

Office of the Inspector General of Registration,  
Chennai 600 028.

Circular

Letter No 18339/ C1/2012 dated: 25/4/2012

Sub Registration Act- Procedures to be followed for  
registering documents to prevent Fraudulent  
Registration -Instructions Issued- Reiterated- reg

- Ref: 1.IGR Circular No: 20564/C1/07 dt 17.5.2007  
2.IGR Circular No: 42938/C1/09 dt29/10/2009  
3.Clarification issued in IGR Circular No:  
42938/C1/2009dt18/12/2009  
4.IGR Circular No: 25-2/S2/2010dt 4/6/2011  
5/IGR Circular No: 33/C1/2010 dt 15/9/2010

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The object and purpose of the Registration Act is to provide information to public regarding the transaction that had taken place in a property.

In order to fulfill the objects of the act, several circulars as cited in the reference were issued. Through these circulars, instructions were given to Sub Registrars that they ought to verify the previous original documents/Patta and other revenue records to ascertain the right over the property by the persons who executed the documents.

However, it is brought to my knowledge, that documents are being registered without proper verification of title deeds and other original relevant documents which leads to fraudulent registration.

Hence, in order to safeguard the public interest by preventing bogus or fraudulent registration of documents, following instructions are reiterated for strict adherence in letter and spirit.

(A) In respect of deeds involving transfer of immovable property, such as sale, gift, settlement, exchange or creating charge over the property such as Mortgage or Power of Attorney, the registering officer should insist presentation of previous original deed/deeds by which the executants acquired right over the said property before registering the document and then verify the previous documents to satisfy himself that the executants have right over the property.

(B) In case previous documents are not available as the property may be ancestral, the executants should produce revenue records such as Patta copy issued by the Revenue Department and tax receipt in original along with attested/notarized Xerox copies to prove that the properties are owned by them. The Registering Officer should verify the original and return them to the party concerned and preserve the attested Xerox copy as part of the document by scanning and numbering it.

(C) In case the previous original document is lost, the party should produce certified copy of the document, copy of complaints recorded in Police Station and copy of advertisement published in local dailies regarding loss of documents. In such case, the party has to produce patta/property tax receipt in original.

(i). In case if the property is Government land/goramboke land or belonging to religious institution as per revenue records/other records and the party has not produced any patta to prove his right the Registering officer should return the document with check slip stating the facts.

ii). In the above mentioned case if the party produces patta, then the Registering Officer should keep the document pending for ascertaining the facts and genuineness of patta from concerned department/revenue officials.

5. In case of cancellation of settlement deed if the settler is unable to produce the original settlement deed as it may be with settlee then the settler should produce certified copy of the settlement deed. The Registering Officer, after verifying the certified copy for identity, <sup>then</sup> can register the cancellation deed without insisting for original deed.

The above instructions should be strictly adhered along with other instruction already issued in this regard

Sd/...25.4.2012

Inspector General of Registration

*[Signature]* 20/4/2012  
for Inspector General of Registration.

*[Signature]*  
20/4

To  
All Sub Registrars,  
All District Registrars  
All Assistant Inspector General of Registration,  
All Deputy Inspector General of Registration,  
The Director, Training Institute, Chennai  
F. Section. O/o IAR. (for R.G.)