


Office of the Inspector General of  
Registration and Commissioner of  
stamps in Karnataka, Bangalore.  
Dated 16th Sep. 1982.

No. RGN.76/82-83.

CIRCULAR

The attention of all the sub-Registrars is invited to this office circular No. RGN.73/74-75 dated 3-9-74 in which the work load for each second Division clerk and a Attender per day has been prescribed. Accordingly, each official has to copy 50 folios or 5000 words per day. It was observed during my inspection of some of the sub-Registry offices in Belgaum and Gulbarga divisions these instructions are not being scrupulously adhered to and kept the documents pending inordinately even though the offices are provided with adequate staff. It was obvious the sub-Registrars are not looking into this aspect meticulously, thereby causing inconvenience to the registering public. It was found, barring in few offices the average number of documents registered are 10 and in some cases less than even 10 documents. It is possible for the sub-Registrars to arrange 10 documents copied on the same day or next day and they can arrange delivery of them on the third day. Therefore it is hereby directed that they should not allow accumulation of documents in their offices and keep pending uncopied and undelivered.

The Headquarter Assistants / District Registrars are instructed to check this aspect of work whenever they take up inspection of sub-Registry offices. In order to watch the work being done by the sub-Registrars a monthly return is prescribed (proforma enclosed) The Headquarter Assistants / District Registrars should send this return every month duly compiled on or before the 10th positively, by getting information in respect of each sub-Registry office in the district.

  
(G. Muniyappa)  
I.G.R. & COMM. OF STAMPS.

To

All the Sub-Registrars in the state  
The Headquarter Assistant / District Registrars in the state  
to Misc. Section in Head office.