

(Govt. of India's Emblem)

GOVERNMENT OF PUDUCHERRY

CITIZENS' CHARTER

OF

REGISTRATION DEPARTMENT

REVENUE COMPLEX ANNEXE

NEW SARAM, PUDUCHERRY-605 013.

www.py.gov.in

June 2014

REGISTRRTION DEPARTMENT, PUDUCHERRY

SI No.	Services	Services / Performance Standards	Contact details of the responsible Officer	Weight age	Process	Documents required	Fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Registration of Documents	The registered document will be returned Within '3' working days	Sub-Registrar	10%	1. Verify the relevant documents, identity of executants/ claimants, 2.feeding data in the system, 3. Registration of document, 4.Scanning of document and return	For sale and purchase of plot, land and house. Power of attorney, will and mortgage.	Detailed below
2	Encumbrance Certificate	Within '3' working days for Encumbrance certificate within 40 years. Since the records are in French language will be issued only after due verification.	Sub-Registrar	10%	1. Receipt of application 2. Searching of Records, 3. Writing the certificate 4. Entered in EC register	In the prescribed format.	Detailed below
3	Copy of Documents	Within '3' days. Since the documents are in French language will be issued only after due verification.	Sub-Registrar	10%	1. Receipt of application 2. Searching of Records, 3. Taking copy 4. Entered in copy register	In the prescribed format.	Detailed below
4	Copy of Will	Within '3' working days	Sub-Registrar	10%	-do- (*copy given to the claimant to the will)	In the prescribed format.	Detailed below
5	Deposit of sealed cover will	Will be deposited at any time during Office hours.	District-Registrar	5%	Entered in the register concerned and kept under safe custody	Secret of sealed cover will	Detailed below
6	Hindu Marriage	5 Days from the date of receipt of application for certificate	Sub-Registrar (Marriage)	10%	Receipt of application and given date for registration.	In the prescribed format.	Detailed below

7	Intended Marriage	Will be registered after 30 Days from the date of display in the notice - board.	Sub-Registrar (Marriage)	10%	On receipt of application the application will be displayed in the notice board of the Sub-Registrar office, whose jurisdiction the dwelling place of Bride/Bridgegroom located.	In the prescribed format.	Detailed below
8	Special Marriage	Will be registered after 30 Days from the date of display in the notice - board.	Sub-Registrar (Marriage)	10%	On receipt of application the application will be displayed in the notice board of the Sub-Registrar office concerned.	In the prescribed format.	Detailed below
9	Registration of Chits	Within One Month from the date of application for registration	District Registrar (Chit)	10%	On receipt of application sought for vigilance clearance/ inspection of the chit company	Applications as per Chit Fund Act and Rules of 1982 of the Government of India.	Detailed below
10	Document Writer Licence	Will be issued Within One Month on receipt of application	District Registrar	5%	For fresh license if the candidate is eligible, the license will be issued. The document Writer license is renewable every year.	Qualification Certificate along with affidavit and recommendations of Sub-Registrar concerned.	Detailed below
11	Scribe Licence	Will be issued within One Month	District Registrar	5%	No fresh Scribe License is processed.	Qualification Certificate along with affidavit and recommendations of Sub-Registrar concerned.	Detailed below

I. Table of Registration Fees for all kinds of Documents:

SI No.	Categories of Documents		Stamp Duty	Registration Fee
1	Conveyance (Sale)	--	10% on the market value of the property or the G.L.R. value whichever is higher.	0.5% on the value of property mentioned in the document or GLR rate which ever is higher.
2	Gift	--	10% on the market value of the property or the G.L.R. value whichever is higher.	0.5% on the value of property mentioned in the document or GLR rate which ever is higher.
3	Exchange	--	10% on the market value of the property or the G.L.R. value whichever is higher.	0.5% on the value of property mentioned in the document or GLR rate which ever is higher.
4	Simple Mortgage (without possession)	--	1% (on the loan amount) subject to a maximum of Rs. 20,000/-.	0.5% on loan amount subject to a maximum of Rs. 5,000/-.
5	Mortgage with possession	--	3% on loan amount.	0.5% subject to the maximum of Rs. 2,00,000/-.
6	Agreement to Sale	--	Rs. 20/-	Rs. 50/-
7	Cancellation	--	Rs. 50/-	Rs. 20/-
8	Partition	--	1% on the market value of the property but not exceeding Rs. 5000/-.	0.5% on the value of property mentioned in the document or G.L.R. value whichever is higher.
9	Power of Attorney	--	Rs. 20/-	Rs. 50/-
10	Power of Attorney (More than 5 persons)	--	Rs. 100/-	Rs. 50%
11	Settlement	--	1% on the market value of the property but not exceeding Rs. 5000/-	0.5% on the market value of the property or G.L.R. value whichever is higher.
12	Revocation of Settlement	--	Rs. 100/-	Rs. 20/-
13	Deposit of Title deed	--	1% on loan amount subject to a maximum of Rs. 5000/-	Rs. 0.5% on loan amount subject to a maximum of Rs. 1000/-
14.	Release	--	Rs. 25/-	Rs. 20/-
15.	Declaration of Trust (if property is there, it would be considered as sale)	--	Rs. 70/-	Rs. 100/-

16	(i)	Lease upto 5 years	--	2.25% on the average annual rent plus 5% on advance	0.5% on the average annual rent of property plus advance.
	(ii)	Lease above 5 to 10 years	--	5% on the average annual rent plus 5% on advance	0.5% on the average annual rent of property plus advance.
	(iii)	Lease above 10 to 20 years	--	5% on 2 times of average annual rent plus 5% on advance	0.5% on the average annual rent of property plus advance.
	(iv)	Lease above 20 to 30 years	--	5% on 3 times of average annual rent plus 5% on advance	0.5% on the average annual rent of property plus advance.
	(v)	Lease above 30 to 100 years	--	5% on 4 times of average annual rent plus 5% on advance	0.5% on the average annual rent of property plus advance.
17	Adoption deed		--	Rs. 33.75/-	Rs. 20/-
18	Rectification deed		--	Rs. 4.50/-	Rs. 7.50/-
19	Mortgage made over		--	Rs. 22.50/-	As per value of property
20	Indemnity Bond		--	Rs. 22.50/-	As per value of property
21	Receipt & Discharge of Mortgage		--	Rs. 1/-	Rs. 8.50/-
22	Declaration / Affidavit		--	Rs. 4.50/-	Rs. 20/-
23	Court order		--	No stamp duty	Rs. 20/-
24	Will		--	No stamp duty	Rs. 30/-
25	Will Cancellation		--	Rs. 50/-	Rs. 20/-

*in addition, computer fee of Rs. 100/- is chargeable for every transaction.

II. Search Fees:

1.	For grant of Certified copies of documents		
(i)	For the first year	--	5.00
(ii)	For every subsequent year	--	5.00
(iii)	Application fee	--	5.00
2.	For grant of Encumbrance Certificate		
(i)	For the first year	--	15.00
(ii)	For every subsequent year	--	5.00
(iii)	Application fee	--	5.00
(iv)	Computer fees	--	100.00

III. Copying Fees:

Stamp duty for grant of Certified copies of documents (Value of the stamp papers required)			
1.	If the Original was not chargeable with duty – Stamp paper	--	5.00
2.	In any other case – Stamp paper	--	5.00
3.	Copying Manual records (for each page)	--	5.00
4.	Copying Computerised Records (for each page)	--	10.00

IV. Fees under Hindu Marriage (Registration) Rules:

1.	For the Registration of Marriage	--	20.00
2.	For the Certificate copy of Marriage Certificate	--	10.00
3.	Search fee for every year	--	5.00

V. Fees under Special Marriage (Registration) Rules:

1.	For receiving on objection	--	5.00
2.	For every enquiry into an objection	--	50.00
3.	For every summon to a witness	--	5.00
4.	For solemnising or registering a marriage	--	20.00
5.	For a certified copy of Marriage Certificate	--	10.00
6.	If the entry is of the current year	--	5.00
7.	If the entry relates to any previous year, for each year	--	5.00

Citizen Charter

DO YOU KNOW?

SERVICES PROVIDED TO THE CITIZEN:

- (i) Registration of documents.
- (ii) Certified copies of documents.
- (iii) Issue of encumbrance certificate.
- (iv) Registration of Hindu marriages solemnized.
- (v) Solemnization and registration of special marriages
- (vi) Issue of extracts of Marriage registered under Hindu Marriage Act, Special Marriage Act.

FUTURE PROPOSALS:

- (i) Online submission of EC application, Marriage certificate application.
- (ii) Issue of Encumbrance Certificate / Marriage Certificate / Certified copy of document through service centers.

REGISTRATION OF DOCUMENTS.

Tell me how?

TO REGISTER A DOCUMENT:

- (i) Before deciding to purchase a property, ascertain the transactions effected in respect of the property proposed to be purchased by getting the encumbrance certificate.

TO GET ENCUMBRANCE CERTIFICATE:

- (i) Applications are available free of cost, in SRO.
- (ii) Give all the particulars of the property in the application and tender the required fee.

GUIDELINE VALUE

- (i) Revenue Village wise Guideline values are available on the Website.
- (ii) Guideline value register is available with the Registering officer

Valuation of property:

- (i) The Website enables you to ascertain the stamp duty / registration fees payable on a particular property.
- (ii) Ascertain the guideline value of the property and the stamp duty, registration fees etc, to be paid from the Registering officer or from the website.

Payment of Stamp Duty:

- (i) The Licensed Stamp Venders are licensed to sell stamps at the face value.
- (ii) If any extra demand is made, he is liable for criminal prosecution under the Act, besides rendering his license cancelled.
- (iii) The Treasuries also sell stamp papers.
- (iv) **In Puducherry e-stamping is introduced to facilitate the payment of stamp duty in all the Sub Registrar Office of Puducherry Region.**

DRAFTING OF DEEDS BY:

- (i) Executants of the document.
- (ii) Advocates.
- (iii) Licensed Document Writers.
- (iv) Model draft deeds are available with registering officers and on the website.
- (v) Executants can prepare deeds only using model deeds.

DETAILS TO BE GIVEN IN THE DOCUMENT:

- (i) Name and Address of the Executants & Claimants of the document.
- (ii) Consideration received for the sale.
- (iii) Full Details of the property including Building
- (iv) The executants should sign on each page and two witnesses should also affix signatures at the end of documents.
- (v) "In respect of sale deeds both seller and buyer should sign the documents and appear before the registering officer for registration of the document."

WHEN TO BE PRESENTED FOR REGISTRATION:

- (i) Within FOUR Months from the date of execution.
- (ii) "The District Registrar may condone delay by four months beyond the period of four months from the date of execution."
- (iii) No time limit for executed Wills.

WHERE TO BE PRESENTED FOR REGISTRATION:

- (i) Documents relating to properties situate in the U.T. of Puducherry shall be registered in the U.T. of Puducherry only at the following offices:
 - ◆ In the Sub-Registrar's office under the jurisdiction of which the property is situate,
 - or**
 - ◆ In the District Registrar's office.

REQUIREMENTS

- (i) Executed document.
- (ii) Details of PAN number of the Seller / Purchaser in case the value of the property stated in the document exceeds Rs.5 lakhs.

OR

- (i) Form 60/61 Statement in case PAN Number not provided in the document.
Registration fees.
- (ii) The Registering officer shall give receipts for all amounts paid to him.
- (iii) For registration of documents relating to conveyance of properties belonging to Government, local bodies or religious institutions, a NOC is required from the authorities concerned.

RETURN OF DOCUMENTS – within three days.**EXCEPTIONS:**

- (i) If inspection of land and building is required for arriving at the value of the property – 15 days.
- (ii) Want of required certificates from the parties, at the instance of party.
- (iii) Non-payment of required duty or fee.
- (iv) Want of clarification on the nature of documents – 15 days.
- (v) Reference u/s 47 A of the Indian Stamp Act .
- (vi) Workload in the SR office is more and power failure persists.

BUILDING INSPECTION:

- (i) The Sub Registrars inspect the building and assess the value.
- (ii) If any difference in value as setforth and value arrived at by following PWD norms is found out, the differential duty and a compounding fee will be collected.

**REGISTRATION AT PRIVATE RESIDENCE:
FOR WHOM?**

- (i) Sick people,
- (ii) Persons in the jail,
- (iii) Persons exempted from appearance in public place, Court etc.,
- (iv) Ladies exempted from appearance in public place by convention.

WHEN?

- ◆ On application and payment of additional fees.
- ◆ Before or after office hours.
- ◆ REGISTRATION ON HOLIDAYS – ONLY IN CASE OF URGENCY

**COMPULSORY REGISTRATION:
WHEN?**

- ◆ Executants fails to appear for admission of execution of document.

PROCEDURE:

- ◆ Enquiry will be conducted and if the executant admits the execution the registering officer will - register the document otherwise, the registration will be refused.

APPEAL:

- ◆ Against this refusal order, an appeal may be preferred within 30days to the District Registrar, who will pass final orders.

REGISTRATION OF WILL:

- (i) Wills can be registered in any registration office.
- (ii) No time limit for presentation to register.
- (iii) Wills can be kept in a sealed cover and deposited with the District Registrar for safe custody.
- (iv) The Person authorized may after the death of the testator, apply for opening the will with the copy of death certificate and get it registered.

CERTIFIED COPIES:

- (i) Anybody can apply for, pay the required fee and get certified copy of documents registered like Sale, Exchange, Mortgage etc.,
- (ii) Copy of Will registered can be obtained only by the testator.
- (iii) After his demise, anybody can apply and get copy on production of death certificate of the testator.
- (iv) Copy of Power of Attorney document can be given only to the parties to the document.

REGISTRATION OF MARRIAGES:**HINDU MARRIAGES REQUIREMENTS:**

- (i) Bridegroom/Bride should have completed 21/18 years respectively.
- (ii) Both of them should be Hindus.
- (iii) Marriages solemnised under Hindu customs/ non-customary
- (iv) Proof of marriage, age, residence, etc.,

Any one of the following place should fall within the jurisdiction of the Registering officer.

- (i) Residence of bride.
- (ii) Residence of bridegroom.

SPECIAL MARRIAGES REQUIREMENTS:

- (i) Marriages solemnized before the Registering officer or in any other form.
- (ii) Bridegroom/Bride should have completed 21/18 years respectively.
- (iii) Anyone of the following place should fall within the jurisdiction of the Registering officer.
- (iv) Residence of bride.
- (v) Residence of bridegroom.
- (vi) Notice of intended marriages.
- (vii) If no objection for the marriage is received within 30 days from the notice, marriage will be solemnized /registered.
- (viii) Marriages shall be solemnized / registered within 3 months from the date of Notice. Otherwise fresh notice should be given.

CHITS:

- (i) Citizen are cautioned, before subscribing to a chit, to ascertain whether the chit group is a registered one.
- (ii) Prior sanction order, commencement order are in District Registrar offices.
- (iii) You must pay subscription in time.
- (iv) You have the right to demand the following from the Foreman.
- (v) Registrars' prior sanction for the conduct of chit - for perusal.
- (vi) Copy of bylaws.
- (vii) Participation in the auction and bid for the chit.
- (viii) Receipt of prize amount within 7 days of bid after furnishing the surety required.
- (ix) Receipt of dividend after payment of subscription periodically.

KEEPING CITIZEN INFORMED:

- (i) The exclusive website <http://www.gov.in> contains the latest information on every aspect of registration department.
- (ii) Notice Board containing all details is displayed in all the Sub Registrar Offices. SubRegistrars are serving as guide to the registrant public.
- (iii) A copy of HandBook issued in Tamil contains the various fees to be paid for availing the services of the Department
- (iv) The District Registrar remains in Office on all working Mondays from 11.00 A.M. to 12.00 P.M. to redress grievances of the public.
- (v) All the Registration offices are computerized.
- (vi) Demand receipt for all kinds of payments made for securing services of the department.
- (vii) Citizen may mail their queries through the e-mail box available.

WHEN THINGS GO WRONG:

If any one fails to get a proper reply for his query or delay is caused for any of the time bound services inspite of fulfilling all the requirements of law;

- (i) he may contact personally or through correspondence, the District Registrar / Special Secretary (Revenue), Puducherry or the Inspector General of Regn at Puducherry.
or
- (ii) - lodge his complaint in the suggestion box.

STATUTORY REMEDIES:

When registration of a document is refused, one can file an appeal before the District Registrar concerned within one month.

The District Registrar, on appeal, can condone delay in presentation of document up to a period of 4 months on payment of fine.

If any one is aggrieved by the orders of the District Registrar demanding deficit stamp duty and penalty imposed, he may prefer an appeal before the Inspector General of Regn, who is the Chief Controlling Revenue Authority.

If the party is not inclined to accept the guideline value maintained in the Registration offices, his document will be referred to the Sub / Deputy Collector (Revenue) for determination of market value who will inspect the property and determine the market value.

If the difference of duty fixed by the Sub / Deputy Collector (Revenue) is not paid within 2 months from the date of order, 1% interest is chargeable from the date of default.

Appeal against the final order of the Sub / Deputy Collector (Revenue) may be preferred to Chief Controlling Revenue Authority (Inspector General of Registration) Puducherry, within 2 months from the date of order passed by Sub / Deputy Collector (Revenue)

An appeal provision is also available against the orders of a Collector on the application of refund of spoiled or unused stamps, before the Inspector General of Registration.

- Inspector General of Registration

INFORMATION

- Officials of Registration Department are inclined to give any sort of information required.
- For more details one can secure a copy of Hand Book issued in Tamil which contains the various fees to be paid for availing the services of the Department.
- Notice Board containing all details are displayed in all the Sub Registrar Offices.
- Sub Registrars are at the disposal of the person moving him and they are to give information required during office hours.
- They are serving as information counters for the registrant public.
- The registrants may lodge any suggestion/complaint which will be looked into with care and steps will be taken to redress the grievances or implement the suggestions if found suitable.
- District Registrar will remain in office on all working Mondays to hear grievances of the public.