

Chapter III

The Procedure Followed in the Decision Making Process, including channels of supervision and accountability

HEAD – QUARTERS

Inspector General of Registration

Superintendence and control over the department. Appellate authority under section 47A(5) and 56(1) of the Stamp Act. Further he is a Chairman of the Central Guideline Value Fixation Committee.

Additional Inspector General of Registration (Stamps & Registration)

He will assist the Inspector General of Registration to take decision in the matters regarding the Registration Act, Stamp Act, and C.C.R.A. cases under sec 56(1) of the Stamp Act.

Additional Inspector General of Registration (Intelligence)

He will assist the Inspector General of Registration for finalisation of Accountant General Audit Paras, Local Audit Paras, P.A.C. reports and he will assist the Inspector General of Registration to dispose the appeals received from the Sub Registrars and District Registrars against the audit objections raised by District Registrar (Audit) and Assist Inspector General of Registration.

He is the incharge to complete the annual Inspection in Office of the Deputy Inspector General of Registration, District Registrar Offices in the state every year and to take followup action.

Additional Inspector General of Registration (Guidelines)

He will assist the Inspector General of Registration to take decision on the proposals sent by the District Collectors for the determination of Guideline Value. He will assist the Inspector General of Registration during the periodical review meeting conducted by Inspector General of Registration on target and achievements. He will process and submit the files relating to disciplinary action initiated against the departmental Officers for final Orders. and to dispose the appeals under sec. 47A(5) and 47A(6) of the Stamp Act

He is the incharge to complete the annual Inspection in Office of the Deputy Inspector General of Registration, District Registrar Offices in the state every year and to take followup action

Additional Registrar of chits (Addl Inspector General of Regn. Cadre)

He will assist the Inspector General of Registration to implement the Tamil Nadu Chit Fund Act and Tamil Nadu societies Registration Act. He is the

incharge to supply the required stationery/forms to all offices in the state. He will assist the Inspector General of Registration to control the functions of the stamp vendors, document writers and copywriters, and monitor the Hindu Marriage, Special Marriage, Christian Marriage Act.

Personal Assistant to Inspector General of Registration (General)

He is assisting to the Inspector General of Registration in all establishment matters including transfer and posting. He is incharge of issuing the Christian Marriage Certificate.

Assistant Inspector General of Registration (Vigilance)

He is the incharge of special vigilance cell and shall work directly under the control of Inspector General Of Registration.

He is conducting enquiry against Departmental Officers on the petition received from the Public as per the direction of the Inspector General of Registration and the cell shall investigated check corruption/ irregularities/malpractices in Registration Department submit his enquiry report.

Personal Assistant (Chits)

He will process and submit the files relating to societies, Chitfunds, document writers, Copy writers and stamp vendors, Office Buildings, Stationary and Motor Vechicles, for orders to the Inspector General of Registration.

District Registrar (Guidelines)

He will process and submit the files relating to Registration Act, Stamp Act, General Complaints, and Right to Information Act for Orders to the Inspector General of Registration. He will process and submit the files relating to Appeals preferred under section 56(1) of the Stamp Act, Hindu Marriage, Special Marriage and Christian Marriage for Orders to the Inspector General of Registration.

District Registrar (Inspection)

He is incharge of preparing and submitting the Annual Inspection Notes in respect of Offices of the Deputy Inspector General of Registration, District Registrar, Admin, Audit and the special Deputy Collectors(Stamps) / District Revenue Officer (Stamps) to the Inspector General of Registration.

He will process the files relating to Accountant General remarks, C.A.G. reports and local Audit paras and submit the files for orders to the Inspector General of Registration. He will process the files under section 47(A)(5) & (6) of the Stamp Act and submit for Orders for to the Inspector General of Registration.

Accounts Officer

He will assist Inspector General of Registration to prepare the Budget estimate, revised Budget estimate and Final motified appropriations to submit Government and all other Financial Matters. He is drawing and disposing the monthly salary, and other allowences to the Staff of the O/o Inspector General of Registration.

He is incharge of collecting the details of Surcharge collection of this Department and allocates the eligible amount to the Commissioner of Rural Development, Collectors in respect of Muncipalities and to Commissioners of Corporations.

Subordinate Officers

Deputy Inspector General of Registration

He is incharge of acheiving the Revenue Target within the zone. General Superintendence and control over the zone. He will conduct surprise and Annual Inspections in Sub Registrar offices and District Registrars offices. He is acting as a Chairman in the Departmental Audit Committee. He is incharge of preparing the basic Guideline Registers and submit it to approval of District Guideline Valuation Committee.

Assistant Inspector General of Registration

He is conducting surprise inspection in Sub Registrar offices within his zone. He is acting as Member in the Departmental Audit Committee.

District Registrars (Administration)

He is incharge of acheivingthe Revenue Target within the Registration District. General Superintendence and control over the District. He will conduct surprise and Annual Inspections in the Sub Registrar Offices. He is incharge of Registering Socieites and Firms. He will issue Prior Sanction order to conduct Chit Groups. He is empowered to register the documents under section 30(1) of the Registration Act.

District Registrars (Audit)

He will inspect and Audit the Sub Registrar Offices periodically and prepare audit reports in respect of Revenue loss as well as the procedural lapses. After obtaining the explanations of the Registering Officers he will pass final orders. He is the Third-Eye of the Department to detect the Revenue Loss. He is acting as a Secretary in the Departmental Audit Committee.

Sub Registrars

He will register the documents relating to movable and immovable properties within the limits of his jurisdiction. He is acting a Marriage Registrar. He will issue the certified copies and Encumbrance Certificates to the registering Public.

Director, Registration Training Institute.

He is incharge of giving periodical training to the Departmental Officers and staff of this department.

District Revenue Officers / Special Deputy Collector (Stamps)

He is empowered to determine the market value of the property mentioned in the documents under section 47A (1) and (3) of the Stamp Act.

Assistant Executive Engineers

The building Values mentioned in the documents more than 50 lakhs are referred to the Assistant Executive Engineers to assess the value of buildings and machineries. he will inspect and assess the value of buildings, and the special type of building such as cinema Theatres, Oil Mills, Factories and Wind Mills.

Chit Arbitrators

Chit Arbitrators are conducting enquiry on the petitions presented to him relating to litigations arising between the chit foreman and subscriber and pass orders thereon.

Assistant Superintendent of Stamps

He is incharge of preparing indents for the requirements of the denominations of the Stamp Papers and submits it to Government Press. He will supply the necessary stamp papers to all District Treasuries and public. He will monitor and ensure the availability of stamp papers in the state.