

**Government of Jammu & Kashmir  
Revenue Department, Civil Secretariat  
Jammu / Srinagar**

**Subject: Conduct of registration of documents on the appointed date & time.**

**Circular No. 10 JK (REV) of 2022  
Dated: 29.07.2022**

It has been brought to the notice of the Government that certain Sub Registrars do not conduct registration of documents uploaded by the citizens on the appointed date and time, leading to delay in registration, thereby defeating the objective of online document registration through the National Generic Document Registration System (NGDRS) and also casting doubts on the conduct of staff assisting in these registrations.

The matter has been reviewed by the Competent Authority.

Accordingly, all the Sub Registrars are hereby directed to ensure conduct of registration of documents of citizens mandatorily on the appointed date and time to avoid any inconvenience and hardships to the citizens, as also to bring in more efficiency and transparency in document registration. Any document not fit for registration should be reverted or refused as per the merits of the case, strictly in accordance with the provisions of the Registration Act, 1908 and other relevant laws.

Any deviation in observance of these instructions will entail disciplinary action.

**Sd/-**

(Vijay Kumar Bidhuri) IAS

**Commissioner / Secretary to the Government**

No: REV-Regt/41/2022-11


Date: 29.07.2022

Copy to the:-

1. Financial Commissioner, Revenue (J&K) for kind information.
2. Divisional Commissioner Kashmir/ Jammu.
3. Secretary to Government, Department of Law, Justice and Parliamentary Affairs.



4. Inspector General of Registration, J&K.
5. Additional Inspector General of Registration, Kashmir/Jammu.
6. All Registrars for necessary action.
7. OSD to Advisor (B) to Hon'ble Lieutenant Governor, J&K for kind information of the Hon'ble Advisor.
8. All Sub Registrars for compliance.
9. Private Secretary to Commissioner/Secretary to the Government, Revenue Department.
10. Circular file.

  
(Muzammit Hassan Choudhary) JKAS  
**Under Secretary to the Government**