

## **CHAPTER - I**

### **INTRODUCTION**

The Right to Information Act, 2005 which enforces transparency and accountability in the working of the Public Authority is a milestone in our Democracy. Democracy is by the people for the people and of the people in which without transparency and accountability the target goal could not be achieved. This act redresses the grievance of the public who are made to run from pillar to post for some reason or other and empowers them to get information across the table of the public authority as a matter of their right. The Act not only fulfills the public desire and expectation of the government functionaries but also paves the way to provide useful information and support for the furtherance of the good governance. The accountability fixed on the public authorities through this Act makes them to work in a better way, for the betterment of the public and Government.

To own a property is the cherished dream of every citizen. The Registration Department plays a key role in recording the transactions made among the public. Registration Department also registers the Marriages under Hindu/ Special Marriage Act and also monitors the functioning of Chit Companies. The handbook brought out in view of the Right to Information Act 2005, enlightens every citizen who aspires to purchase property by providing all information required for registration of such purchase and to monitor the functioning of the department by obtaining necessary information as a matter of their right which ultimately brings transparency in the functioning and creates harmony between the public and the Government.

By going through the various Chapters of this Handbook the public gain an insight into the various services rendered by the department as well as the procedure to avail those services. The objective is to give all information essential to the public for availing services in a hassle-free citizen-friendly environment.

## **CHAPTER – 2 (Manual - 1)**

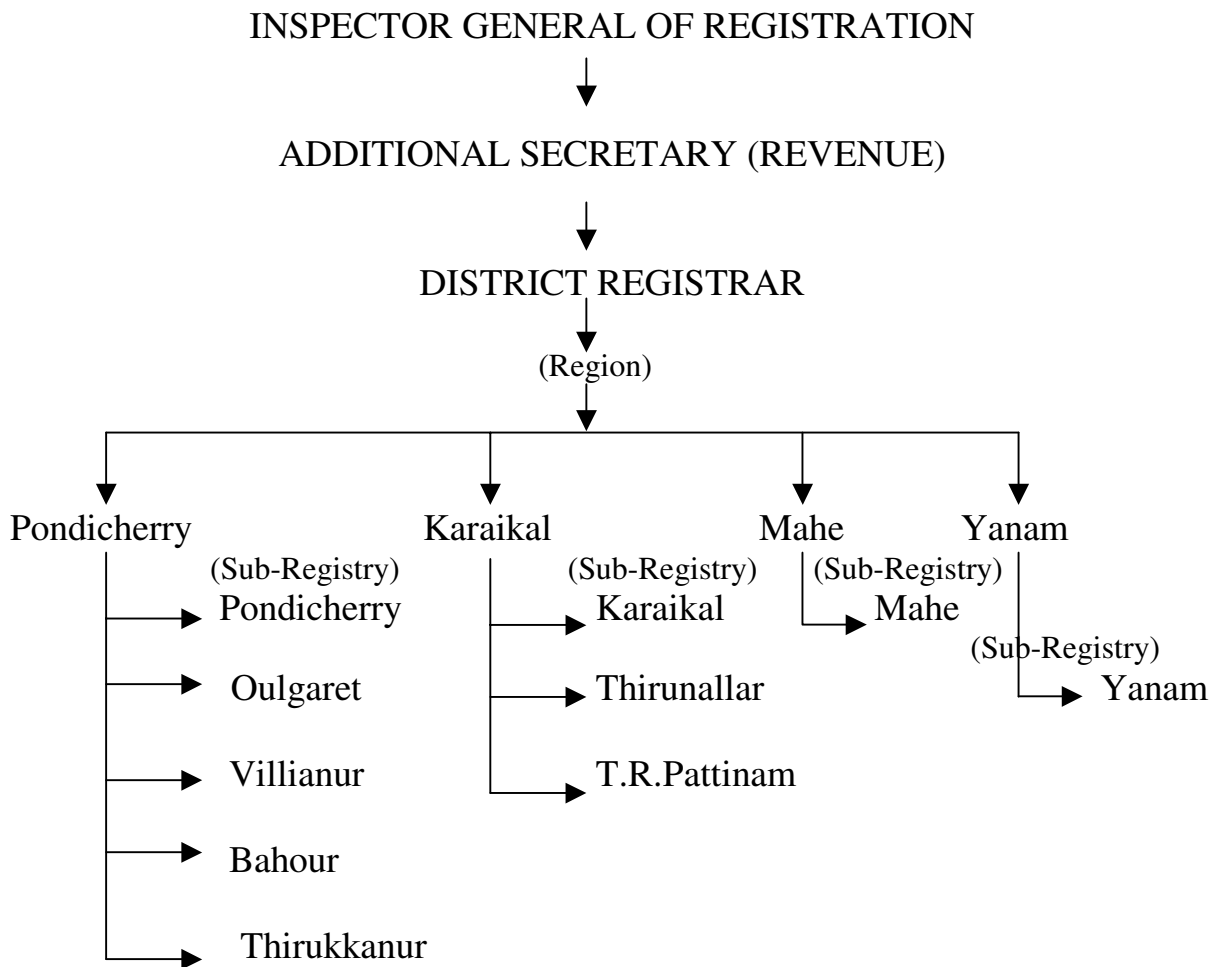
### **Particulars Of Organization, Function And Duties**

Registration of documents are evidence to the transactions which are reduced in writing. The Registration Department is functioning not only for registration of documents but also serve as repository of those registered documents with a vision to encourage bonafide transactions and to keep track of those transactions by recording all those related particulars in a format so that public can retrieve the same as and when required by them.

In early days the Registration Department was under the control of private Administration viz. ‘Conservateur des Hypthoques’ which was taken over by the Government. with effect from 13<sup>th</sup> September, 1967. Till 8<sup>th</sup> January 1969 registration was done as per French Law. On 9<sup>th</sup> January 1969 the Registration Act,1908 and Indian Stamp Act, 1869 was extended to the Union Territory of Pondicherry, the Notaries and the Receveurs d’ Enregistrement ceased to function and the records of all the Notaries were taken over by the District Registrar in Pondicherry and by the Sub-Registrars concerned in all other regions. The Special Marriage Act and the Hindu Marriage Act was notified for registration of marriages in the Union Territory of Pondicherry.

This Registration Department is mainly concerned with the registration of documents in addition to the registration of marriages and having control over the conduct of Chits by Chit Companies. The Registration Department is functioning under the overall control of the Inspector General of Registration. The Additional Secretary (Revenue) is the Head of the Department. The District Registrar is the Head of Office. The Union Territory of Pondicherry is divided into two Districts viz. Pondicherry District comprising Pondicherry, Mahe and Yanam regions and Karaikal region as another District. At present there are 10 Sub-Registries in both the Districts which are functioning each under a Sub-Registrar. Besides, there are two more Sub-registrars one designated as Joint Sub-Registrar to assist the District Registrar in his day-to-day administrative work and another Sub-Registrar to look after the functioning of the Chit Companies.

The Organizational Chart is as below:



The District Registrar's Office is functioning at No.58, Perumal Koil Street, Pondicherry-605 001

and the Working hours is as mentioned below:

Morning hours of the Office: 8.45 am to 1.00 pm.

Closing hours of the Office: 2.00 pm to 5.45 pm.

The address of other Sub-Registries are as mentioned below:

Sl. No.	Name of the Sub-Registry	Address	Telephone No.
1.	Office of the District Registrar, Pondicherry.	No. 58, Perumal Koil Street, Pondicherry.	(0413) 2337158

2.	Sub-Registrar (Oulgaret)	Town and Country Planning Building, Ground Floor, Jawahar Nagar, Boomianpet, Podnicherry.	(0413) 2203829
3.	Sub-Registrar (Villianur)	G.K. Moopnar Complex, Padmini Nagar, Villinaur, Pondicherry	(0413) 2667205
4.	Sub-Registrar (Bahour)	Taluk Office Back Side, Bahour, Pondicherry.	(0413) 2634243
5.	Sub-Registrar (Thirukkanur)	Sri Mariamman Complex, Thriukkanur, Pondicherry	(0413) 2680636
6.	Sub-Registrar (Karakal)	J.N. Street, Karaikal.	(04368) 227422
7.	Sub-Registrar (Thirunallar)	South Street, Thirunallar, Karaikal.	(04368) 236855
8.	Sub-Registrar (T.R.Pattinam)	Neravy Salai, T.R.Pattinam, Karaikal	(04368) 238866
9.	Sub-Registrar (Mahe)	Civil Station, Mahe	(0490)- 2335980
10.	Sub-Registrar (Yanam)	Civil Station, Yanam	(0884) - 2324838

For effective delivery of service to the citizen timelines have been prescribed in the citizen charter and are available with the Sub-Registrar concerned and District Registrar.

## **CHAPTER - 3 (Manual -2)**

### **Powers And Duties Of Officers And Employees**

The superintendence and control of each Sub-Registry is vested with the District Registrar. The District Registrar is the Drawing and Disbursing Officer. The District Registrar only is having power to receive and open the Will under sealed cover. The Joint Sub-Registrar who is working under his control is to assist him in the registration process and administrative works. The Chit Registrar will be monitoring the Chit activities. All the other Sub-Registrars are having their own jurisdiction and will be in-charge of a particular Sub-Registry. The Sub-Registrars who are in-charge of a Sub-Registry have to supervise and control the staff working under their control. They are the disbursing officers in respect of their Sub-Registry. The Sub-Registrars are having powers to register documents in respect of the property situated in their jurisdiction and they derive their powers from the Registration Act, 1908 and the Stamp Act, 1899. The main duties of the Sub-Registrars are as follows.

1. Registration of documents
2. Issue of Encumbrance certificate
3. Issue of Certified copy
4. Registration of marriages
5. Performing Solemnizing Intended marriages

## Chapter – 4 (Manual – 3)

### Rules, Regulations, Instructions, Manuals And Records, For Discharging Functions

Registration Act, 1908  
(Act No.16 of 1908)

An Act to consolidate the enactments relating to the Registration of Documents.

Copy of the Act shall be obtained from:

Registration Department,  
Pondicherry.

The Pondicherry Registration Rules, 1969  
(Pondicherry, 9<sup>th</sup> January 1969)

The Rules to further guide the Registration process.

Copy of the Act shall be obtained from:

Registration Department,  
Pondicherry.

The Pondicherry Registration (Amendment) Rules, 2004  
(No.3880/Rev./C3/2004 Pondicherry, the 2<sup>nd</sup> August 2004)

The above Rules further amend the Pondicherry Registration Rules, 1969.

Copy of the Act shall be obtained from:

Registration Department,  
Pondicherry.

The Indian Stamp Act, 1899  
(No. 2 of 1899)

An act to consolidate and amend the law relating to Stamps.

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.

The Indian Stamp (Pondicherry Amendment) Act, 1970  
(No.21 of 1970)

An Act to amend the Indian Stamp Act, 1899 in its application to the Union Territory of Pondicherry.

Copy of the Act shall be obtained from:

Registration Department,  
Pondicherry.

The Pondicherry Stamp (Prevention of Under valuation of  
Instruments) Rules, 1970  
(No.E.814/69 Pondicherry dt. 27<sup>th</sup> October 1970)

The Rules made to prevent under valuation of the Instrument

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.

The Chit Fund Act, 1982  
(Act No.40 of 1982)

An Act to provide for regulation of Chit funds and for matters connected therewith

Copy of the Act shall be obtained from:

Registration Department,  
Pondicherry.

The Chit Funds (Pondicherry) Rules 1986  
(No.15581/82/D(CI) Pondicherry, dt.2<sup>nd</sup> September 1988)

The Rules govern and guide the conduct of Chit and for matters connected therewith.

Copy of the Act shall be obtained from:

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.

The Hindu Marriage Act, 1955

This Act governs the registration of marriages solemnized between Hindus..

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.



### The Hindu Marriage (Pondicherry Rules)

Marriage between Hindus is registered under these rules. Bride Groom should have completed 21 years and the Bride 18 years at the time of solemnization of marriage

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.

### The Special Marriage Act, 1954

This Act governs the registration of marriages solemnized between a Hindu and a Non-Hindu, between parties other than Hindus celebrated in other forms of marriage

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.

### The Special Marriage ( Pondicherry Rules)

Marriages in other forms are registered under Special and Intended Marriages between parties who have completed 21 years on the date of notice. If no objection is received within 30 days from the date of notice, the marriage may be solemnized/registered upto 90 days from the date of notice.

Copy of the Rules shall be obtained from:

Registration Department,  
Pondicherry.

## CHAPTER – 6 (MANUAL – 5)

### A Statement Of The Categories Of Documents That Are Held By It or Under Its Control

Sl. No.	Category of the document	Name of the document and its introduction in on line	Procedure to obtain the document	Held By/Under Control
1.	Book-1	Register of non-testamentary documents relating to immovable property	On application and payment of prescribed fee	Sub-Registrar
2.	Book-2	Record of reasons for refusal to register	On application only.	Sub-Registrar
3.	Book-3	Registration of Will and authority to adopt	On application by the Testator or after the death of the Testator the needy person should apply with death certificate and payment of prescribe fee	Sub-Registrar
4.	Book-4	Miscellaneous Register	On application and payment of prescribed fee	Sub-Registrar
5.	Index-I	Based on the name of the parties to document	--	Sub-Registrar
6.	Index-II	Based on the property particulars	On application and payment of prescribed fee	Sub-Registrar
7.	Index-III	Based on the name of the parties to document	--	Sub-Registrar
8.	Index-IV	Based on the name of the parties to document	--	Sub-Registrar
9.	Intended Marriage Register	Contains particulars of marriage registered	On application and payment of prescribe fee	Sub-Registrar

10.	Hindu Marriage Register	Contains particulars of marriage registered	On application and payment of prescribe fee	Sub-Registrar
11.	Special Marriage Register	Contains particulars of marriage registered	On application and payment of prescribe fee	Sub-Registrar

The copies of documents bounded in Books can be obtained as certified copies and entries in the Index-II can be obtained as encumbrance certificate as per the procedure laid down in the Registration Act, 1908 and the Rules made thereunder.

### **CHAPTER – 7 (Manual – 6)**

#### **A Statement of Boards, Council, Committees and Other Bodies constituted as its part.**

**\*\*\* NOT APPLICABLE \*\*\***

## Chapter – 8 (Manual – 7)

### The names, designations and other particulars of the Public Information Officers

**Name of the Public Authority: Registration Department, Pondicherry.**

#### Assistant Public Information Officers:

Sl. No.	Name	Designation	STD code	Ph. No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Shri.							
1	L. Kumar	District Registrar	0413	2337158	2226285		regn@pon.nic.in	No.58, PerumalKoil Street, Pondicherry.

#### Public Information Officers:

Sl. No.	Name	Designation	STD code	Ph. No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Shri.							
1	G. Ragesh Chandra	Addl Secretary (Revenue) –cum-Collector	0413	2248691 2249060	2250500	2248759	jsrev@pon.nic.in	Department of Revenue and Disaster Management, Revenue Complex, Saram, Pondicherry - 13

#### Department Appellate Authority:

Sl. No.	Name	Designation	STD code	Ph. No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Shri.							
1	S. Kumarasamy I.A.S.	Secretary to Government (Revenue)	0413	2334448	2272855			Chief Secretariat, Pondicherry.

## CHAPTER – 9 (MANUAL – 8)

### Procedure Followed In Decision Making Process

All the matters relating to registration of documents are being decided by the Sub-Registrars and the District Registrar is the Appellate Authority. In the matter of superintendence and control over the department the District Registrar is the deciding authority. In the case of administrative matters Head of the Department i.e. Additional Secretary (Revenue) is the authority. For Amendment of Act and Rules, Remission of Stamp duty/Registration fee and policy matter approval of the Government have to be taken.

Sl. No.	Subject	Duration	Decision taken by
1	Registration of documents	120 days from the date of execution	Sub-Registrar
2.	Registration of documents	Upto 4 months after the expiration of time allowed for presentation	District Registrar
3.	Registration of Hindu Marriage	90 days	Sub-Registrar
4.	Belated Registration of Hindu Marriage	Beyond 90 days	Registrar General of Marriages
5.	Registration of Special Marriage	After 30 days of notice before 90 days	Sub-Registrar
6.	Solemnization of Indented Marriage	After 30 days of notice and before 90 days	Sub-Registrar
7.	Permission for conducting of Chit	Within 30 days	Inspector General of Registration

**CHAPTER – 10 (Manual – 8)**  
**DIRECTORY OF OFFICERS AND EMPLOYEES**

Sl. No	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
1.	L. KUMAR	District Registrar	0413	2337158	2226285			No. 100, First Floor, St. Therese Street, Pondicherry - 1
2.	N. Tamil Selvan	Jt. Sub-Registrar	0413	2337158	2257340			58,12 <sup>th</sup> E Cross Krishna Nagar Lawspet Post Pondicherry.
3.	G. Krishnaraj	Sub-Registrar	0413	2337158	2346741			Jayanthi Illam, No.7-A, III St., Angalamman Nagar, Muthiapet Pandy-7.
4.	S. Sriranjani @ Vaidehi	Assistant	0413	2337158	2241872			4 ,Sri Jayaram Nagar Chinnayanpet, Saram, Pandy-13
5.	A. Expedit	Assistant	0413	2337158	2344536			90, Montarsier St., Pandy-1
6.	Amirdavalli Selvam	Assistant	0413	2337158	2257988			11, Nehru Nagar Muthulingam Pet Lawspet, Pandy-8
7.	Lakshmi Norman	Assistant	0413	2337158	2224951			22, Padmini Thottam, Kurusukuppam, Pandy-12.
8.	V. Sivasamy	UDC	0413	2337158	2354489			6,Sokkapadayatchi St., Mudaliarpeta Pandy-4
9.	C. Murugaiyan	UDC	0413	2337158	2237085			1, 3 <sup>rd</sup> Cross Dhavamani Nagar, Lawspet

								Pondy-8
10.	P. Muruganandan	UDC	04368	2337158				26/6, Hameed Colony, Sunnambukara St., Karaikal
11.	S. Ejilane	UDC	0413	2337158	5537626			7, Prasanthi Nagar, Santhai Thopu Back Side Dharmapuri
12.	S. Kalidoss	UDC	0413	2337158	2214308			13, 6 <sup>th</sup> Cross Rainbow Nagar, Pondy-11.
13.	S. Sathish	UDC	0413	2337158	2252730			12, 4 <sup>th</sup> Cross Tagore Nagar, Lawspet, Pondy-8
14.	V. Murugesan	LDC	0413	2337158				46, Kavikuil St., Ashok Nagar, Lawspet-8.
15.	D. Narayanan	LDC	0413	2337158	2615952			23, Bahour St., T.N. Palayam & Post, Pondy-2.
16.	P. Subramanian	Copyist	0413	2337158	2239666			42, Perumal Naidu St., Muthialpet, Pondy-1.
17.	A. Balradjou	Copyist	0413	2337158	2222438			134, Arabindo St., Pondy-1
18.	L. Rosarien Kumar	Copyist	0413	2337158	2234028			113, Saint Rosar St., Muthialpet, Pondy-3
19.	G. Santhi	Copyist	0413	2337158	3225947			38, Nehru Nagar Pondy-11
20.	S. Carounanidhi	Attender	0413	2337158	2256078			A.E. 4 Govt., Qtrs. Lawspet, Pondy-8
21.	S. Vajravelu	Peon	0413	2337158				I, 37, Jawahar Nagar, Pondy

22.	M. Sambasivam	Peon	0413	2337158	2234889			43, Edayanchavad i Road, Karuvadikupp am, Pondy-8
23.	K. Gunasekaran	Peon	0413	2337158				20, 4 <sup>th</sup> Cross Periyar Nagar, Pondy-5
24.	P. Velayudham	Peon	0413	2337158	2355987			D/11, Viduthalai Nagar, Mudaliarpet, Housing Board, Pondy- 4
25.	S. Pattabiraman	Watchman	0413	2337158				36, Pillayar Koil St., Thengaithittu, Pondy-4.
26.	T. Thavamani	Watchman	0413	2337158				11, Thotti St., Kalitheerthalk upam, Madagadipet & Post , Pondy.

<b>Office of the Sub-Registrar Villianur</b>								
1.	S. Pitchai	Sub- Registrar	0413	2667205	2240062			79, Thendral Nagar, Saram, Pondy-1.
2.	P. Aranganathan	UDC	0413	“	2213478			24, Kamachiamm an Koil St., Pondy-1.
3.	C. Murugaiyan	Copyist	0413	“	2266159 3			12, Main Road Uthiravakinip et Villianur (P.O)
4.	P. Sandirasekaran	Peon	0413	“	3095896			12, Mariamman Koil St., Bahour Post, Pondy- 607402.



5.	P. Kalyanasundaram	Peon	0413	“				80, Mariamman Koil st., Bahourpet & Post pundy.
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**Office of the Sub-Registrar  
Thirukkanur**

1.	V. Thangarassu	Sub-Registrar	0413	2680636	2644516			22, Vaikkal St., Pangoore, Villianur Commune Pundy-12.
2.	N. Amirthlingam	UDC	0413	“	2641313			8, Vaikkal St., Kalitherthalkuppam Pundy
3.	K. Muruganidhi	LDC	0413	“	2202546			Bharathi School St., Thirukkanur, Pundy
4.	R. Iyyanar	Peon	0413	“				4, VTC St., Thirubuvanai & Post, Pundy
5.	M. Kothandapani	Peon	0413	“				11, Mariamman Koil St., Ambedkhar Nagar, P.S. Palayam, Pundy.

**Office of Sub-Registrar  
Oulgaret**

1.	M. Veerasamy	Sub-Registrar	0413	2203829	2666111			No.18, Sundaramuthy Vinayagar Koil Street, Villianur, Pondicherry.
2.	K. Madhavi	UDC	“	“	2222703			71, Vanjinathan St., Sarathipuram Pundy-4
3.	E. Nadessin	LDC	“	“	2250790			34, Brahmin St., Muthaliyarpeta, Pundy-4.
4.	D. Balaraman	LDC	“	“	2645280			No. 9, Mariamman Koil Street, Manakuppam, Nallathur -Pundy

5.	S. Umasankar	Copyist	“	“	5532520			97, Poyyakulam St., Vinobha Nagar, Pondy
6.	K. Swaminathan	Copyist	“	“	5202110			Plot No.46, (B), Lane V.V.P Nagar, Thattanchavady, Pondicherry.
7.	R. Kuppusamy	Peon	“	“	-			No. 40, G.N. Palayam Pet, Main Road Arumbarthapuram, Pondy-8
8.	P. Velayutham	Peon	“	“	2355987			D-11, Viduthalai Nagar, Muthaliar pet, Pondicherry – 4.

**Office of the Sub-Registrar  
Bahour**

1.	S. Prabakaran	Sub-Registrar	0413	2634243	2256301			No.29/49, Govt, Quarters, Lawspet, Pondicherry – 8.
2.	V. Vinayagamurthy	UDC	0413	“	2634125			18, Mariamman Koil St., Bahour Pondy-607402
3.	S. Vaithianathan	LDC	0413	“	2634374			Thamaraikulanatha Street, Bahour, Pondicherry – 607402.
4.	N. Mayavan	Peon	0413	“	2615611			30, Mariamman Koil Street, Kanniyakoil, Manapet Post, Pondicherry -607402.
5.	S. Murugavel	Peon		“				AC/5, Govt. Quarters, Lawspet, Pondy-8

**Office of the Sub-Registrar  
Karaikal**

1.	S. Jayapaul	Sub-Registrar	04368	227422	2223581			5, 2 <sup>nd</sup> Cross, V.G. Nagar, Kovilpathu, Karaikal-60
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2.	P. Muthaiyan	UDC	“	“	2236619			No.12,Pottai Road, Thirunallar
3.	N. Munisamy	UDC	“	“	2265015			37, North St., Keezhakhasakudy , Kottucherry
4.	M. Arokianathan	LDC	“	“	2261914			No. 28, East St., Ponbethy, Nedungadu
5.	G. Varadharasu	Peon	“	“	2234055			No. 20, Nedungadu Road, T.R. Pattinam, Karaikal
6.	R. Balasubramanian	Peon	“	“	2221822			15, Karikalacherry Road,, Karaikal
7.	R. Sundararaman	Watchman	“	“	“			4/1, Akkaarikula Theru T.R. Pattinam, Karaikal

**Office of the Sub-Registrar  
Thirunallar**

1.	K. Rajarathnam	Sub-Registrar	04368	236855	236410			No 10, North East St., Pettai, Thirunallar, Karaikal.
2.	G. Sivarajan	UDC	“	“	233693			14, Venkatesaperumal Koil St., Karaikal
3.	G. Senthilkumar	LDC	“	“	261972			17, South St., Nedungadu-609603
4.	S. Shanmuganathan	Peon	“	“				3/5, Polican Street, Karaikal

**Office of the Sub-Registrar  
T.R. Pattinam**

1.	H, Ahamaded Maricar	Sub-Registrar	04368	238866	223543			8, Nelagadangu Street, Karaikal
2.	M. Yasmin	UDC	“	“	224312			14, Perabu Nagar, Karaikal.
3.	S. Subramanian	LDC	“	“	-			119, Mariamman Koil St., Karaikal

4.	S. Viswanathan	Peon	“	“	-			Govt., Quarters, Kottucherry.
5.	S. Tamizharasan	Peon	“	“	-			No.5, V.O.C Nagar, Varichikudy, Karaikal.

**Office of the Sub-Registrar  
Yanam**

1.	Haranad Baba	Sub-Registrar	088	2324838	-			1, 1 <sup>st</sup> Cross St., Gopal Nagar, Yenam-533464
2.	K. Kotlamma	UDC	“	“	-			Paidy, Kandala St., Yanam- 533464
3.	Lanka Venkateswara Rao	UDC	“	“	-			4-344, Subrahmanya Bharathi St., Yanam
4.	Nandiki Kutumba Rao	Peon	“	“	-			Civil Station, Yanam
5.	Sathya Narayanan	Peon	“	“	-			Civil Station, Yanam

**Office of the Sub-Registrar  
Mahe**

1.	Vinayaraj	Sub-Regisgtrar	0490	2335980	2334660			Govinda Nillayam, (H), Koodarapura Road, Mahe
2.	Sathyam Unniparan	UDC	“	“	2355325			Valavil House, Near Ice Factory, Valavil, Mahe.
3.	K.M. Bijoy	LDC	“	“	2358853			Panagatil Tazhe, Pandakkal, Mahe.
4.	K. Janardhanan	Peon	“	“	2334391			Krishna House, New Mahe.
5.	V.N. Haridasan	Peon			2359147			Chandroth (H), Pandakkal, Mahe.

## CHAPTER – II (Manual – 10)

The Monthly Remuneration received by each of its officers and employees, including the system of Compensation as provided in regulations

Sl.No	Name	Designation	Compensation / Remuneration
(1)	(2)	(3)	(4)
1.	L. Kumar	District Registrar	17515
2.	N. Tamil selvan	Joint Sub-Registrar	11774
3.	G. Krishnaraj	Sub-Registrar	12053
4.	Lakshmi Norman	Assistant	12053
5.	Amirdavalli Selvan	“	10196
6.	S. Sriranjini Vaidehi	“	10883
7.	A. Expedit	“	10653
8.	S. Sathish	UDC	9059
9.	S. Ejilane	UDC	8786
10.	C. Murugaiyan	UDC	8711
11.	S. Kalidoss	UDC	8861
12.	p. Muruganandhan	UDC	8301
13.	V. Sivasamy	UDC	8226
14.	V. Murugesan	LDC	7870
15.	E. Natesan	LDC	6368
16.	D. Narayanan	LDC	6527
17.	A. Balradjou	Copyist	10578
18.	L. Rosarien Kumar	Copyist	8402
19.	P. Subramanian	Copyist	8616
20.	G. Santhi	Copyist	5817
21.	K. Swaminathan	Copyist	6695
22.	S. Carounanidhy	Attender	7026
23.	K. Gunasegaran	Peon	5922
24.	S. Vajravelu	Peon	6649
25.	M. Sambasivam	Peon	6463
26.	N. Kothandapani	Peon	6649
27.	S. Pattabiraman	Watchman	5824
28.	T. Dhavamani	Watchman	5005
<b>Office of the Sub-Registrar Oulgaret</b>			
1.	M. Veerasamy	Sub-Registrar	12053
2.	K. Madhavi	UDC	8786
3.	D. Balaraman	LDC	7032
4.	S. Uma Sankar	Copyist	6182
5.	K. Kuppusamy	Peon	5660
6.	P. Velayudham	Peon	6836

<b>Office of the Sub-Registrar Bahour</b>			
1.	S. Prabakaran	Sub-Registrar	10430
2.	V. Vinayagamurthy	UDC	7545
3.	S. Vaithyanathan	LDC	6191
4.	S. Murugavel	Peon	6529
5.	N. Mayavan	Peon	6529
6.	A. Veerappan	Copyist	5870
<b>Office of the Sub-Registrar Villianur</b>			
1.	S. Pitchai	Sub-Registrar	12614
2.	P. Aranganathan	UDC	8786
3.	P.S. Ulaganathan	LDC	7012
4.	G. Murugaiyan	Copyist	5910
5.	P. Kalyanasundaram	Peon	6368
<b>Office of the Sub-Registrar Thirukkanur</b>			
1.	V. Thangarasu	Sub-Registrar	12245
2.	N. Amirthlingam	UDC	8600
3.	K. Muruganidhi	LDC	7017
4.	R. Iyyanar	Peon	5702
5.	M. Kothandapani	Peon	6420
<b>Office of the Sub-Registrar Karaikal</b>			
1.	S. Jayapaul	Sub-Registrar	12053
2.	P. Muthaiyan	UDC	9089
3.	N.. Munisamy	UDC	8786
4.	M. Arokianathan	LDC	6120
5.	G. Varadharasu	Peon	6328
6.	Balasubramanian	Peon	7056
7.	R. Sundararaman	Watchman	5005
<b>Office of the Sub-Registrar T.R. Pattinam</b>			
1.	H. Ahamed Maricar	Sub-Registrar	12053

2.	M. Yasmin	UDC	8925
3.	S. Subramanian	LDC	6677
4.	S. Viswanathan	Peon	6825
5.	S. Tamizharasan	Peon	6529
<b>Office of the Sub-Registrar Thirunallar</b>			
1.	K. Rajarathinam	Sub-Registrar	11933
2.	G. Sivarajan	UDC	10813
3.	G. Senthilkumar	LDC	6942
4.	S. Shanmuganathan	Peon	6499
<b>Office of the Sub-Registrar Yanam</b>			
1.	Haranada Baba	Sub-Registrar	12053
2.	K. Kotlama	UDC	8786
3.	Lanka Venkateswara Rao,	UDC	8695
<b>Office of the Sub-Registrar Mahe</b>			
1.	V.A. Vinayagaraj	Sub-Registrar	11374
2.	V. Sathyam	UDC	9600
3.	Bijoy K.M.	LDC	6331
4.	V.N. Handasan	Peon	6398
5.	Jaanardhanam	“	5987

## Chapter –12 (Manual –11)

### Budget Allocated to Registration Department

Sl. No.	Name of the Scheme Head	Activity	Amount Allocated (Rs. in lakhs)	Expenditure incurred upto September 2005 (Rs. in lakhs)	Officer Responsible for execution of the work
1	2030 Stamps and Registration 03 Regostration03-001 Direction and Administration 03-001(03) Computersation of Registration Department under urban Reforms incentive fund 03-001(03)(01) Pondicherry Region (13) Office Expenses	Automation of the entire Registration workflow	6.50	0.17	District Registrar



CHAPTER – 13

**The Manner Of Execution Of Subsidy Programme**

**\*\*\* NOT APPLICABLE \*\*\***

CHAPTER– 14 (Manual - 13)

**Particulars Of Recipients Of Concession, Permits Or Authorization  
Granted By It**

**\*\*\* NOT APPLICABLE \*\*\***

CHAPTER – 15 (Manual -14)

**Norms Set By It For The Discharge Of Its Functions**

**\*\*\* NOT APPLICABLE \*\*\***

## CHAPTER – 16 (Manual – 15)

### **Information Available In An Electronic Form**

The Guideline value is available in Kiosk. The Kiosk is available in all Sub-Registries in which Guide Line Rate for any Survey number can be viewed.

## CHAPTER – 17 (Manual – 16)

### **Particulars Of The Facilities Available To Citizens For Obtaining Information**

The following methods are adopted for dissemination of information.

1. Notice Board
2. Newspaper
3. Inspection of Records in the Office
4. System of issuing of copies of documents
5. Website
6. Gazette Notification

## CHAPTER - 18 (Manual -17)

### Other Useful Information

#### A) Services Rendered and the Time Limit for availing the Services

Sl. No.	Name of Service	Eligibility Conditions	Document to be produced along with application	Who will sanction	To Whom to apply	Time Limit	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Documents	Pattadars / Owners of plot house and land.	For sale and purchase of plot, land and house, Power of attorney, will and mortgage	Sub-Registrar	Sub-Registrar	Within 7 working days	District Registrar/ Additional Secretary (Revenue)
2.	Encumbrance Certificate	Pattadars / Owners of plot, house and land and other needy persons.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 5 working days.	District Registrar/ Additional Secretary (Revenue)
3.	Copy of Documents	Pattadars / Owners of Plot, house and land and other needy persons	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 3 days	District Registrar/ Additional Secretary (Revenue)
4.	Copy of Will	Testator/ After death of testator the needy	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 5 working days.	District Registrar/ Additional Secretary (Revenue)

		person should apply with death certificate					
5.	Deposit of sealed cover Will	Testator	Will in a sealed cover	District Registrar	District Registrar	Any time during Office hours.	District Registrar/ Additional Secretary (Revenue)
6.	Hindu Marriage	Bride of 18 years and above, Bridegroom of 21 years and above	In the prescribed format	Sub-Registrar (Marriage)	Sub-Registrar (Marriage)	3 days from the date of application for certificate	District Registrar/ Additional Secretary (Revenue)
7.	Intended Marriage	Bride of 18 years and above, Bridegroom of 21 years and above	In the prescribed format	Sub-Registrar (Marriage)	Sub-Registrar (Marriage)	After 30 Days from the date of display in the notice board	District Registrar/ Additional Secretary (Revenue)
8.	Special Marriage	Persons who have not registered their marriage in time and other religion	In the prescribed format	Sub-Registrar (Marriage)	Sub-Registrar (Marriage)	After 30 Days from the date of display in the notice board	District Registrar/ Additional Secretary (Revenue)
9.	Registration of Chits	Prior Government sanctions and preliminary certificate issued by the District Registrar.	Applications as per Chit Fund Act and Rules of 1982 of the Government of India.	Additional Secretary (Revenue)	District Registrar (Chit).	Within One Month.	District Registrar/ Additional Secretary (Revenue)
10.	Document	Candidate	Qualification	District	District	Within	District

	Writer License	s who have passed Government examination or those who got relevant certification from Community College and Lawyers	n Certificate along with affidavit and recommendation of Sub-Registrar concerned	Registrar	Registrar	One Week	Registrar / Additional Secretary (Revenue)
11.	Scribe License	Candidates who have passed Government examination or those who got relevant certificate from Community College and Lawyers.	Qualification Certificate along with affidavit and recommendation of Sub-Registrar concerned	District Registrar	District Registrar	Within One Week	District Registrar / Additional Secretary (Revenue)

## B) Table Of Fees

### I) Registration Fees for all kinds of Documents:

Sl. No.	Nature of document	Fee
1.	When the value does not exceed Rs.200	2.25
2.	When the value exceeds Rs.200 but does not exceed Rs.300	3.00
3.	When the value exceeds Rs.300 but does not exceed Rs.400	4.00
4.	When the value exceeds Rs.400 but does not exceed Rs.500	4.75
5.	When the value exceeds Rs.500 but does not exceed Rs.600	5.75

6.	When the value exceeds Rs.600 but does not exceed Rs.700	7.50
7.	When the value exceeds Rs.700 but does not exceed Rs.1000	10.00
8.	When the value exceeds Rs.1,000 but does not exceed Rs.10,000 for the first Rs. 1000 as under sub-clause (7) and for every Rs.500 or part thereof in excess of Rs.1,000	7.50
9.	When the value exceeds Rs.10,000 for the first 10,000 as under sub-clause (8) and for every Rs.1,000 or part thereof in excess of Rs.10,000	5.00
10.	For registration of Power of Attorney, General Power/Special Power	50.00
11.	Cancellation deed	20.00
12.	Deed of Will	30.00
13.	Adoption deed	20.00

## II. SEARCH FEES:

(1) For grant of certified copies of documents

a.	For the first year	2.00
b.	For every subsequent year	1.00
c.	Application fee	0.25

(2) For Grant of Encumbrance Certificate

a.	For the first year	4.00
b.	For every subsequent year	1.50
c.	Application fee	0.25

## 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	2.25
2.	In any other cases	4.50
2A.	For every 100 words or fraction thereof	2.25

## IV. Fee under Hindu Marriage (Registration) Rules:

1.	For the Registration of Marriage	5.00
2.	For the certified copy of Marriage Certificate	2.00
3.	Search fee for every year	1.00

#### V. Fees under Special Marriage (Registration) Rules

1.	For every application for the Registration of marriage	3.00
2.	For receiving on objection	2.00
3.	For every enquiry into an objection	50.00
4.	For every summon to a witness	0.50
5.	For solemnizing or registering a marriage	10.00
6.	For a certified copy of marriage certificate	2.00

#### VI. Search Fees.

1.	If the entry is of the current year	0.50
2.	If the entry related to any previous year, for each year	1.00



C) Application Forms Relating to Seeking of Information

**Form 'A'**  
**Form of application for seeking information**  
**(See rule 3)**

ID. No  
(For official use)

To  
The Competent Authority,  
The Department of Revenue & Disaster Management  
Pondicherry

1. Name of the Applicant .....
2. Address : .....
3. Particulars of information. - : .....

i. Details of information required:

.....

ii. Period for which information asked for :

.....

iii. Other details :

.....

4. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.

5. A fee of Rs.....has been deposited in the office of the Competent authority vide No..... dated.....

Place : .....

Signature of Applicant

Date : .....

E-mail address, if any

Tel. No. (Office)

(Residence)

-----

- Note :-
- (i) Reasonable assistance can be provided by the Competent authority in filling up the Form A.
  - (ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required

**ACKNOWLEDGEMENT OF APPLICATION IN FORM – A**

I.D.No. ....

Dated : .....

1. Received an application in Form A from Shri/Ms..... resident of ..... under section 5(1) of the Right to Information Act,
  
2. The information is proposed to be given normally within 15 days and in any case within 30 days from the date of receipt of application and in case it is found that the information asked for can not be supplied, the rejection letter shall be issued stating reason thereof
  
3. The applicant is advised to contact the undersigned on between 11 A.M. to 1 P.M
  
4. In case the applicant fail to turn up on the scheduled date(s). the Competent authority shall not be responsible for delay, if any.
  
5. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.

Signature and Stamp of the  
Competent Authority

E-mail address:

Web-site:

Tel. No

Dated: .....

**Form 'B'**  
**Outside the Jurisdiction of Competent authority**  
**(See rule 4 (1))**

From .....

No. F.....

To.

.....  
.....  
.....  
.....  
.....

Sir/Madam,

Please refer to your application, I.D. No.....dated .....addressed to the undersigned regarding supply of information on.....

- 2 The requested information does not fall within the jurisdiction of this Competent Authority and, therefore, your application is being returned herewith.
3. This is in supercession of the acknowledgement given to you on.....
4. You are requested to apply to the concerned Competent authority:

Yours faithfully,

Competent Authority.

E-mail address:

Web-site:

Tel. No

Strike out wherever not applicable.

Form C  
Rejection Order  
(See rule 4(2))

Date:

From .....

No. F. ....

To

.....  
.....  
.....

Sir / Madam,

Please refer to your application, I.D. No.....dated.....addressed to the undersigned regarding supply of information on.....

2. The information asked for cannot be supplied due to following reasons:-

- ii) .....
- iii).....

3. As per Section 7 of Right to Information Act, 2005, you may file an appeal to the Secretary to Government (Revenue), Government of Pondicherry, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.

E-mail address:

Web-site:

Tel. No

**Form 'D'**  
**Form of supply of information to the applicant.**  
**(See rule 4(3))**

From ..... Date .....

No. F. ....

To.

.....

.....

.....

Sir/Madam,

Please refer to your application I.D.No..... dated .....  
addressed to the undersigned regarding supply of information on  
.....

2. The information asked for is enclosed for reference.

**Or**

The following partly information is being enclosed.

- i) .....
- ii) .....

The remaining information about the other aspects cannot be supplied due to following reasons

- i) .....
- ii) .....
- iii) .....

3. The requested information does not fall within the jurisdiction of this Competent Authority.

4. As per Section 7 of Right to Information Act, 2001 you may file an appeal to the Secretary to Government (Revenue), Government of Pondicherry, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.  
E-mail address :  
Web-site:  
**Tel. No**

Strike out if not applicable