by the same person are admitted to registration, a separate thumb impression need not be taken in respect of each document.

(5) Notwithstanding anything hereinbefore contained, a registering officer may, in his discretion, dispense with the taking of impressions in the case of persons of position regarding whose identity there can be no doubt or room for suspicion, even if the executant is not personally known to him.

(6) The provisions of this rule shall apply mutatis mutandis in the case of illiterate identifiers of executants.

FURTHER PROVISION IN REGARD TO THUMB IMPRESSIONS.

50. Thumb impressions of executants or their identifiers shall be taken in the presence of the registering officer. They shall be taken in the printed form of book prescribed for this purpose by sub-rule (1) of rule 49 and on one side of the paper only. The serial number of the thumb impression taken in the book shall be quoted against the impressions on the back of the book. A separate book for thumb impressions shall be kept for cases of visits or commission.

DENIAL OF EXECUTION BY SOME OF THE EXECUTANTS.

51. Where some of the representatives of a deceased executant deny execution while others admit it, registration of the document shall be altogether refused, subject to the provisions of section 73.

PROCEDURE ON FAILURE OF THE EXECUTANT TO APPEAR WITHIN FOUR MONTHS FROM EXECUTION.

52: (1) When a document has been presented to a Sub-Registrar for registration within the period prescribed by section 23, namely, four months from the date of its execution, and the executant fails to appear to admit execution within the period, the Sub-Registrar must, immediately after the expiration of the said period, 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 :

Provided that the Sub-Registrar shall not record such an order if the person presenting the document or claiming under it has, before the expiration of the said period, initiated proceedings under section 36 to procure the appearance of the executant, or under section 38 for his examination; but in that case the Sub-Registrar shall report the matter to the Registrar for orders at the end of the said period.

(2) In the case of an appeal under section 72, mentioned in sub-rule (1) the Registrar shall not pass an order directing the Sub-Registrar to register the document, unless it is shown, on the appearance of the executant before the Registrar, that his nonappearance before the Sub-Registrar, within the period prescribed by section 23, was due to urgent necessity or unavoidable accident. If the Registrar passes such an order, a fine shall be imposed as provided in the proviso to sub-section (1) of section 34.

(3) In the case referred to in the proviso to sub-rule (1) :—

(a) the Registrar shall, on receipt of the Sub-Registrar's report, direct the document to be kept pending the disposal of the proceedings initiated under section 36 or section 38 but not for a period exceeding eight months from the date of execution. If the executant refuses or neglects to appear on the legal service of the summons or when the registering officer or the Commissioner visits the executant's residence, the Sub-Registrar shall refuse, under section 35, to register the document ;

(b) if the executant appears on the service of the summons and admits execution, his admission shall be recorded and he shall be called upon to submit an application to the Registrar for a direction under the proviso to sub-section (1) of section 34, explaining the cause of the delay in his appearance. When such an application is received, the Sub-Registrar shall forward it to the Registrar with any remarks he may wish to make and await orders;

(c) the Registrar shall consider the cause shown for the delay in appearance of the executant and may pass an order directing the Sub-Registrar to register the document on payment of a fine as prescribed by the proviso to sub-section (1) of section 34 ;

(d) if the Registrar is unable to accept the cause shown for the delay he shall direct the Sub-Registrar to refuse to register the document ;

(e) if the executant refuses or is unable to show cause for the delay, the Sub-Registrar shall also report the case to the Registrar for orders ;

(f) in the cases mentioned in clause (e) the Registrar shall direct the Sub-Registrar to refuse to register the document ;

(g) the Sub-Registrar, on receipt of the Registrar's order under clauses (d) and (f), shall record an order of refusal under section 34 for non-appearance of the executant within the period of four months from the date of execution.

(4) The provisions of sub-rule (1) of rule 52 shall apply mutatis mutandis in the case of documents presented before a Registrar. In such cases there shall be no appeal to the Registrar from an order passed by himself.

PROCEDURE ON FAILURE OF THE EXECUTANT TO APPEAR AFTER PAYMENT
OF A FINE UNDER SECTION 25 WITHIN EIGHT MONTHS OF EXECUTION

53. (1) If the time for accepting a document for registration has been extended under section 25, and the executant fails to appear to admit execution within the period of eight months from the date of its execution, the Sub-Registrar must immediately after the expiration of the said period, record a formal refusal to register, leaving it to the parties to appeal to the Registrar under section 72 within thirty days, if they think proper :

Provided that the Sub-Registrar shall not record such an order if the person presenting or claiming under the document has, before the expiration of the said period, initiated proceedings under section 36 to procure the appearance of the executant, or under section 38 for his examination ; but in that case the Sub-Registrar shall report the matter for the orders of the Registrar on the expiration of the said period.

(2) In the case of an appeal under section 72, mentioned in sub-rule (1) the Registrar shall not pass an order directing the Sub-Registrar to register the document, unless it is shown, on the appearance of the executant before the Registrar, that his non-appearance before the Sub-Registrar within the period extended under section 25 was due to urgent necessity or unavoidable accident. If the Registrar passes such an order, a fine shall be imposed as provided in the proviso to sub-section (1) of section 34, in addition to the fine already imposed under sub-section (1) of section 25.

(3) In the case referred to in the proviso to sub-rule (1) :—

(a) the Registrar shall, on receipt of the Sub-Registrar's report direct the document to be kept pending the disposal of the proceedings initiated under section 36 or section 38, but not for a period exceeding twelve months from the date of execution. If the executant refuses and neglects to appear on the legal service of the summons, or when the registering officer or the commissioner visits the executant's residence the Sub-Registrar shall, under section 35, refuse to register the document ;

(b) if the executant appears on the service of the summons and admits execution, his admission shall be recorded and he shall be called upon to submit an application to the Registrar for a direction under the proviso to sub-section (1) of section 34, explaining the cause of the delay in his appearance. When such an application is received, the Sub-Registrar shall forward it to the Registrar with any remarks he may wish to make and await orders ;

(c) the Registrar, after considering the cause shown for the delay in the appearance of the executant, may pass an order directing the Sub-Registrar to register the document on payment of a fine as prescribed by the proviso to sub-section (1) of section 34, in addition to the fine already imposed under sub-section (1) of section 25 ;

(d) if the Registrar is unable to accept the cause shown for the delay he shall direct the Sub-Registrar to refuse to register the document ;

(e) if the executant refuses or is unable to show cause for the delay, the Sub-Registrar shall also report the case to the Registrar for orders ;

(f) in the cases mentioned in clause (e) the Registrar shall direct the Sub-Registrar to refuse to register the document ;

(g) the Sub-Registrar, on receipt of the Registrar's order under clauses (d) and (f), shall record an order of refusal under section 34 for non-appearance of the executant within the period of eight months from the date of execution.

(4) The provisions of sub-rule (1) shall apply mutatis mutandis in the case of documents presented before a Registrar. In such cases there shall be no appeal to the Registrar from an order passed by himself.

WILFUL REFUSAL OR NEGLIGENCE TO ATTEND AND ADMIT EXECUTION.

54. A registering officer shall record his order of refusal to register a document under section 35 as soon as he is satisfied that the summons has been served according to law and the executant has refused or neglected to appear on the appointed date.

REGISTRATION OF DOCUMENT EXECUTED BY SEVERAL PERSONS.

55. In the case of a document executed by several persons, who all appear before the registering officer, if any of the executants deny execution, the deed shall be refused registration in respect of him and registered in respect of those who admit. If some of the executants appear and admit execution and others do not appear, the document shall be registered in respect of those who admit, and registration shall be refused as regards others.

APPLICATION OF RULE 52 TO DOCUMENT EXECUTED OUT OF INDIA.

56. (i) The procedure prescribed by rule 52 shall apply also in the case of documents referred to in section 26, with this exception only, that the period of four months referred to in that rule and any extended period allowed under the proviso to sub-section (1) of section 34, must be reckoned from the date of the arrival of such documents in India and not from date of their execution.

(ii) Such documents shall not, under any circumstances, be admitted to registration more than eight months from the date of their arrival in India.

PROCEDURE REGARDING DOCUMENTS EXECUTED PARTLY IN INDIA AND PARTLY OUT OF IT.

57. In the case of a document executed by some of the parties in, and by others out of India, the party presenting the document may proceed at his option under section 23 or section 25 instead of under section 26, and if he does so, the provisions of those sections shall apply.

REGISTRATION OF A DOCUMENT MORE THAN FOUR MONTHS AFTER ITS EXECUTION.

58. (1) When a document is presented for registration or the execution thereof is admitted more than four months after the execution, and the Registrar decides that the document should be admitted to registration, he may either—

(a) register the document himself, in which case the extra fee prescribed in Article "B" of the Table of Fees prepared under section 78, as well as the penalty imposed under section 25 or the proviso to sub-section (1) of section 34, as the case may be, shall be levied; or

(b) direct the registration of the document, on payment of the said penalty, by any Sub-Registrar in whose office it could have been registered if presented within the said period of four months.

(2) In such cases the date on which application was made to the Registrar for his decision shall be regarded as the date of presentation.

RECORD OF REASONS FOR REFUSAL TO REGISTER.

59. (1) When a registering officer records, under section 71 or section 76, his reasons for refusing to register a document, the record must be made in Registrar-book No. 2 (Form No. 2 in Appendix I) with his own hand, the reasons being fully and clearly stated.

(2) If the reasons include the fact that one out of several executants declines to comply with the requirements of the law, his name must be given; if the registering officer is doubtful as to the identity of a party admitting execution, the grounds of his doubt must be stated.

CHAPTER—IX

ADMINISTRATION AND RECORD OF OATHS.

OATH WHEN TO BE ADMINISTERED.

60. The discretion reposed in the registering officer by section 68 to administer an oath shall not be exercised unless he doubts the truth of any verbal statement made to him.

FORM OF OATH OR AFFIRMATION.

61. An oath or affirmation administered by registering officer under the provisions of section 68 shall be administered according to the form of oath or affirmation prescribed by the Judicial Commissioner's Court, Tripura for witnesses under section 7 of the Indian Oaths Act, 1873 (X of 1873), and reproduced in Appendix III.

OATHS TO BE RECORDED SEPARATELY.

62. Statements made on oath shall not be recorded on the document to which they relate, but shall be recorded by the registering officer in his own hand in separate sheets bound together in a packet file, and a note to the effect that the statements have been so recorded shall be endorsed on the document itself.

CHAPTER X.

PROCEDURE ON THE ADMISSION OF A DOCUMENT TO REGISTRATION.

DOCUMENT TO BE COPIED AFTER ADMISSION OF EXECUTION.

63. When all the persons executing a document, or their representatives, assignees or agents, have appeared and admitted its execution, the documents shall be copied into the appropriate book.

PROCEDURE ON REGISTRATION OF DOCUMENTS PRESENTED IN DUPLICATE, TRIPPLICATE, ETC. COPIES.

64. When two or more copies of the same document are admitted to registration at the same time, each copy shall be separately numbered in the fee and the Register-books. All endorsements shall be written upon each copy, but it shall not be necessary to copy the documents more than once in the Register-book. So far as the duplicate, triplicate or other copies are concerned, only the endorsements (including the stamp-vendor's endorsement) and the "kaifiat", if any, on them shall be copied. A note shall, at the same time, be made in the central portion reserved for the copy of a document in the book showing the number, volume and page of the register in which the original has been copied.

COPIES OF MAPS OR PLANS REFER TO SECTION 21 SUB-SECTION (4).

65. The copies of maps or plans which are required by sub-section (4) of section 21 to accompany documents must be attested as true copies by the signatures of the persons executing such documents, or by the signature of their agents. The original maps or plans contained in the documents must, on acceptance of the documents, be signed, dated and sealed by the registering officer.

COPIES OF MAPS OR PLANS CONTAINED IN A DOCUMENT
BROUGHT FOR RE-REGISTRATION.

66. When a document containing a map or plan is presented for re-registration under section 24, the parties need not deposit fresh copies of the map or plan under sub-section (4) of section 21; but the registering officer shall certify, on re-registration, against the copy of the document made in the Register-book that the map or plan attached to it, is the same as the copy of the map or plan which was filed with the document on its first presentation.

PROCEDURE OF RE-REGISTRATION OF DOCUMENTS.

67. A document tendered for re-registration shall be treated in all respects as if it were a new document. It shall be recopied in its altered form and full fees shall be levied. If there be insufficient room on the back of the document for the new sets of endorsements required, they shall be written or continued on a separate piece of paper as provided in rule 74; or the endorsements including the certificate of admissibility under rule 43 in each registration, shall be copied on the left-hand margin of the book, previous endorsements already made on the document being copied in red ink in the body of the copy in the order in which they appear on the original deed.

TRANSLATIONS AND COPIES.

68. (1) The translations and copies of documents required by sections 19 and 62 shall be made on cartridge paper.

(2) Such translations and copies shall be kept in separate file, a reference being made to the said file on the right hand margin of the page on which the translation is copied in the book.

(3) The said file shall be bound from time to time when it contains a sufficient number of translations and copies to form a volume.

(4) When translations are made, the endorsements referred to in rules 43, sub-rule (1) of rule 46 and section 60, and the entry referred to in sub-rule (1) of rule 45 shall be copied on the left-hand margin of the page of the register-book into which the translations are copied.

COPYIST AND COMPAREE TO SIGN THEIR NAMES IN REGISTER.

69. (1) The copy of every document in a register-book shall be compared with the original by some person other than the copyist, and the copyist and comparee shall append their signatures in full, with their designation and date below each signature, to the copy in the book, using, respectively, the words "Copied by" and "Compared by", and the reader and the Sub-Registrar shall likewise put their signatures in the copy with the date.

(2) The copyist, reader and comparee of the endorsements shall likewise be required to sign and date in the left-hand margin.

READING AND COMPARING TO BE DONE INDEPENDENTLY
OF THE COPYIST IF POSSIBLE.

(3) Whenever the staff is sufficient, the reading and comparing shall be done independently of the copyist, and the latter shall neither read nor compare what he has copied.

INTERLINEATIONS, BLANKS, ERASURES, ALTERATIONS AND CORRECTIONS.

70. Interlineations, blanks, erasures and alterations in a document must not be copied as such, but must be noted by the registering officer as required by sub-section (2) of section 20, even though they may have been incorporated in a duly attested note or "kaifiyat" on the document itself.

PROCEDURE WHEN DOCUMENT IS COPIED IN A WRONG BOOK.

71. (1) When a document is erroneously copied into a wrong book, the register copy of the certificate and endorsements already made on the document shall not be cancelled, but the Registrar may direct, under section 68, that a copy of the document with the certificate and endorsements thereon shall be made in the appropriate book without additional charge. A document so copied shall be given the number assigned to the last previous in the book to which it is transferred with the letter "S" attached.

(2) In the circumstances described in sub-rule (1), a certificate under section 69 or a final certificate, in the following form, shall be given on the left-hand margin of the book in which the document is copied and, if possible, on the document below the former certificate: --

"Registered again under the orders of the Registrar of.....
No....., dated.....19.....as document No.....S,
in book No....., Volume....., Page....."

S E A L.

Signature of the Registering Officer.

(3) A cross-reference shall, in such a case, also be made on the right-hand margin of the original entry of registration in the wrong book in respect of the copy in the appropriate register.

(4) If the error in copying is discovered after the document has been returned after registration, the same procedure shall be followed, a note being made in the margin of the copy in the wrong book of the volume and the page of the appropriate book into which the contents are re-copied.

(5) In both of the cases referred to in sub-rules (1) and (4), fresh entries must be made in the appropriate indexes, without cancelling the original entries made in those indexes.

PROCEDURE OF CORRECT REGISTRATION OF A DOCUMENT REGISTERED IN A WRONG OFFICE, IN CONTRAVENTION OF SECTION 28.

72. (1) When a document relating to immovable property is registered through inadvertence in contravention of section 28, the registering officer shall instruct the executant of the deed, and the claimant thereunder to obtain a direction under section 68 for its registration from the Registrar of the District in whose jurisdiction the proper office is situate.

(2) When such direction is received, the registering officer concerned shall register the document without levy of any fee, and shall refer to the order of the Registrar in the endorsement of presentation.

(3) The registering officer in whose office the document was originally registered shall follow the procedure prescribed by sections 64 to 66 and shall forward to the proper office, free of charge, a copy or a memorandum of the document. The receiving officer shall file the copy or memorandum in his file-book No. 1.

FORM OF FINAL ENDORSEMENT OF REGISTRATION.

73. Where a document has been copied into a book and compared, the registering officer shall sign and date the true copy in the register and make in Form No. 4 in Appendix II, the endorsement thereon required by section 60. The registration of the document shall thereupon be deemed to be complete.

MAKING ENDORSEMENT ON SEPARATE PAPER.

74. (1) When there is no room on a document for the necessary endorsements they shall be made on a separate quarter sheet or machine-made medium paper, which shall be supplied by the registering officer and shall be attached to the document, an explanatory note being at the same time made on the document itself and signed by the registering officer.

(2) Every piece of paper so added must bear the seal of the registering officer and must be signed and dated by him.

PRINTED OR LITHOGRAPHED FORMS FOR DOCUMENT
IN A COMMON FORM.

75. (1) Any person having occasion to register a considerable number of document in the same form, such as leases, agreements or bonds, may deposit in any registration office any number, not less than fifty, of printed or lithographed forms of such documents.

(2) Such forms must be printed or lithographed on machine-made paper of medium size. Blank spaces must be left in the body and at the foot of the form for filling in names, amounts of money, areas, boundaries, and other required particulars. A margin must be left, of one inch, on the left-hand side for binding. No margin shall be necessary for copying endorsements as in the case of other registers; but the forms must contain a blank space, of not less than one side of a half sheet of the paper, on which the endorsements are to be copied.

(3) Before use, such forms must be bound into volumes and pagged in Registration Office and a certificate as to the number of pages contained in a volume must be written on it and signed by the registering officer. One volume shall be kept for each depositor, and his name shall be noted outside. The volumes shall be numbered and shall be treated in all other respects as volumes of Register-book No. 1 or Register-book No. 2, as the case may be.

(4) On the presentation of a document which is an exact duplicate of any form deposited and is executed by, or in favour of, any one of the depositors, it shall be copied into the volume appropriated to that depositor's forms, that is to say, the blank spaces in the form previously deposited shall be filled up so as to make it an exact copy of such document.

(5) Priority must be given to the registration of documents presented under this rule, and every endeavour must be made to return the document to the presentants thereof before they leave the office.

SUPPLEMENTARY DOCUMENT.

76. (1) When owing to an error or omission in any document which has been registered, a supplementary document rectifying such error 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 in the form "This document has been rectified by document No. of 19, volume, Page of (name of office)."

(2) If the volume in which the original document was copied has been sent to the Sadar Record-room, the Sub-Registrar by whom the deed of rectification has been registered shall write to the Sadar Sub-Registrar requesting him to make the necessary note of rectification in the appropriate register, which he shall do under his signature.

PROMPT RETURN OF DOCUMENTS AFTER REGISTRATION.

77. (1) Documents must be promptly returned, after registration to the presentants or other persons authorised to receive them, and the receipts returned by the parties must be pasted on to their respective counterfoils.

(2) Every endeavour must be made to return documents on the date noted on the receipt granted under clause (b) of sub-section (1) of section 52, as the probable date of return.

CHAPTER--XI

MEMORANDA AND COPIES OF DOCUMENTS

PREPARATION OF MEMORANDA AND COPIES OF DOCUMENTS.

78. (1) The memoranda required by section 64 to 66 shall be prepared in Form No. 6 in Appendix I.

(2) The copies referred to in sections 65 to 67 shall be made on paper of the same size and description as that used for Register-books No. 1, 3 and 4.

MEMORANDA AND COPIES FOR OTHER DISTRICTS.

79. (1) When a copy of a document is sent to the Registrar of another district under sub-section (1) of section 65, sub-section (2) of section 66 or 67, no memorandum required for any sub-registry office of that district need be sent along with the copy. The Registrar receiving the copy shall cause the required number of memoranda to be prepared in his own office and forward them to the Sub-Registrars subordinate to him.

(2) Memoranda under section 64 and sub-section (1) of section 66 shall be prepared and forwarded by the registering officer who registered the documents.

(3) No memorandum under section 64, sub-section (2) of section 65, or sub-section (1) and (3) of section 66, need be sent to any sub-registrar whose office has been amalgamated under sub-section (2) of section 7, with that of the Registrar to whom he is subordinate.

(4) Where there are joint offices, the copy of the order, certificate and instrument required to be sent under section 89 and copies and memoranda under sections 64 to 67 shall be forwarded to such joint office as the Registrar may, by a general order, direct.

(5) When a document is registered in duplicate or triplicate, no memorandum or copy shall be forwarded under sections 64 to 67 in respect of the duplicate or triplicate but the number of copies registered with the original shall be noted in red ink in the last column of the memorandum prepared from the original.

(6) No copy of or memorandum of documents registered under rule 32 need be sent to any district where the Act is not applicable.

COPIES OF BENGALI DOCUMENTS FOR OTHER PROVINCES.

80. When a copy of a Bengali document is forwarded under section 65 to a Registrar in another province, it shall be accompanied by information, in English, respecting the names and addresses of all persons executing and claiming under the document, and by a description (sufficient for its identification) of the property situated in such Registrar's District.

ENTRY OF DATE OF DESPATCH OF MEMORANDA AND COPIES.

81. The date on which a memorandum or copy of a document is despatched shall be entered on the right-hand margin of the book in which the document has been copied, and the entry shall be initialled by the registering officer.

RECEIPTS FOR MEMORANDA AND COPIES.

82. (1) When a memorandum or a copy of a document is sent under sections 64, 65, 66 or 67, from one office to another, it shall be accompanied by a receipt in Form No. 12, Appendix I, which shall immediately on receipt be signed and returned by the receiving officer.

(2) If delay occurs in the return of any receipt, the despatching officer shall send a reminder for it, after a reasonable period, making a note of the fact in the column of remarks of the book of copies and memoranda.

(3) All such receipts, when returned, shall be filed separately.

CHAPTER XII—INDEXES.

FORMS OF INDEXES Nos. I, II, III AND IV.

83. (1) The Indexes Nos. I, II, III and IV prescribed by section 55, shall respectively, be prepared in Forms Nos. 13, 14, 15 and 16 in Appendix I.

(2) The pages of each index shall be numbered serially as soon as it is completed.

INDEXES TO BE KEPT IN ENGLISH AND ENTRIES TO BE MADE IN ALPHABETIC ORDER.

84. All indexes shall be in English and the entries therein made alphabetically, those under each letter being arranged in order according to the first vowel of the name when it begins with a consonant, and according to the second vowel when it begins with a vowel.

SPELLING.

85. (1) If the documents to be indexed are written or executed in the English language, the names of persons and places shall be spelt in the index in the same way in which they are written in the documents.

(2) If the documents are written or executed in a vernacular language the names of persons and places shall be spelt in index according to Sir W. W. Hunter's system of transliteration.

INDEXING OF NAMES.

86. (1) In the case of European names, the surname shall be taken as the index word.

(2) Indian names shall be indexed according to their first letter as they stand in the document, except that appellations such as Saiyed, Shaik, etc., if appearing at the beginning of the name, shall be shown in the index at the end of the name, and shall be transliterated in the same form as that in which they are written in the document.

INDEXING IN CASE OF REPRESENTATIVES OR GUARDIANS.

87. When a document is executed by the representative guardian or agent of another person, the name of such other person as well as that of the representative, guardian or agent shall be indexed.

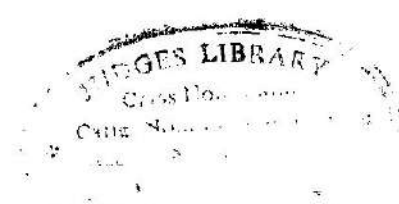
DIFFERENT COLOURED INKS FOR CERTAIN NAMES IN INDEX No. III.

88. (1) The name of the depositor of a sealed cover shall be entered in Index No. III in black ink.

(2) The name and additions of persons claiming under a will or authority to adopt, which, as proscribed by sub-section (4) of section 55, are not to be indexed unless the testator or donor is dead, shall be entered there in red ink.

SEPARATE ENTRY OF EACH EXECUTANT OR CLAIMANT OR PROPERTY.

89. (1) When there are two or more executants of or claimants over a document, their name shall be separately entered in Index No. I, III or IV, as the case may be, e. g. when there are three executants A, B, and C there will be three entries, viz., "A" and two others, "B" and two others and "C and two others".



(2) When two or more properties are conveyed by a single document, they shall be separately entered in Index No. II, e. g. when there are three mouzas A, B and C, there will be three entries viz., "A and two others", "B and two others" and "C and two others".

Provided that no Sub-Registrar need enter in his Index No. II, any property, which does not lie in his own sub-district, except in the case of registration under sub-section (1) of section 30, in which case although the property may be situate in a different jurisdiction, index entries shall be made under section 54.

(3) In indexing the name of an executant or claimant known by an alias as well as by the real name, index entries shall be made both of the real name and of the alias each under its proper alphabetical order.

INDEXING OF COPIES, MEMORANDA AND SALE CERTIFICATES.

90. (1) Copies and memoranda of documents and the copies of sale certificates and instruments and orders which are referred to in rule 6 shall be indexed in the same way as original documents, but the entries relating to them shall be made in red ink.

(2) 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 shall be indexed from memoranda.

INDEXES IN SUB-REGISTRAR'S OFFICE TO BE MADE IN BOUND BOOKS.

91. In all sub-registry offices indexes Nos. I, II, and IV shall be made in bound volumes. Index No. III shall be kept in loose sheets and the Registrar on receiving these sheets shall bind them into one volume for each year for all offices in the district with a table of contents showing the page number of the indexes of each office.

CHAPTER—XIII.

SPECIAL PROVISIONS AS TO POWERS OF ATTORNEY.

RECOGNITION, AUTHENTICATION OF POWER OF ATTORNEY.

92. (1) A power of Attorney shall not be recognized as authorising an agent to act on behalf of a principal under the Act unless it contains an expression or implied authority in that behalf.

(2) Powers of Attorney, which do not contain or imply an authority to present for registration a document executed by or in favour of the principal, or to admit execution of any document executed by him, shall not be authenticated under clause (a) of sub-section (1) of section 33.

*Explanation:—*A power of Attorney authorising the agent to execute and register a document shall not be authenticated.

NOTE TO BE MADE OF INTERLINEATIONS ETC.

93. (1) All interlineations, blanks, erasures and alterations in powers of attorney authenticated by a registering officer under clause (a) of sub-section (1) of section 33 must, at the time of authentication, be detailed in a footnote by the registering officer.

(2) When there are no interlineations, blanks, erasures alterations in such a power of attorney, the fact must be mentioned in footnote signed by the registering officer.

(3) The said footnote must be copied in the book of powers of attorney kept in Form No. 17 in Appendix I.

AUTHENTICATION OF POWER OF ATTORNEY.

94. The authentication of powers of attorney shall be made—(i) in Form No. 8 (a) in Appendix II when the principal executing the power appears at the registration office; (ii) in Form No. 8 (b) in Appendix II when the principal being exempted from appearance, the registering officer examines the principal on a visit under sub-section (3) of section 33; and (iii) in Form No. 7 in Appendix II when the principal is examined on commission.

TRANSLATION OF POWER OF ATTORNEY TO BE FILED IN CERTAIN CASES.

95. The presentant of a power of attorney which is presented for attestation, or of an attested power of attorney produced by him as agent with, or in connection with, a document presented for registration, shall if the power of attorney is written or authenticated, or both written and authenticated, in a language not commonly used in the district, be required to file a translation in English, of the power-of-attorney or the endorsement of authentication or of the power-of-attorney with its authentication, as the case may be, such translation being certified to be a true translation and attested by the presentant.

ENDORSEMENT WHEN A SPECIAL POWER OF ATTORNEY IS USED.

96. (1) Whenever a special power of attorney is used in a registration office for the purposes of section 32, section 34, or section 73 an endorsement shall be made upon it in Form No. 9 in Appendix II and shall be returned forth with to the party by whom it was presented.

(2) In the case of general powers-of-attorney no such endorsement shall be required, and they shall be returned, after inspection, to the parties by whom they were presented.

CHAPTER—XIV.

PROCEDURE WITH REGARD TO WILLS.
DEPOSIT OF WILLS.

97. (1) A will shall not be received for deposit otherwise than as prescribed by section 42, and any will received through the Post Office shall be returned to the sender in an unstamped envelope.

(2) The headings in Form No. 8 in Appendix I shall, as far as practicable be filled up in receipt granted under clause (b) of sub-section (1) of section 52. For any will deposited under section 42 a note shall be entered on the receipt stating that the will is received for deposit under that section.

(3) The Registrar shall explain to every person depositing a will that no steps will be taken by the Government to ascertain the date of the testator's death or to communicate with the beneficiaries after his death.

(4) When a sealed cover is presented for deposit, the endorsement in Form No. 10 in Appendix No. II, shall be recorded on the cover.

ENTRIES IN BOOK NO. 5

98. Every entry made in Register-book No. 5 under the provision of section 43 shall be signed in full and dated by the Registrar.

WITHDRAWAL OF SEALED COVER CONTAINING WILL.

99. When a sealed cover containing a will is withdrawn under section 44, the fact shall be noted in Register-book No. 5, and the entry shall be signed by the person by whom the cover is withdrawn as well as by the Registrar, and the receipt referred to in sub-rule (2) of rule 97 shall be returned by such person and filled in the Registrar's Office.

OPENING OF SEALED COVER CONTAINING WILL.

100. (1) When a sealed cover containing a will is opened under section 45, the fact shall be noted in Register-Book No. 5 and the note shall be signed by the Registrar.

(2) If a cover is opened under an order of a Civil Court, the fact shall be mentioned in the said note.

DOCUMENTS TO ACCOMPANY WILLS FORWARDED TO A COURT.

101. When a will is forwarded to any court under section 46, it shall be accompanied by :—

(a) a memorandum of the fee for opening the cover and the charges (if any) for copying the will into Register-book No. 5 ; and

(b) a letter requesting such Court to levy such fee and charges and to remit them to the Registrar by whom the will is forwarded.

MONTHLY EXAMINATION OF SEALED COVERS CONTAINING WILLS.

102. Sealed covers containing wills deposited with a Registrar under section 42 shall be examined monthly, and their condition on such examination shall be noted in such manner as the Inspector-General of Registration may direct.

REGISTRATION OF REVOCATION OF WILL AND AUTHORITY TO ADOPT.

103. A revocation or cancellation of a will or an authority to adopt shall be registered in Register-Book No. 3.

WILLS REGISTERED OR REFUSED NOT TO BE DESTROYED BUT FORWARDED TO SADAR OFFICE.

104. Wills registered or refused registration in a sub-registry office, which remain unclaimed for a period exceeding two years, shall be forwarded to the Registrar's Office for safe custody, a note to that effect being entered against the original entry in the fee book. All documents so transferred shall be entered in the register (Form No. 5 in Appendix I) prescribed by rule 8.

CHAPTER XV—SUMMONSES

SUMMONS UNDER SECTION 75, Sub-Section (4).

105. Summonses under sub-section (4) of section 75 shall be issued direct by the Registrar, who shall follow the procedure prescribed in Orders V and XVI in the first schedule to the Code of Civil Procedure, 1908, so far as it is applicable.

APPLICATION FOR SUMMONS UNDER SECTION 37.

106. (1) Every application to a registering officer to procure the issue of a summons under section 37 must be accompanied by the sum required for the payment of the expenses of the person whose appearance is desired, and the poon's fee as fixed by the rules governing the officer or court who is to issue the summons.

(2) When calling upon such officer or Court to issue a summons the registering officer shall forward a draft summons in duplicate, for the signature of such officer or Court together with the sum received under sub-rule (1).

SUMMONS WHERE TO BE ACCOMPANIED BY TRANSLATION.

107. Whenever any summons referred to in this chapter is to be served in an area in which is spoken a vernacular different from that spoken in the area in which the summons is issued, the summons must be accompanied by a translation in English.

ATTENDANCES ON SUMMONS ISSUED UNDER SECTION 37.

108. (1) If a summons issued under section 37 be addressed to a person who is alleged to be the executant of a document, it shall require him to attend either in person or by a duly authorised agent.

(2) If such a summons be addressed to a person whose evidence is required to prove any other fact, it shall require him to attend in person.

PROCEDURE IN CASE OF NON-APPEARANCE ON SUCH SUMMONS.

109. (1) If any person upon whom a summons issued under section 37 has been duly served fails to appear, or if any summons issued under that section can not be served, the registering officer may, (if he is a Sub-Registrar, with the previous sanction of the Registrar) request the officer or Court who issued the summons to take such further action, under the law for the time being in force, as the registering officer may consider necessary for securing the attendance of such person.

(2) Every such requisition must be accompanied by the proper fee.

CHAPTER XVI—SUPPLY OF INFORMATION FROM BOOKS

OR COPIES OF DOCUMENTS.

APPLICATION FOR SEARCHES AND COPIES.

110. (1) An application to make a search of indexes or inspect a copy of any registered document shall be in Form No. 31 in Appendix I.

(2) An application for a copy of any document or of an entry in any book shall be in form No. 32, Appendix I.

(3) When an application mentioned in sub-rule (1) or sub-rule (2) is granted and the prescribed fee paid, it shall be noted in the register (Form No. 18 in Appendix I), prescribed by rule 7 and a receipt for the fee paid shall be granted in Form 19 or 20, as the case may be, in Appendix I.

(4) When a copy of any document is required, applications both for a search of indexes and for an inspection of Register-books shall, except in cases where no searching fee is payable, be made before applying for the copy.

(5) Applications made through Sub-Registrars for copies from books deposited in the Registrar's office shall be made in writing and shall be transmitted without delay to the Registrar for necessary action.

(6) When an application for a copy is forwarded to the Registrar under sub-rule (5), the necessary copying fee or an acknowledgment of its receipt shall accompany it.

(7) Registrar shall permit searches of, and shall grant copies of indexes and register books kept previous to the 20th day of September, 1950, i. e. prior to the introduction of the Indian Registration Act, 1908 in the same manner as in the case of books kept under the Act.

INFORMATION REQUIRED BY OFFICIALS.

111. (1) A call for information from any Court or Revenue officer must, if it necessitates a search in the books or the preparation of a copy of any document by officials of the registration office, be accompanied by the fee prescribed for these purposes.

(2) Officers of the Government may make searches in indexes and inspect Register books for bonafide public purposes, subject to the restrictions contained in section 57 as to the persons by whom certain searches may be made.

PRODUCTION OF REGISTERS IN COURT.

112. If the production of a register-book or any other record in any Court is required, it shall be so produced by an officer of the Registration establishment deputed for that purpose.

CHAPTER XVII—SEALS.

CUSTODY AND DESTRUCTION OF SEALS.

113. (1) The seals prescribed by section 15 shall remain in the personal custody of the Registering officer as for whose use they are respectively provided.

(2) Seals which have become unfit for use and are replaced by new ones and the seals of offices which have been permanently closed shall be destroyed in the presence of the Sadar Sub-Registrar, who shall make a note of the destruction in the appropriate stock book of furniture.

PROCEDURE IN CASE OF TEMPORARY NON-REQUIET OF SEALS.

114. Should a registering officer find himself temporarily unprovided with the proscribed seal, registration shall nevertheless proceed as usual, and such documents as have been transcribed shall remain in his custody until the seal can be affixed to the registration certificate.

CHAPTER XVIII—OFFICE PROCEDURE.

HOURS OF PRESENTATION OF DOCUMENTS.

115. In Sadar Sub-Registry office documents shall ordinarily be accepted for registration on all days of the week, except Saturdays from 10 A. M. to 1 P. M. and on Saturdays from 10 A. M. to 12 A. M., and in

other Sub-Registry offices from 10 A. M. to 2 P. M. on all days of the week except Saturdays and from 10 A. M. to 12 A. M. on Saturdays. The hours during which documents may be presented shall be made known to the public by a notice exhibited in some conspicuous place in the registration office. The Registering officers, may, however, at their discretion receive documents after the prescribed time, if they think fit.

DAILY NOTICE OF COMPLETION OF DOCUMENTS.

116. The serial number of the last document completed and ready for return shall be daily exhibited in Form No. 21 in Appendix J, in some conspicuous place outside every registration office.

RECEIPTS AND RETURN OF DOCUMENTS.

117. Registering officers shall themselves receive documents which are tendered for registration and when they are registered, shall return them.

COMPARISON OF BOOKS WITH CATALOGUE.

118. Whenever there is a change in the charge of a registration office, the officer receiving the charge shall compare the books in the office with the catalogue kept in Form No. 22 in Appendix I, and shall note on the catalogue whether he finds the books to be complete or not.

FEES TO BE ENTERED INTO FEE AND CASH BOOK AND PAID INTO TREASURY.

119. (1) All fees, including fines realised, should be entered in the fee book. All cash, including fees, fines and travelling allowances, shall be entered in the cash book. Except travelling allowances, all fees and fines shall be paid, without unnecessary delay, into the nearest Treasury or Sub-Treasury. Registering officers shall be held personally responsible for the safe custody of the fees until they are paid into the Treasury or Sub-Treasury, as the case may be.

(2) The fees shall be remitted daily to the Treasury or Sub-Treasury from the District and Sub-Divisional Offices by means of chaulans.

120. The holidays to be observed in the offices of the Registrar and Sub-Registrars in Tripura shall be:—

(i) those prescribed by Section 25 of the Negotiable Instruments Act, 1881.

(ii) local Holidays .

APPENDIX I.
FORM NO. 1.
Register Books Nos. 1, 3 and 4.
(See Rule 3).

(Left-hand margin for copy of endorsement and certificates.)	(Central space for copy of documents.)	(Right-hand margin for notes.)
	Twenty lines of fifteen words each.	

FORM NO. 2.
Register Book No. 2. Record of Reasons for refusal to register.
(See Rule 3.)

Nature and date of instrument, and names of executants.	Reasons for Refusal.	Date of application for copy of the reasons for refusal.
		Date on which the copy was furnished to the applicant.
		Note of the result of appeal to the Registrar under Section 72 or of application under section 73.
Date of presentation.	Registering Officer.	Note of any order of court.
Name of the presenting party.		Dated,

APPENDIX I.
FORM NO. 3.Register Book No. 5—Register of deposits of wills.
(See Rule 3.)

1	Serial number of will deposited.
2	Year, month, day and hour.
3	Name and address of the testator or of his agent when the will is deposited by an agent of the testator.
4	Names of the persons identifying the depositor.
5	Copy of superscription on the sealed cover.
6	Copy of inscription (if any) on the seal.
7	Date of order of withdrawal under section 44.
8	Date of withdrawal of sealed cover.
9	Date of application to open the cover under section 45.
10	Date on which the sealed cover is opened.
11	Date on which the will is copied in book No. 8 under section 45 or section 46, and its serial number therein.
12	Date on which the will is removed into Court under section 46.
	Remarks.
13	N. B.—The Registrar's signature should be appended with date to entries in columns 5 and 6, and his signature or initials to those in columns 7 to 11.

APPENDIX I.
FORM NO. 4.

Register of thumb impressions.
(See Rules 4, 7 and 49.)

Impression of left thumb or other digit.	Name and signature of executant or identifier.	Date of impression.	Book No. Document No.	Serial No. of impression.
1.	2.	3.	4.	5.

Initials of the
person taking the
thumb impression.

Initials of the
Registering officer.

Initials of the
person taking the
thumb impression.

Initials of the
Registering officer.

Initials of the
person taking the
thumb impression.

Initials of the
Registering officer.

Initials of the
person taking the
thumb impression.

Initials of the
Registering officer.

Initials of the
person taking the
thumb impression.

Initials of the
Registering officer.



FORM NO. 6.

Memorandum of document. (See Rules 24 and 78).

Nature of document, date of presentation of document and endorsement of certificate of registration of document with date of filing in case of copies.	Names and additions of parties.		Short name of property and the extent of interest affected, and touzi number where possible.	Amount of consideration money.
	Executants.	Claimants.		
1.	2.	3.	4.	5.



Signature of
Registrar
Sub-Registrar.

APPENDIX I.
FORM NO. 8.

Receipt under section 52, clause (b),
(See rules 7, 25(2), 28(2), 45(2) and 97(2).)

No.....for.....
Serial No.....
Document No.....
Book No.....
Received from... ..
Document executed by... ..
 in favour of
Nature of document
Value... ..
 Art. Amount.

Fees.....
Date on which document will be ready
 for return... ..

Note :— A document remaining unclaimed for more than
one month after completion of registration is liable
to an additional fee of eight annas for every
month or part thereof subject to a maximum of
Rs. 10/- in each case.

Date..... Registering Officer.

APPENDIX I.
FORM NO. 8.

Receipt under section 52, clause (b),
(See rules 7, 25 (2), 28(2), 45(2) and 97(2).)

No.....for 1.....
Serial No.....
Document No.....
Book No.....
Received from... ..
Document executed by... ..
 in favour of
Nature of document
Value... ..
 Art. Amount.

Fees.....
Date on which document will be
ready for return... ..

Note :— A document remaining unclaimed for more than
one month after completion of registration is liable
to an additional fee of eight annas for every
month or part thereof subject to a maximum of
Rs. 10/- in each case.

Date..... Registering Officer.



Please deliver to... ..

Signature of presentant.

Received the document described on the
other side.

Signature of the recipient.

Date 19.....

APPENDIX I.

FORM NO. 9

Register of visits and commissions

(See Rules 7 and 33.)

1	Serial No.
2	Date of application.
3	Name of person to be examined.
4	Place of residence.
5	Cause of visit under section 31 or of visit or commission under section 33 or 35.
6	Fees paid.
7	Amount of travelling allowance paid.
8	Distance of the place of residence from the office.
9	Signature of applicant.
10	Name of person by whom the visit is paid.
11	Date of visit.
12	Register number of the deed and the volume in which it is copied.
13	Remarks.

APPENDIX I.

FORM NO. 10.

Miscellaneous Receipt.

(See Rules 7, 29(3) and 34.)

1. Serial No....
2. Name of payer....
3. Number of document to which the fee relates...

Article.	Amount.
----------	---------
4. Fees paid....

Registering Officer.

APPENDIX I.
FORM NO. 11.
 Fee Book.
 (See Rule 7).

1.	Serial number of all documents.
2.	Date of presentation.
3.	Name of documents.
4.	From whom received.
5.	Value of properties in rupees.
6.	Articles under which registration fee is chargeable.
7.	Amount.
8.	Date of admission or refusal.
9.	Number of documents in Registrar book or in Register of Power of Attorney.
10.	Date of completion.
11.	Book, volume and pages in which registered.
12.	Date of delivery.
13.	Number of copies of memoranda to be issued.
14.	Date when copies of memorandum issued.
15.	Remarks.

APPENDIX I.
FORM NO. 12.

Receipt for memoranda and copies.
 (See Rule 82).
 Memo No.....

The undersigned has the honour to acknowledge the receipt of the undermentioned memoranda and copies of documents.

Signature of Registrar,
 (or Sub-Registrar).

Dated.....of.....
 To the Registrar (or Sub-Registrar) of.....

Register Number of documents. 1.	Where Registered. 2.	Number of memoranda. 3.	Number of copies. 4.	Date of Receipt. 5.

APPENDIX I.

FORM NO. 13

Index No. I for 19 (See Rule 83.)

Name of person 1	Father's name or mother's name, residence, profession or trade, rank or title (if any) and caste (if any) 2	Interest of the person in the transaction 3	Where Registered 4	Serial No. 5	Book I.	
					Volume 6	Page 7

APPENDIX I.

FORM NO. 14.

Index No. II for 19.....

(See Rule 83)

Name of the property or mouja or town or streets or road to which property fronts and the extent of property effected 1	Name of pargana, thana or town 2	District and Sub-District 3	Nature of transaction 4	Where registered 5	Serial No. 6	Book I.	
						Volume 7	Page 8

APPENDIX I.

FORM NO. 15.

Index No. III for 19.....

(See Rule 83.)

Name of person 1	Father's name or mother's name, residence, profession or trade, rank and title (if any) and caste (if any) 2	Interest in will or Authority to adopt 3	Where Registered 4	Serial No. 5	Book 3.	
					Volume 6	Page 7

APPENDIX I.

FORM NO. 16.

Index No. IV for 19.....

(See Rule 83).

Name of person.	Father's name or mother's name, residence, profession or trade, rank and title (if any) and caste (if any).	Interest of the person in the transaction.	Serial No.	Book 4.	
				Volume	Page.
1.	2.	3.	4.	5.	6.

APPENDIX I.

FORM NO. 17.

Register of Powers of Attorney.

(See Rules 7 and 93)

Serial No. for the year.	Names and additions of principals.	Names and additions of attorneys.	Names and additions of witnesses and identifiers.	Date of authentication.	Abstract.
1.	2.	3.	4.	5.	6.

Sub-Registrar.

(Copy of foot note).

APPENDIX I.
FORM NO. 18.

Register of application for search and Copy (See Rules 7 and 110).

Serial No.	
1	Of all applications.
2	Of search of index I or inspection of Books I and II.
3	Of search of indexes III and IV and inspection of books III and IV.
4	Of Copies.
5	Date of application.
6	Name of the applicant.
7	Nature of document.
8	Year to which the search, etc., relates.
9	Interest of applicant in the document.
10	Names to be searched or the register number of document to be inspected or copy required.

Fees paid	
11	Under Article "5"(5)(a) and "5"(5)(d).
12	Under Article "5"(2).
13	Under Article "5".
14	Date of payment.
15	Date of search.
16	Result of search, etc. successful or otherwise.
17	Date on which stamps are deposited.
18	Value of stamp deposited.
19	Number of cartridge paper supplied.
20	Number of cartridge paper returned unused.
21	Date on which copies prepared.
22	Date on which copies delivered.
23	Signature of applicant.
24	Remarks (with Sub-Registrar's initials).

APPENDIX I.
FORM NO. 19.

Receipt for fees deposited for Search or inspection.
(See Rule 110).

Search for... .. years from... ..
 From whom received... ..
 Fees paid under Article "5" (5) (%).
 Ditto... .. "5" (5) (%).
 Ditto... .. "5" (2).
 Serial No. in column 2 or 3 of the Search Register... ..
 Name of office where search is made... ..
 Date of application
 Name of person or property to be searched... ..
 Nature of documents... ..

Received.

Registering Officer.

APPENDIX I.
FORM NO. 20

Receipt for copy under search No... .. for 19... ..
(See Rule 110).

Book
 Volume
 Page
 Deed No.
 For
 From whom received
 Stamp paper for
 Cartridge paper Sheets
 Copying fee
 Charges for map or plan
 When deposited

Received.

Registering Officer.

APPENDIX I.
FORM NO. 21.
(See Rule 116).
DAILY NOTICE.

-নং

সন ১৯

সালের

মাসের

তারিখের লিখিত

দৈনিক বিজ্ঞাপন।

এতদ্বারা সর্বসাধারণকে জ্ঞাত করা যাইতেছে যে, নিম্নলিখিত দলীলগুলির রেজিষ্টারী গত কল্যা সমাধা হইয়াছে এবং এই দলীলগুলি এবং তাহাদিগের পূর্বে যত দলীল রেজিষ্টারী করিবার জন্য গৃহীত হইয়াছিল সেই সকল দলীল দাখিলকারীদিগকে ফেরৎ দিবার জন্য প্রস্তুত হইয়াছে।

	১নং বহি।	৩নং বহি।	৪নং বহি।
শেষ দলীলের নম্বর			
শেষ দলীল দাখিল- কারীর নাম।			

মন্তব্য :—উইল ভিন্ন অন্য কোন দলীল রেজিষ্টারী আফিসে যদি পড়িয়া থাকে ও যদি কেহ তাহার দাবী না করে তবে কোন নির্দিষ্ট সময় মধ্যে ফেরৎ না লইলে আইনানুসারে তাহা নষ্ট করা যাইতে পারিবে।

সব-রেজিষ্টার।

APPENDIX I.

FORM NO. 25.

Register of fines under sections 25 and 84.

(See Rule 7.)

1 Serial No.	2 Date of execution.	3 Date of presentation or admission of execution, as the case may be.	4 Registration fee paid.	5 Rs. as. Rs. as.		6 Under Section 25.	7 From whom received.	8 Register No. of document in Book I or IV.	9 Refusal No. of document in Book II.	10 Date of Registration or refusal.	11 Initial of Registering officer.	12 Remarks.
				Rs. as.	Rs. as.							

Note:—Date of presentation shall be noted in cases under section 25 and date of admission in cases under section 84 in column 3.

APPENDIX I.
FORM NO. 26.
Register of refunds.
(See Rule 7.)

1	Serial No.		
2	Serial No. in fee book.		
3	Date of admission or refusal of documents on which refunds are due.		
4	Date of credit in the treasury.		
5	Name and residence of party to whom due.		
6	Nature of refunds	6	Registration fees on refused documents.
		7	Fees under Articles "g", "h", "i", "j" and travelling allowances.
		8	Fees levied in excess.
		9	Date of refund.
10	Signature of payee.		
11	Date of destruction of the documents.		
12	Date of order of the Inspector-General sanctioning the writing-off of the amount.		
13	Date of receipt of the permanent advance.		
14	Initial of the Registering officer.		
15	Remarks.		

APPENDIX I.

FORM NO. 29.

Register of appeals under section 72.

(See Rule 8).

1 No. of appeal.	2 Names of parties.	3 Date of presentation of appeal.	4 Name of Sub-Registrar against whose order the appeal is preferred with date of the order of refusal.	5 Particulars of documents of which registration has been refused and grounds of refusal	6 Dates of adjournments.	7 Final orders.

APPENDIX I.

FORM NO. 30.

Register of applications under section 73.

(See Rule 8).

1 Number of application.	2 Names of parties.	3 Date of presentation of application.	4 Name of Sub-Registrar by whom the document was refused with date of the order of refusal.	5 Particulars of document of which registration has been refused and grounds of refusal.	6 Dates of adjournments.	7 Final orders.

APPENDIX I.
FORM NO. 31.

Form of application for search or inspection.
(See Rule 110 (1))

No.....

Date of application.	1	
Name and residence of the applicant.	2	
Years to which the search or inspection relates.	3	
Applicant's interest in the document (executant, claimant, representative or agent of.....).	4	
Names of persons or places to be searched or No. of document to be inspected.	5	
Nature of document.	6	
Name of office where the document was registered.	7	
Fee paid.	8	
Remarks.	9	

Allow search (or inspection).

Sub-Registrar.

Signature of applicant.

APPENDIX I.
FORM NO. 32.

Form of application for copy,
(See Rule 110 (2))

No.....

Date of application	1	
Name and residence of applicant.	2	
Nature of document.	3	
Name of person or property searched.	4	
Applicant's interest in the document.	5	
Name of office where the document was registered.	6	
Reference to previous application for inspection of register book.	7	
Register No. of the document and book, volume and page and the year.	8	
Fees paid.	9	
Remarks.	10	

Give copy.

Sub-Registrar.

Signature of applicant.

APPENDIX I.
FORM NO 84.
(See Rule 7).

Chalan.		Chalan.		Chalan.	
Accountant's No. of Treasury, Tripura, dated.....19		Accountant's No. of Treasury, Tripura, dated.....19		Accountant's No. of Treasury, Tripura, dated.....19	
By whom brought	Description of items.	By whom brought	Description of items.	By whom brought	Description of items.
Amount.		Amount.		Amount.	
Rs. as. p.		Rs. as. p.		Rs. as. p.	
	Total.		Total.		Total.
Notes as per back.....		Notes as per back.....		Notes as per back.....	
Silver.....		Silver.....		Silver.....	
Copper.....		Copper.....		Copper.....	
Total.		Total.		Total.	
Treasury Officer.		Treasury Officer.		Treasury Officer.	
Agent.		Agent.		Agent.	
Examined and entered.		Examined and entered.		Examined and entered.	
Treasurer, Accountant.		Treasurer, Accountant.		Treasurer, Accountant.	
No. of the Sub-Registry Office at		No. of the Sub-Registry Office at		No. of the Sub-Registry Office at	
Sub-Registrar.		Sub-Registrar.		Sub-Registrar.	
Dated 19		Dated 19		Dated 19	

APPENDIX II.

FORM No. 1.

Endorsement of Certificate of admissibility.

(See Rule 43.)

Admissible under rule 21, duly stamped (or exempt from or does not require stamp duty) under the Indian Stamp Act, 1899, Schedule I, No.

Fee paid :—

The 19

Registering Officer.

FORM No. 2.

Endorsement under section 52.

(See Rule 46.)

Presented for registration at A. M. (or P. M.) on the day of 19, at the Sub-Registry office (or at) by AB, [executant or claimant or attorney for EF, one of the executants or claimants under a power-of Attorney (No. for 19,) authenticated by the Sub-Registrar of]

Signature of Presentant.

Signature of Sub-Registrar.

Notes.

(1) In case of documents executed by Government officers or certain public functionaries who are exempt from personal appearance under section 88 of Act XVI of 1908, when sent by messenger the endorsement will be thus :—

“Presented for registration, etc., by (name and designation of officer) through (name of the messenger) as per his letter No. , dated the ”

Signature of messenger.

(Signature of registering officer).

(2) In a case where any such document is sent by post, with a letter, the endorsement under section 52(1) (a) should be made thus :—

“Forwarded for the registration, etc., by (name and designation of the officer) as per his letter No. , dated the ”

Signature of the registering officer.

FORM No. 3.

Endorsement under section 58.

(See Rule 46.)

Execution is admitted by AB, son of CD, of _____ thana
 district _____ by caste _____, by profession.

Identified by EF, son of GH, of _____ thana SD. AB.
 by caste _____, by profession. _____ district

SD. EF.
 SD. IJ.

The _____ of _____ 19 _____ Sub-Registrar of

Notes.

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

“Agent for KL, under a power-of attorney (No. _____ for 19 _____) authenticated by the Sub-Registrar of _____

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

“Representative of deceased KL, whose right to appear in such capacity has been proved to my satisfaction.”

3. In case of a document executed by an agent on behalf of the principal, the endorsement shall be :—

“Execution by AB, son of CD, of _____ thana
 district _____ by caste _____ by profession, as constituted
 attorney for XY is admitted by him.”

4. In case of documents executed, in their official capacity, by officers of Government and certain public functionaries who are exempt from personal appearance in registration offices under section 88 of Act XVI of 1908, the endorsement of admission of execution shall be thus :—

“Execution by _____ who is exempt from personal appearance in this office, under section 88 of XVI of 1908, is (or on reference to him) proved by his seal and signature.

(Note.—The words “on reference to him” should be struck out where reference is unnecessary or not made.)”

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

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

“The receipt of rupees _____ as consideration is admitted
 by _____ the above AB.”

FORM No. 4.

Endorsement of certificate of registration under section 60.

(See Rule 73.)

Registered in
Book No.
Volume No.
page to
being No.
for the year.

FORM No. 5.

Endorsement on issue of commission.

(See Rule 35.)

A commission is hereby issued under section 33, sub-section (3) [or section 38, sub-section (2)], of the Indian Registration Act, 1908, (XVI of 1908), to (name and designation of officer), for the purpose of enquiring whether this power-of-attorney (or document) has been executed by AB, son of CD, of _____ by whom it purports to have been executed.

FORM No. 6.

Endorsement by Commissioner after execution of commission.

[See Rule 38 (1)]

Having visited the residence of AB, son of CD, of _____ by caste _____ by profession _____, I have this day examined the said AB, who has been identified to my satisfaction by EF, son of GH, resident of _____ by caste _____ by profession _____ and the said AB, admitted (or denied) the execution of this power (or document).

Full signature of the } executant.
} identifier.
} Commissioner.

N. B.—This form should also be used when the Sub-Registrar himself pays the visit.

FORM No. 7.

Endorsement by a Sub-Registrar on receipt of Commissioner's report.

[See Rule 38 (2) and 94.]

From the above report I am (or am not) satisfied that this power (or document) has been executed (add "voluntarily" in the case of a power) by the said AB, and (in the case of a power) I accordingly authenticate it under section 33 of Act XVI of 1908, and record it as No. _____ for _____ [or (in case of a document) admit or refuse to admit it to registration (or refuse to authenticate it.)]

Q. R.
Sub-Registrar.

FORM NO. 8.

Endorsement on authentication of powers-of-attorney.

(See Rule 94.)

(a) When the principal executing the power appears at Registration office.

"Executed in my presence on the _____ day of _____ 19____, by AB, son of CD, of _____ by caste _____, by profession _____, who is a resident of my district (or Sub-district) and is personally known to me (or whose identity was proved by the testimony of EF, son of GH, of _____, by caste _____, by profession _____) and I accordingly authenticate it under section 33 of Act XVI of 1908, and record it as No. _____ for 19____."

Full signature of principal.

Full signature of identifier.

Full signature of Registering officer.

Date

(b) When the principal is exempted from appearance.

"Having visited and examined at his (or her) residence the principal AB, son (or daughter) of CD of _____ by caste _____ by profession _____, who is a resident of my district (or Sub-District) and is personally known to me (or whose identity was proved by the evidence of EF, son of GH, of _____, by caste _____, by profession _____) 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 XVI of 1908, and record it as No. _____ for 19____."

Full signature of principal.

Full signature of identifier.

Seal and signature of Registering officer.

Date.

FORM NO. 9.

Endorsement of a special power-of-attorney.

(See Rule 96.)

No. _____ Presented this day in connection with registration of document for _____ (or application No. _____) for _____ under section 73.)

Date

Seal.

A. R.

Registrar or Sub-Registrar of.....

FORM NO. 10.

Endorsement on a sealed cover presented for deposit.

(See Rule 97 (4))

“Presented for deposit at _____ A. M. on the _____ day of _____
 at the registry office (or elsewhere) by _____ son of _____
 by caste _____ by profession _____ testator (or agent
 for testator under a power-of-attorney No. _____ etc. _____).
 He is personally known to me or has been identified to my satisfaction
 by _____ son of _____ resident of _____.”

This cover has been sealed in _____ places, the inscription
 on the seals being _____

Registrar.

APPENDIX III.

Form of oath or affirmation.

FORM OF OATH AND AFFIRMATION PRESCRIBED FOR WITNESSES
 BY THE JUDICIAL COMMISSIONER'S COURT, TRIPURA,
 UNDER SECTION 7 OF ACT X OF 1878.

(See Rule 61.)

Oath.

I swear that the evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false.

So help me, God.

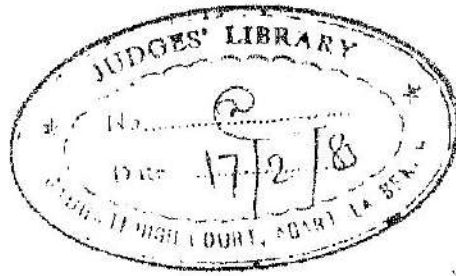
Affirmation.

I solemnly declare that the evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false.

(Christian witnesses, to whom oaths are administered are to be sworn upon the New Testament.

In other cases oaths are to be administered upon such symbol, or accompanied by such act, as may be usual or as such witness may acknowledge to be binding on his conscience.)

V. NANJAPPA
 Chief Commissioner, Tripura.



Published in the
EXTRAORDINARY ISSUE OF TRIPURA GAZETTE

Agartala, Monday, December 6, 1982 A. D.
Agrahayan 15, 1904 S. E.

PART-III—Acts of the Tripura Legislature.

GOVERNMENT OF TRIPURA
LAW DEPARTMENT

No. F. 2(5)-LAW/LEG/82

Dated, Agartala,
the 22nd November, 1982.

The following Act of the Tripura Legislative Assembly received assent of the President on the 11th October, 1982 and is hereby publishing for general information.

Tripura Act No. 7 of 1982

THE REGISTRATION (TRIPURA AMENDMENT)

ACT, 1982

An

ACT

to amend the Registration Act, 1908 in its application to the State of Tripura.

WHEREAS it is expedient to amend the Registration Act, 1908 (16 of 1908), in its application to the State of Tripura, for the purposes and in the manner hereinafter provided,

Be it enacted by the Tripura Legislative Assembly in the Thirty-third Year of Republic of India as follows:—

1. (1) This Act may be called the Registration (Tripura Amendment) Act, 1982.
- (2) It extends to the whole of Tripura.
- (3) It shall come into force on such date as the State Government may, by a notification in the Official Gazette, appoint.

Short title,
extent and
commencement.

Insertion of new
section 18 A.

2. In the Registration Act, 1908 (hereinafter referred to as the principal Act), after section 18, the following section shall be inserted, namely:—

“Document for
Registration
to be accompanied
by a true copy.

18A(1)-Notwithstanding anything contained in the Act, the Registering Officer shall refuse to register any document presented to him for registration unless such document is accompanied by a true copy thereof.

(2) The true copy referred to in Sub-section (1) shall be neatly hand-written or printed or type-written or lithographed or otherwise prepared in such manner as may be prescribed".

Amendment of
Section 19.

3. In section 19 of the principal Act, for the words "a true translation" the words "two copies of the true translation" shall be substituted.

Amendment of
Section 45.

4. In section 45 of the principal Act,—

(a) in sub-section (1), for the words and figure "cause the contents thereof to be copied into his Book No. 3", the words and figure "cause a true copy of the contents thereof to be made and pasted in his Book No. 3" shall be substituted; and

(b) in sub-section (2), for the words "copy has been made", the words "true copy has been pasted" shall be substituted.

Amendment of
Section 46.

5. In sub-section (2) of section 46 of the principal Act,—

(a) for the words "unless the will has been already copied", the words "unless a true copy of the will has been already pasted" shall be substituted; and

(b) for the words and figure "cause the will to be copied into his Book No. 3", the words and figure "cause a true copy of the will to be made and pasted in his Book No. 3" shall be substituted.

Amendment of
Section 51.

6. In section 51 of the principal Act,—

(a) for sub-section (2), the following sub-section shall be substituted, namely :—

"(2) In Book 1 shall be;

(i) pasted true copies of all documents and

(ii) filed all memoranda

registered under Sections 17, 18 and 89 which relate to immovable property, and are not wills and

(b) in sub-section (3), for the word "entered", the words "pasted true copies of" shall be substituted.

Amendment of
Section 52.

7. In section 52 of the principal Act, for clause (c) of sub-section (1), the following clause shall be substituted namely :—

“(c) subject to the provisions contained in section 62 the true copy, referred to in section 18A, of every document admitted to registration shall, without unnecessary delay, be pasted in the Book appropriated therefor according to the order of its admission”.

Amendment of
Section 54.

8. In section 54 of the principal Act, for the words and mark “copied, or filed a memorandum of” the words “pasted a true copy or filed a memorandum of” shall be substituted.

Amendment of
Section 55.

9. In section 55 of the principal Act—

(a) in sub-section (2) for the word “entered”, the words “of which a true copy pasted” shall be substituted;

(b) in sub-section (4) for the words and figure “every will and authority entered in Book No. 3”, the words and figure “every will and authority of which a true copy is pasted in Book No. 3” shall be substituted; and

(c) in sub-section (5), for the word “entered” the words “of which a true copy is pasted” shall be substituted.

Amendment of
Section 60.

10. In sub-section (1) of section 60 of the principal Act, for the words “the document has been copied”, the words “the true copy of the document has been pasted” shall be substituted.

Amendment of
Section 61.

11. In sub-section (1) of the section 61 of the principal Act, the words “the margin of” shall be omitted.

Amendment of
Section 62.

12. In section 62 of the principal Act, for sub-section (1), the following shall be substituted :—

“when a document is presented for registration under section 19, the true translation together with the true copy referred to in that section shall be pasted in the register of documents of the nature of the original and the second copy of the translation shall be filed with Registration Office”.

Amendment
of Section 69.

13. In section 69 of the principal Act, in sub-section (1) after clause (b), the following clause shall be inserted, namely :—

"(bb) providing for the grant and renewal of licences to document writers, the revocation of licences granted to such writers and generally for all purposes connected with the writing of the documents and with the writing of the true copies of the documents to be presented for registration".

Amendment of
Section 81.

14. For section 81 of the principal Act, the following shall be substituted, namely :—

"81. Every Registering Officer appointed under this Act, and every person employed in his office for the purposes of this Act, who, being charged with the checking, endorsing, reading, examining, copying, translating, comparing, pasting a true copy, pasting a copy of the translation or registering of any document presented or deposited under its provisions checks, endorses, reads, examines, copies, translates, compares, pastes a true copy, pastes a copy of the translation or registers such document in a manner which he knows or believes to be incorrect, intending thereby to cause or knowing it to be likely that he may thereby cause injury as defined in the Indian Penal Code, to any person, shall be punishable with imprisonment for a term which may extend to seven years, or with fine, or with both".

Amendment of
Section 82.

15. For sub-section (b) of section 82 of the principal Act, the following shall be substituted, namely :—

"(b) intentionally delivers to a registering Officer, in any proceeding under this Act or the rules made thereunder, a false copy or translation of a document, or a false copy of a map or plan ; or".

Insertion of
new section
91A.

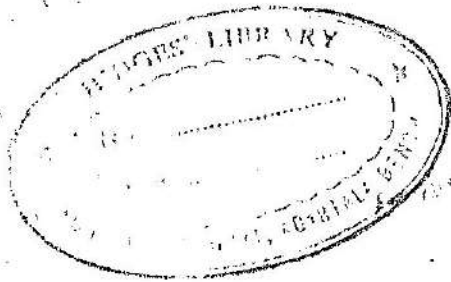
16. After section 91 of the principal Act, the following new section shall be inserted, namely :—

91-A. (1) The State Government may, by notification in the Official Gazette, make rules for all purposes connected with the pasting of true copies of documents in the appropriate Books under this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for—

(a) the furnishing of true copies of documents by the person presenting the document for registration;

- (b) the manner in which true copies of documents shall be prepared;
 - (c) the manner in which the true copies of documents shall be compared with the original documents after the same are admitted to registration; and
 - (d) the manner of pasting such copies.
- (3) Every rule made under this section shall be laid as soon as may be after it is made, before the Legislative Assembly of Tripura, while it is in session for a total period of not less than fourteen days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions aforesaid, the Legislative Assembly agrees in making any modification in the rule or the Legislative Assembly agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.



S. R. Sinha
Deputy Secretary to the
Government of Tripura.

GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT

No.F.5(7)-REV/87

Dated, Agartala, the 20th October, 1989.

NOTIFICATION

In exercise of the powers conferred by clause (bb) of section 69 of the Indian Registration Act, 1908 the Secretary, Government of Tripura, Revenue Department makes the following rules, as Inspector General of Registration, Tripura with the approval of the State Government further to amend the Tripura Registration Rules, 1954 namely :—

Short title
& Commencement

1. (i) These rules may be called, The Tripura Registration (Amendment) Rules, 1989.
- (ii) They shall come into force on and from the date of their publication in the Official Gazette.

Insertion of New Chapter

2. After chapter-XVIII of the Tripura Registration Rules, 1954 the following new chapter shall be inserted namely :—

CHAPTER—IX



Provisions regarding regulation of the licencing of Deed Writers.

121. Any person of the District, preferably of the areas within the jurisdiction of the Sub-Registry Office, not below 21 years of age who can draft documents well in language prevalent in the locality and whose hand-writing is good and who has the practical knowledge of the important provisions of the Transfer of property Act, 1982, the Tenancy Act in force in Tripura, the Indian Stamp Act, 1899, and the Indian Registration Act, 1908 and whose conduct is good and who is of good character may apply in writing in Form-II appended to these rules, to the Registrar of the District either direct, or through the local Sub-Registrar with testimonials, if any, for a licence as a Deed Writer.

122. (i) If the Registrar is satisfied that the applicant is a desirable person and is fit to be a Deed Writer, he will direct the applicant to pay a licence fee of 25 (twentyfive) rupees and on payment of the said sum his name shall be entered in the Register of Deed Writers in Form-13 appended to these rules against the particular Sub-Registry Office concerned and a licence in Form-12 appended to these rules shall be issued to him. The licence shall take effect from the date of issue. The name of the Deed Writers with necessary particulars shall, at the same time, be communicated to the Sub-Registrar concerned for entry in the Register of Deed Writers in Form-14 appended to these rules maintained by him.

(ii) In granting a licence under sub-rule (i) all persons who on the date of issue of these rules have been carrying on the works of Deed Writers shall, if they apply under rule-121 and fulfil the condition specified in that rule, be given preference.

123. (i) A licence issued under rule-122 shall have effect till the 31st December of the year of issue and may be renewed there-after year to year by the Registrar, subject to good conduct of satisfactory work and physical fitness of the Deed Writers and on payment of an annual renewal fee of 5 (five) rupees. The application for renewal shall be filled between the 15th December and 15th January to the Registrar through the Sub-Registrar together with the treasury Challan or the money order receipt showing the remittance of the renewal fee. The name of the

Deed Writer whose renewal is refused by the Registrar or who fails to apply for renewal as herein provided for, shall be struck off from the registers maintained by the Registrar as well as by the Sub-Registrar. A Deed Writer who fails to apply for a renewal in time, may, however, apply for a fresh licence under rule 122.

(ii) All fees for first licence and for its renewal shall be paid to the Registrar either in cash or through the Treasury or the post office. All payments in cash be accounted for the cash book.

124. A list of licenced Deed Writers shall be hung up at a conspicuous place in the Registration Office with the following note of warning at the foot :—

No person whose name is not included in this list is allowed to enter the Sub-Registry Office or its compound except for the purpose of transacting business in connection with the Registration of his own documents of making of searches or application for certified copies or for doing any other transaction in the office on his own behalf, or for doing the same under a power-of-attorney or unless he holds a receipt under section 52 of the Indian Registration Act, 1908 duly endorsed in his favour.

125. Licenced Deed Writers shall be allowed to sit in the office precincts and to enter the Registration Office to business authorised by the licence under the control and supervision of the Registering Officer.

126. The number of Deed Writers for a particular office shall be fixed by the Registrar with reference to the needs of the particular office, normally one Deed Writer for 300 deeds as per year. There shall, however, be no limit to the number of deeds to be written by a particular Deed-Writer.

127. The rate of fees to be charged by the licensed Deed-Writers shall be as follows :—

	Amount
	Rs.
(1) Does not exceed Rs. 500	3/-
(2) Exceeds Rs. 500 but does not exceeds Rs. 1000	6/-
(3) Exceeds Rs. 1000 but does not exceeds Rs. 5000.	10/-
(4) Exceeds Rs. 5000 but does not exceeds Rs. 10,000.	15/-
(5) Exceeds Rs. 10,000	15/- plus 5 for every additional Rs. 10,000 subject to maximum of Rs. 40/-
(6) General power of attorney	15/-
(7) Special power of attorney	10/-
(8) Will	25/-
(9) Partition deed	20/-
(10) Partnership deed	25/-
(11) Other miscellaneous deed	5/-
(12) Writing of application etc.	0.50 p.
(13) Writing of summons etc.	0.25 p.
(14) Search fee	1/-

128. A Deed-Writer shall issue a receipt in Form No. 15 appended to these rules on receipt of his fees from the party.

129. The rate of fees as prescribed in Rule 127 shall be exhibited in a conspicuous place outside the Registration offices.

130. A Deed Writer's licence shall be liable to be cancelled if he charges fees in excess of the prescribed rate.

131. The District Registrar shall have power to cancel, after a regular proceeding the licence of any Deed-Writer who is guilty of the breach of any of the provisions of these rules or of any misconduct. A Deed Writer aggrieved by any order of the District Registrar may prefer an appeal to the Inspector General of Registration within thirty days of the date of order.

132. Each Deed-Writer holding a licence under these rules shall maintain a register in Form 16 appended to these rules which shall be opened to inspection at all times by the Registering Officer or any of the Inspecting Officers of the document. The register when completed shall be preserved by the Deed-Writer for a period of three years.

133. Any unlicensed Deed Writer who is found to be within the precincts of the Registration Office or who is found at or near about the precincts of the Sub-Registry Office to persuade the public to have their documents written by him or by any unlicensed Deed Writer or who is found to be doing any act which is likely to defeat the provision of any rule, shall be dealt with according to law."

Amendment of Appendix-II 3. In appendix II to the Tripura Registration Rules 1954 after form No. 10 the following new forms shall be added namely :—

FORM NO.—II

(See rule—121)

Form of application for licence of Deed Writers.

1. Name of the applicant :—
2. Father's name :—
3. Home Address (Village, Thana, Post Office, Sub-Registry Office and District).
4. Age :
5. Educational Qualification :
6. Languages which the applicant can write :
7. Previous experience :
8. Whether conversant with important provisions of the Transfer of property Act, 1882, the Tenancy Act in force in Tripura, the Indian Stamp Act, 1899, and the Indian Registration Act, 1908.
9. Office for which the license is applied
10. Date of application :

Signature of the applicant,

N.B. The column should be filled up by the applicant in his own hand writing.
Registrar's Order.

FROM—12

(See rule—122 (I))

FORM OF LICENCE FOR DEED WRITERS.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Name of the licensee :— 2. Father's Name & address :— 3. Name of the Sub-Registry Office for which the licence is granted, 4. Date of issue :— 5. Date of renewal
Dist. Registrar of. | <ol style="list-style-type: none"> 1. Name of the Licensee :— 2. Father's Name & address :— 3. Name of the Sub-Registry Office for which licence is granted. 4. Date of issue :— 5. Date of renewal
Dist. Registrar of. |
|--|--|

FORM—13

(See rule—122 (i))

Form of Register of licenced Deed Writer to be maintained at the Sadar Office.

Names & Father's Name	Address	Date of issue of licence	Date of renewal	Amount of fees for licence or for renewal, Treasury challan number, or Money order receipt number with dates or the date of payment in cash.	Remarks.

FORM NO. 14

(See rule—122 (i))

Register of licensed Deed Writers to be maintained by the Sub-Registrars

Name & Father's Name	Address	Date of issue of licence	Date of renewal	Remarks.
-------------------------	---------	-----------------------------	--------------------	----------

FORM NO.—15

(See rule—128)

Form of receipt to be issued by the licenced Deed Writer.



Serial number :—
Serial number in the Deed Writer's
register.

Serial number :—
Serial number in the Deed Writer's
register.

Name of the Office

Name of the Office

Name of the party.
Description of work done

Name of the party
Description of work done

Total fees realised

Total fees realised

Date

Date

Signature of the Deed Writer.

Signature of the Deed Writer.

FORM NO.—16

(See rule—132)

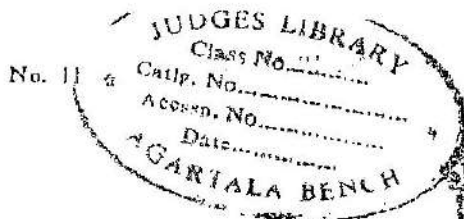
Form of register to be maintained by the licenced Deed Writers.

Sl. No.	Number of words in the document drafted.	Number of words in the document written.	Date of delivery of the document with the number of document.	No. of Summons written & filed.	
1	2	3	4	5	
No. of applications written & filed.	Name of persons or property & the year or years for which search in made.	No. and year of the document inspected.	Total fees realised.	Name and Address of the party.	Remarks.
6	7	8	9	10	11

4. The rules regulating the licencing of Deed Writers as notified vide Home (Legal and Legislative) Department Notification No. 224LR/II-8/Registration Dated, 3rd February, 1955.....are hereby repeated.



Shashi Prakash
Inspector General of Registration
&
Secretary to the Government of Tripura,
Revenue Department.



Registered No. N. E. 930

TRIPURA



GAZETTE



Published by Authority
EXTRAORDINARY ISSUE

Agartala, Wednesday, January 29, 1997 A. D. Magha 9, 1918 S.E.

Part II—Advertisement and Notices

স্বাধীনতা ও বিজ্ঞাপন

Government of Tripura
Revenue Department

No. F: 5 (7)-REV/87 Dated, Agartala, the 9th January 1997.

NOTIFICATION

In exercise of the powers conferred by clause (bb) of Sub-section (1) of Section 69 of the Registration (Tripura Amendment) Act, 1982 the Inspector General of Registration Tripura with the approval of the State Government makes the following rules further to amend the Tripura Registration Rules, 1954 namely :—

Short title and commencement

- (i) These rules may be called the Tripura Registration (Second Amendment) Rules, 1996.
- (ii) They shall come into force for and from date of their publication in the Official Gazette.

Amendment of Rule 122.

- In Sub rule (i) of rule 122 of the Tripura Registration Rules, 1974 (herein after referred to as the principal rules), for words and figures " of 25 (twenty five) rupees ", the word " prescribed in Schedule to these rules " shall be substituted.

Substitution of new rule for Rule 123

- For Rule 123 of the principal rule the following rule shall be substituted namely :—

- "120 (i) The licence issued under rule 122 shall, be valid upto the last day of the year (i. e. 31st December) of issue.
 Provided that a licence may be granted for any period less than a year, but the fees payable in respect of such licence shall be the same as prescribed for licence for one complete year.
- (ii) The licence may, at the discretion of the Registrar, be renewed for successive periods of one year at a time on application made by the licensee subject to good conduct, satisfactory work and physical fitness of licensee on payment of annual renewal fee as prescribed in Schedule I.
- (iii) The application for renewal shall be filed between 15th December and 15th January to the Registrar through the Sub-Registrar together with Treasury challan showing remittance of fee.
- (iv) A licensee who fails to apply for renewal of his licence within the time as prescribed in sub-rule (iii) may, within six months from the last date of making application, make an application for renewal of his licence on payment of late fee as prescribed in Schedule I.
- (v) If a licence granted under these rules is defaced, lost or destroyed the Registrar may, after causing such enquiry as he thinks necessary, issue a duplicate copy of licence on payment of fees prescribed in Schedule I.
- (vi) If the licensee does not apply for renewal or his application for renewal of licence is refused by the Registrar his name shall be struck off from the registers maintained by the Registrar and Sub-Registrar.
- (vii) A licensee who fails to apply for renewal of his licence in time as prescribed in sub-rule (iii) and (iv) may apply for a fresh licence under rule 122.
- (viii) All fees shall be deposited by Treasury challan.

Amendment of
 Rule 127.

4. In the principal rules for rule 127 the following rule shall be substituted, namely:—

"127. The rates of fee to be charged by a licenced Deed writer shall be such as prescribed in Schedule II to these rules."

By order of the Governor,

Anil Misra

Commissioner-Tum-Secretary,
 Government of Tripura.

SCHEDULE—I
LICENCE FEES, LICENCE RENEWAL FEES ETC. OF DEED WRITERS.

I. Licence fees	Rs. 100/—
II. Licence renewal fees (Annual)	Rs. 25/—
III. Late fees for renewal of licence.	Rs. 25/—
IV. Duplicate licence fees.	Rs. 25/—

SCHEDULE—II

For a deed of sale or mortgage or lease etc. where the value of the deed.

1. Does not exceed Rs. 5,000/-	Rs. 20/—
2. Exceeds Rs. 5,001 to Rs. 10,000/-	Rs. 30/—
3. Exceeds Rs. 10,001 to Rs. 15,000/-	Rs. 45/—
4. Exceeds Rs. 15,001 to Rs. 25,000/-	Rs. 60/—
5. Exceeds Rs. 25,001 to Rs. 50,000/-	Rs. 70/—
6. Exceeds Rs. 60,001 to Rs. 1,00,000/-	Rs. 90/—
7. Exceeds Rs. 1,00,001 to Rs. 2,00,000/-	Rs. 105/—
8. Exceeds Rs. 2,00,001, to Rs. 5,00,000/-	Rs. 120/—
9. Exceeds Rs. 5,00,000/—	Rs. 150/—
10. General Power of attorney special power of attorney well partition, Deed Partnership Deed other miscellaneous Deed, writing of application etc. writing summons etc. search fee.	where in the case of any instrument the market value is not stated the remuneration shall be Rs. 50/- upto 5,000 words and Rs. 10/- add stopnal for every 1000 words.
11. For taking delivery of documents where authorised by the party under section 52 of the Act.	Rs. 1.00 per document.
12. For writing application.	
(i) in the printed form	Rs. 1.00 for each form
(ii) in manuscript form	Rs. 2.00 for each form
(iii) for writing summons	Rs. 2.00 per summons.
13. For making searches of Index of volumes	Rs. 2.00 per year subject to maximum of Rs. 10/- for each of the items for search of Index of Inspection volumes.

TRIPURA GAZETTE



Published by Authority

EXTRAORDINARY ISSUE

Agartala, Friday, September 20, 2019 A. D., Bhadra 29, 1941 S. E.

PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA REVENUE DEPARTMENT

No.F.8(1)-REV/2019

Dated, Agartala, the 20th September, 2019.

NOTIFICATION

In exercise of the powers conferred by section 69 of the Indian Registration Act, 1908, the Inspector General of Registration makes the following rules with the approval of the state government to further amend the Tripura Registration Rules, 1954 namely :-

The Tripura Registration (Second Amendment) Rules, 2019

Short Title &
Commencement

- (1) The Tripura Registration (Second Amendment) Rules, 2019.
(2) It shall come into force with effect from the date of its publication in the Official Gazette.

Insertion of Rule
3A

- In Tripura Registration Rules, 1954, after Rule 3 in Chapter - I, the following Rule number 3A shall be inserted namely:-
"3A. Notwithstanding anything stated in these Rules, the data relating to the registration shall be collected, stored or transmitted electronically either in the standalone devices, in local networks or over internet, or the fees and other charges shall be received or refunded online or any other mode as decided by the government, and it shall not be necessary to maintain various books and registers, such as cashbook, catalog of books, fee book etc in physical format, and it shall suffice that such books and registers are generated in the report form from the electronic database.
"Provided that any tax payable or commission payable or paid in excess for the payment of registration and other fees etc is to be borne by the applicant, and shall not be adjusted against the registration fees and other charges etc."

Amendment to
Rule 45

- The existing 45 of Tripura Registration Rules, 1954 shall be substituted by the following:-
"All fee and fines, if any, payable under sub-section 1 of section 25 of the Registration Act, 1908 for registration of any kind of documents under the Act, the amount so payable by the interested person through the online mode or any other mode as decided by the government."

Amendment to
Rule 119

4. The existing Rule 119 of Tripura Registration Rules, 1954 shall be substituted by the following:-

"(1) All fees, including fees for searching and certified copies, travelling allowance, fees for commission etc, shall be paid through the online mode, or any other mode as decided by the government.

"(2) If the requirements of the law have been complied with in respect of all the particulars indicated in Rule 21, Registering officers shall be held personally responsible for the registration of all presented documents after receiving payment slip or token of e-payments from the intending person or person(s) and shall ensure registration against the presented documents after receiving token of e-payments from the intending person or person(s)."

(BARUN KUMAR SAHU)
Principal Secretary
Government of Tripura/
Inspector General of Registration, Tripura

Copy to

1. Director Land Records & Settlement
2. All District Registrars of Tripura
3. All Sub-Registrars of Tripura