



## **ABSTRACT**

Registration Department – Tamil Nadu Document Writers' Licence Rules, 1982- Prescription of revised qualifications and enhancement of fees for writing documents - Amendments to Rules and Table of fees – Issued.

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### **COMMERCIAL TAXES AND REGISTRATION (M2) DEPARTMENT**

G.O.(Ms). No. 49

Dated 15.4.2010

Chithirai - 2

Thiruvalluvar Aandu 2041

Read :

1. G.O. Ms. No.397, Commercial Taxes and Religious Endowments Department, dated 12.4.1982.
2. G.O. Ms. No.330, Commercial Taxes and Religious Endowments Department, dated 6.9.1996.
3. From the Inspector General of Registration , Letter No.55309/S2/2007, dated 24.8.2009.

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#### **ORDER:**

Over a period of years, while the number of documents registered during every year is increasing, the number of document writers is reducing due to death, cancellation of licence etc. Hence, there is a compelling need to grant licence to more people with necessary educational and technical qualification to cope up with the technology development happening in the Registration Department. A new generation of document writers set up is also required with improved qualification. While prescribing the educational qualification for writing the examination, the Document Writers' Licence Rules requires to be amended. Relatively, the minimum age limit, educational qualification, examination fee, licencing fee, fees for drafting deeds etc., need to be amended.

2. On examining the consolidated amendments proposed by the Inspector General of Registration to the Tamil Nadu Document Writers' Licence Rules, 1982 in the light of the above position, the Government have decided to accept them. Accordingly, the Government direct that the notifications appended to this order be published in the Tamil Nadu Government Gazette.

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3. The Works Manager, Government Central Press, Chennai is requested to send 50 copies to the Government in Commercial Taxes and Registration Department and 100 copies to the Inspector General of Registration , Chennai – 28.

(BY ORDER OF THE GOVERNOR)

T. JACOB  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Inspector General of Registration , Chennai – 28  
The Works Manager, Government Central Press, Chennai-79  
(With a request to publish the Notification in the next issue of the Tamil Nadu Government Gazette and send 50 copies to the Government and 100 copies to Inspector General of Registration, Chennai – 28)

Copy to:

The Senior PA to Minister (Tourism & Registration) Chennai -9  
The Law Department, Chennai – 9  
The Accountant General (Accounts and Entitlements),  
Chennai – 18 / (By Name)  
The Accountant General (Audit-II), Tamil Nadu,  
Lekha Pariksha Bhavan, 361, Anna Salai, Chennai- 600 018.  
NIC, Chennai – 9 (with a request to publish the G.O. in the  
Tamil Nadu Government Website [www.tn.gov.in](http://www.tn.gov.in))  
Sf / Sc

//FORWARDED/ BY ORDER//

SECTION OFFICER

In exercise of the powers conferred by section 89-B of the Registration Act, 1908 (Central Act XVI of 1908), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Document Writers' Licence Rules, 1982.

AMENDMENTS.

In the said Rules, -

- (1) in rule 2, in clause (g), for the expression “Additional Inspector General of Registration”, the expression “Deputy Inspector-General of Registration of the respective zone” shall be substituted ;
- (2) in rule 3, in sub rule (5), -
  - (i) for clause (a), the following clause shall be substituted, namely:-

“(a) Document written by the executant himself where it is drafted using the model format hosted in the registration website;”;
  - (ii) in clause (b), after the expression “Official Assignee;”, the following expression shall be added, namely:-

“or any other authority under the Civil Procedure Code or any other law to be authorised in this behalf;” ;
- (3) **in rule 5**, the proviso to clause (d) shall be omitted;
- (4) **in rule 6**, in sub rule (a), in clause (iv), for the expression “Rs.50 (Rupees fifty only)”, the expression “Rs.200 (Rupees two hundred only)” shall be substituted;
- (5) **in rule 7**, -
  - (i) in sub-rule (1), for the expression “eighteen years of age”, the expression “twenty five years of age” shall be substituted;
  - (ii) in sub-rule (2),-
    - (a) for the expression “ Document Writers' Licensing Test unless he has passed the (S.S.L.C., Examination) or its equivalent examination”, the following shall be substituted, namely:-

“Document Writers' Licence Test unless he possesses the following qualifications, namely:-

      - (1) A degree from a recognized University;
      - (2) Typewriting either by lower or higher grade both in Tamil and English:  
Provided that a diploma in Computer Application shall be an additional qualification:  
Provided further that the above qualification shall not apply to the licensees who have already been granted licence before the date of this Notification, and in respect of renewal of licences by such licensees.”;
- (b) for the proviso, the following proviso shall be substituted, namely:-

“Provided also that the persons who desire to apply for a State

Licence should possess an adequate knowledge of the official language of the State namely, Tamil.”;

- (6). **for rule 10**, the following rule shall be substituted, namely:-  
“10. Fees for licence.- The following fee shall be levied for the grant of and for renewal of licence:-

	For grant of Licence (Rs.)	For Renewal of Licence (Rs.)
1. Licence granted for one Registration sub-district	750	300
2. Licence granted for one Registration district	1000	450
3. Licence granted for all offices in the state	2000	600.”;

- (7) in the Appendix, - (i) in FORM B, under the heading 'conditions', after condition (i), the following condition shall be inserted, namely:-

“(j) He shall not enter into the registration office for the purpose of work relating to registration unless he is directed to do so by the registering officer concerned.”;

- (ii) for “Table of fees”, referred to in sub-rule (4) of rule 14, the following shall be substituted, namely:-

**“ TABLE OF FEES  
( See rule 14(4) )**

(1) <u>For documents through which property is conveyed :-</u> (viz, Conveyance, Exchange, Settlement and Gift)	<b>Rs.</b>
(i) When the value specified in document does not exceed Rs. 10,000/-	50/-
(ii) When such value exceeds Rs. 10,000/- but does not exceed Rs.50,000/-	100/-
(iii) When such value exceeds Rs.50,000/- but does not exceed Rs.1,00,000/-	150/-
(iv) When such value exceeds Rs.1,00,000/- but does not exceed Rs.2,00,000/-	200/-
(v) When such value exceeds Rs.2,00,000/- but does not exceed Rs.5,00,000	300/-
(vi) When such value exceeds Rs. 5,00,000/-	400/-

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- (2) For the following documents:, namely:-

(i) Deposit of Title deeds



- (ii) Lease deed
- (iii) Mortgage deed
- (iv) Partnership deed
- (v) Release deed
- (vi) Trust deed

(b) For the following documents:, namely:-

- |                        |   |          |
|------------------------|---|----------|
| (i) Acknowledgment     | } | Rs. 50/- |
| (ii) Receipt           |   |          |
| (iii) Award            |   |          |
| (iv) Cancellation      |   |          |
| (v) Divorce            |   |          |
| (vi) Power of Attorney |   |          |
| (vii) Promissory note  |   |          |
| (viii) Agreement       |   |          |

(3) For partition deeds:-

- |   |           |
|---|-----------|
| (i) When the document involves not more than two schedules                      | Rs. 200/- |
| (ii) When the document involves more than two schedules, fee for each schedule. | Rs. 100/- |
| (iii) Maximum fees  | Rs. 500/- |

(4) For buildings:-

- |   |  |
|---|--|
| Measuring house and preparing statement under sub-rule (1-A) of rule 3 of the Tamil Nadu Stamp (Prevention of Undervaluation of Instruments) Rules, 1968. | Rs.100/-<br>(for each (1-A) statement) |
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T. JACOB  
PRINCIPAL SECRETARY TO GOVERNMENT

//TRUE COPY//

SECTION OFFICER