

**WEST BENGAL REGISTRATION & STAMP REVENUE SERVICE
ASSOCIATION,
5, GOVERNMENT PLACE (NORTH), KOLKATA-700001**

The West Bengal Registration Rules, 1962

Besides the **Register-books No. 1 to 4** as mentioned in Rule-3, the **file books** prescribed in Rule-6 and the **Guard file** mentioned in Rule-61 the following books and registers shall be kept in all the registration offices –

- 1) Catalogue of books (Form no.22, Appendix-I)
- 2) Stock book of furniture (Form no.25, Appendix-I)
- 3) Cash book (Form no.24, Appendix-I)
- 4) Fee book (Form no.11 Appendix-I)
- 5) Receipt book u/s 52(1)(b) (Form no.8, Appendix-I)
- 6) Miscellaneous Receipt book and T.A. for visit & commission, or for any fee realized subsequent to registration or for any kind of receipt such as Sale Proceeds etc (Form no.10, Appendix-I)
- 7) Register of Forms u/s 25,23A (Form no.28, Appendix-I)
- 8) Register of applications for search & copy (Form no.18, Appendix-I)
- 9) Register of visit & commission (Form no.9, Appendix-I)
- 10) Challan book (Form no.23, Appendix-I)
- 11) Register of refund (Form no.20, Appendix-I)
- 12) Register of Thumb Impression (Form no.4, Appendix-I)
- 13) Register of Power of Attorney (Form no.17, Appendix-I)
- 14) Register of documents impounded (Form no.7, Appendix-I)
- 15) Register of processes & court fees (Form no.30, Appendix-I)
- 16) Register of letter received (Form no.34, Appendix-I)
- 17) Register of letter issued (Form no.35, Appendix-I)
- 18) Register of documents pending admission & registration (Form no.27, App.-I)

Some relevant rules required frequently are short listed in a nutshell

Rule-10	Transmission of records to the district office – In January each year the following records shall be transferred from the registration offices to the office of the District Registrar, namely <ol style="list-style-type: none">a) Completed or closed volumes of Register book 3 and completed volumes of Register books nos 1, 2&4, Register of Power of Attorney and file-books containing the memoranda and copies referred to in Rule-6.b) Indexes no.s I, II, & IV and loose sheets of Index no. IIIc) Completed register of thumb impression.
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Rule-12	Records to be permanently preserved in registration offices- a) Catalogue b) List of records destroyed c) List of unclaimed documents destroyed
Rule-14	Every Registering officer shall be responsible for the presentation and safe custody of all registration records including those of previous years, which have accumulated in or have been transferred to his office
Rule-15	Note of destruction of unclaimed documents under section 85 :- 1) when a registered document or a document, the registration of which has been wholly refused, has remained unclaimed in any registration office for a period exceeding two years and is destroyed u/s 85, a note to that effect shall be made in the margin opposite to the copy in the book in which the document is registered or against appropriate entry in the Register book no.2 as the case may be as well as in the fee book. The note should invariably be initiated dated by the registering officer. 2) Before any document is destroyed, an endeavour shall always be made by the Registering Officer in whose office the document is kept to induce the presentant thereof to take it back .
Rule-17	Marginal note to be made of cancellation of documents by order of a court
Rule18	Mode of making correction
Rule 21	Condition of admissibility
Rule 25	procedure in case of unavoidable delay read with sec.25. a receipt in form no.8 in Appendix I shall be granted from a separate receipt book maintained u/s 52 (1) (b)
Rule 28	Documents not duly stamped to be impounded u/s 33 of the Indian Stamp Act 1) to enter it forthwith in the register of impounded documents(Form 7 in Appendix I) 2) R.O shall not realize any fee 3) R.O. shall grant a receipt to the presentant out of separate receipt books refund to in Sub Rule (2) of Rule 25 4) "Document impounded" shall be recorded in red ink on the receipt 5) Before forwarding the document to the collector the R.O. shall record on it – (i) the endorsement, "Impounded and forwarded to the Collector u/s 38(2) of the Indian Stamp Act,1899." (ii) The endorsement required by clause (a) of Sec.52(1) (iii) And the endorsement required by Sec.58 , if possible
Rule 29	Procedure after impounded document is returned by the collector to produce the receipt given to him on presentation of the document. As soon as the fees are paid , the R.O. shall grant a receipt in Form No 10 in Appendix I Necessary entries in the fee book shall be made and in the receipt issued under Rule. 25(2)
Rule 37	Examination of Commissioner by R.O.

Rule 39	Scale of Fine u/s 25(i) and the proviso to the Sec.34(1) shall be imposed according to the following scale/period of delay	
	When the delay does not exceed seven days	A fine equal to twice the amount of the proper Regn. Fee
	When the delay exceeds seven days but does not exceed one month	a fine equal to four times the amount of the proper Regn Fee
	When the delay exceeds one month but does not exceed four month	A fine equal to nine times the amount of the proper Regn Fee
Rule 40	Calculation of fine for delay in appearance on second and subsequent occasions shall be the difference , if any, between the total amount teniable up to second , third and subsequent accasions and the fine or fines previously levied	
Rule 41	Calculation of fine when two or more copies are presented	
Rule 42	Remission of fine	
Rule 43	Certificate of admissibility	
Rule 48	Signature of illiterate person	
Rule 49	Thumb impression	
Rule 51	Registration of document executed by several persons. Where some of the representatives of a deceased executant deny execution while others admit it, registration of the document shall be altogether refused s. t. provision of Sec.73	
Rule 52	Procedure on failure of the executant to appear within four months from execution. Proviso :- before expiration of period prescribed u/s 23 initiated proceedings u/s 36 to procure appearance of the executant or u/s 38 for his examination, the R.O. shall report the matter to the Registrar for order at the end of the period u/s 23 The Registrar shall, on receipt of the R.O.'s report direct the document to be kept pending till the disposal of the proceedings initiated u/s 36 or u/s 38 but not for a period exceeding eight months from execution, ordered to register the document on payment of fine as prescribed u/s 34(1)	
Rule 53	Procedure on failure of the executant to appear after payment of a fine u/s 25 within eight months from execution. The Registrar shall direct the document to be kept pending till the disposal of the proceedings initiated u/s 36 or Sec 38 but not for a period exceeding 12 months from the date of execution	
Rule 63	Procedure of registration of documents presented in duplicate, triplicate It shall be recopied in its altered form and full fees shall be levied. Only the fresh endorsement together with the certificate of admissibility under	

	Rule 43 on each registration, shall be copied on the left hand margin of the book, previous endorsements already made on the document being copied in red ink in the body of the copy in order in which they appear on the original deed
Rule 69	Form of final endorsement of registration
Rule 71	Procedure when the document is copied in a wrong book
Rule 72	Procedure on registration of a document in wrong office
Rule 73	Making endorsement on a separate paper
Rule 75	Supplementary document rectifying error in previous document
Rule 82 to 90	Indexes
Rule 91	Recognition and authentication of Power of Attorney A Power of Attorney authorizing the agent to execute and register a document shall not be authenticated.
Rule 92	Note to be made of interlineations, blank, erasures etc
Rule 93	Authentication of Power Of Attorney shall be made (i) in Form No.8(a) in Appendix II when the principal executing the power appears at the Registration Office (ii) in Form No 8(b) in Appendix II when the principal being exempted from appearance, the Registering officer examines the principal on a visit u/s 33(3) (iii) in Form No.7 in Appendix II when the principal is examined on commission(K) (may issue a commission)
Rule 95	Endorsement when a special power of attorney is used When a special power of attorney is used in a Registration office for the purpose of Sec32, Sec.34 or Sec.73 an endorsement shall be made upon it in Form No.9 in Appendix II “ Presented this day in connection with registration of document no..... for....(or application no.... for.... u/s 73)