

Government of Jammu & Kashmir
Office of the Inspector General of Registration, J&K
Jammu/Srinagar

Subject: Adherence to the checklist of Documents.

Circular No. 0/ -REG of 2023

Dated: 10.08.2023

For a citizen centric document registration, the Revenue Department has notified a checklist of the documents vide Government Order No. 183-JK(REV) of 2022 dated 16.10.2022 read with Government Order No. 03-JK(REV) of 2023 dated 02.01.2023 for each Article/Instrument available on the National Generic Document Registration System (NGDRS) for observance by the Registering Officers (Sub Registrars) across the UT of Jammu and Kashmir. The checklist has been linked with each Article/ Instrument on the NGDRS, hosted on the NGDRS JK homepage and also conspicuously displayed in all the Sub Registrar Offices (SROs) for reference of registration staff as well as the citizens.

It has, however, been reported that certain SROs insist upon the citizens for submission of the documents/certificates which are not prescribed in the checklist.

The matter has been viewed seriously by Secretary to Government, Revenue Department in a meeting held on 04.08.2023 while reviewing the implementation of the initiatives/deliverables of the Registration Department for the current financial year.

All the Sub Registrars are accordingly enjoined upon to scrupulously adhere to the document checklist specified for each Article/Instrument while conducting document registration. Any deviation in this regard will invite disciplinary action as warranted under rules.

Sd/-

Inspector General of Registration, J&K

Dated: 10.08.2023


No: IGR/Gen/35/2023/ 305

Copy to:

1. Secretary to Government, Revenue Department for kind information.

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2. Divisional Commissioner, Kashmir/Jammu for kind information.
3. Deputy Commissioners (All).
4. Additional Inspector General of Registration, Kashmir/Jammu for information.
5. Registrars (All).
6. Sub Registrars (All) for compliance.
7. In-charge website.
8. Circular file.

 10.08.23
Tehsildar Headquarter
o/o Inspector General of Registration,
J&K