



INFORMATION HANDBOOK

[In pursuance of Chapter II, Section 4(1) (b) of the Right to Information Act, 2005]

(Updated as on 01.01.2024).

Office of the Commissioner and Inspector-General of

Registration and Stamps, Andhra Pradesh,

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**OFFICE OF THE COMMISSIONER AND INSPECTOR-GENERAL OF
REGISTRATION&STAMPS. ANDHRA PRADESH.
VIJAYAWADA**

Memo No.RTI/_____/2022

Date :____.12.2022

Sub: - Registration and Stamps Department — Right to Information Act”2005(Central ACT to.22 of 2005) —Publication of information under Section 4(1) (b) of the Right to Information Act, 2005 -Revised Information — Published-Orders — Issued.

Ref:-1.Circular Memo.No.30742/RTI A/GPM&AR/201 3, Dated 30.09.2013.

2. This office memo No.85 347/1APR.II/A1/ 2005 -7. DATED: -J 0-2013.

Whereas Section 4(1) (b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein the said section.

In compliance to the above statutory obligation and In continuation of the orders issued in the reference 2nd read above revised information in respect of Registration and Stamps Department is herewith published as noted in the Annexures to this order.

Copy of this order is available on Internet and can be accessed at address <http://www.registration.ap.gov.in>.

Commissioner and Inspector-General of
Registration and Stamps. A.P., Tadepalli

To

All officers in Registration and Stamps Department Copyto :

- 1) AI! officers on Head office
- 2) All the Section Superintendents in Head office

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CHAPTER -I INTRODUCTION

BACKGROUND

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, as defined in section 2(h), the Right to information Act 2005 has been enacted. Section 4(1) (a) and 4(1) (b) confer rights on citizens to obtain information as enumerated in section 4(1) (b) and for this purpose every public authority is required to appoint Public Information Officer (PIO) and Assistant Public Information Officer (APIO) for the processing of information as requested by the citizens. Under any circumstances if the citizen could not secure the information requested by him, he may approach the appellate authority or finally the Information Commission in the regard.

OBJECTIVE OF THE HANDBOOK

Registration and Stamps Department is headed by the office of the Commissioner and Inspector General of Registration and Stamps. The Registration Department mainly administers the Registration Act 1908, Indian Stamp Act 1899, A.P. Societies Registration Act 2001, A.P. Partnership Act 1932, A.P. Chit Fund Act 1971, Hindu Marriage Act 1955, and Special Marriage Act 1954 as its basic functions. The marriage officers appointed under Indian Christian Marriage Act also come under its purview. The Commissioner and Inspector General of Registration and Stamps, at apex level supervises the field offices Viz., Sub- Registrars, District Registrars, Deputy Inspectors General in their functioning in the state of Andhra Pradesh. The key objective behind the publication of this information manual is to enable the public to understand the functions of the department in general and the functions of the office of Commissioner and Inspector General of Registration and Stamps, A.P., in particular as per the details prescribed under the section 4(1)(b) of the Act. The Commissioner and Inspector General of Registration and Stamps being a public authority here by publishes the prescribed information relating to the constitution and functioning of the office. The matter contained in this manual is meant for information of the general public and more particularly the citizens are entitled under the Act to obtain other

information from the Commissioner and Inspector General of Registration and Stamps’ office. The procedure for obtaining the information from the Commissioner and Inspector General of Registration and Stamps office is given in the following paragraphs.

TARGETEDUSERS

This manual is meant for information of citizens, Civil Society Organizations, Public representative, officers and employees of public authorities.

NAMES AND ADDRESS OF KEY CONTACTOFFICERS

For facilitating information requests from the citizens, the following officersare designated by the Commissioner and Inspector General of Registration and Stamps and all information requests shall be addressed to the state Public Information Officer (PIO).

1	Superintendent, RTI section O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road, Tadepalli-522501. Guntur District Andhra Pradesh Phone.No. 7093921319	Assistant Public Information Officer (APIO)
2	Assistant Inspector General O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road Tadepalli-522501. Guntur District Andhra Pradesh Phone. No. 7995433315	Public Information Officer (PIO)
3	Joint Inspector General-II O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road Tadepalli-522501. Guntur District Andhra Pradesh Phone. No. 7093921302	Appellate Authority for Head of the Department office
4	Joint Inspector General-I O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road Tadepalli-522501. Guntur District. Andhra Pradesh Phone. No. 9618613344	State Appellate Authority

PROCEDURE FOR OBTAINING INFORMATION

This information manual contains information about organization and functioning of the Commissioner's and Inspector General of Registration and Stamp office which heads Registration and Stamps Department at state level. If any person is desirous of obtaining any other information he shall make an information request to the PIO. The applicant is required to comply with the following conditions.

- The applicant shall be a citizen of India.
 - As proof of citizenship, any one of the following documents may be attached to the information request
 - ❑ Ration Card
 - ❑ PAN Card
 - ❑ Driving License
 - ❑ Electricity Bill
 - ❑ Passport Document
 - The information request shall be made in writing
 - The information request can be in one of the following languages.
 - ❑ Telugu
 - ❑ Hindi
 - ❑ English
 - Applicant shall pay the prescribed fees of Rs.10/-.
 - Applicants belonging to below poverty line (BPL) category need not pay the fee. For claiming exemption from payment of fee under BPL category, the applicant shall attach a copy of a Ration Card as a proof. The request for information will be generally processed within the time period mentioned under the Act.

CHAPTER -II
INTRODUCTION
Section4 (1)(b)(i)

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

The Commissioner and Inspector's General office is the office of Head of the Department of Registration and Stamps at State level. The office is headed by the Commissioner and Inspector General (Registration and Stamps). This office supervises the functioning of the field offices viz., Sub Registrar Office. It controls the functions of the District Registrar's Offices at the District level and the Deputy Inspector's General Office. This office supervises the statutory functions exercised by the District Registrars and Sub Registrars created under the Registration Act, 1908. The Commissioner being designated as Chief Controlling Revenue Authority is the final authority on adjudication of stamp duty and is the Revenue Authority over Collectors appointed under Stamp Act. He exercises control over GSO (General Stamp Office) which regulates sale of all kinds of Non-Postal stamps through the office public counter, Stamp Vendors Counters, Secretariat Counter and High Court Counter. He is the licensing Authority for franking machines in the State.

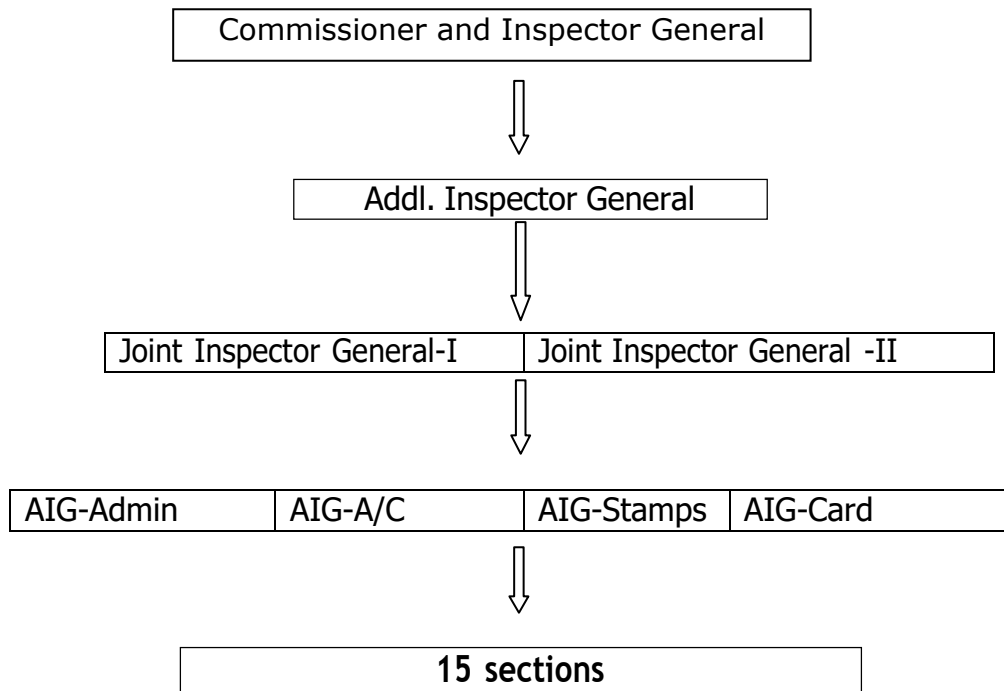
The Commissioner and Inspector General's Office deals with the following matters:

This office deals with proposals for Amendments and implementation of the Registration Act, 1908; the Indian Stamp Act, 1899; Marriage Acts; Societies Registration Act; Partnership Act; Chit Fund Act, and other miscellaneous Acts.

This Office is the seat of General Stamp Office, which regulates the sale, and supply of all kinds of non-postal stamps in the State besides regulating the following functions.

- Non-Plan budget matter for the above subjects.
- All cases relating to the ACB, Vigilance and enforcement relating to the Registration and Stamps Department.
- All disciplinary cases against Officers and employees of the Registration and Stamps Department.
- All Service matters relating to the Officers and employees working in the Registration and Stamps Department.

- All matters relating to Public Accounts Committee, Audit Reports / Enquiry Reports / Draft paras relating to Registration and Stamps Department.
- Sends proposals to Government on all policy matters pertaining to Registration and Stamps Department.



CHAPTER - III
Section 4(1)(b)(ii)

**THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES AND
FUNCTIONAL STRUCTURE:**

Commissioner and Inspector General's Office is headed by Commissioner and is assisted by the following:-

Sl.No.	Cadre	Cadre Strength
1	Additional Inspector General	1
2	Joint Inspector General	2
3	Asst. Inspectors General	4
4	Sub Registrar / Superintendent	15
5	Special Category Steno	1
6	Senior Steno	1
7	Senior Assistants	23
8	Junior Assistants	25
9	Typist	5
10	Record Assistant	7
11	Shroff	4
12	Roneo Operator/Xerox Operators	1
13	Driver	1
14	Dafedar	1
15	Office Subordinate	16

ROLE OF EACH OFFICER:

1. Commissioner and Inspector General

The Commissioner and Inspector General is appointed as CCRA (Chief Controlling Revenue Authority) under Section 56 of India Stamp Act who is invested with quasi-judicial powers in respect of adjudication of Stamp Duty payable under Indian Stamp Act 1899 as against the orders of Collector appointed under Indian Stamp Act

The Commissioner & Inspector General of Registration and Stamps was appointed by the state Government by virtue of powers delegated under section 3 (1) of the India Registration Act, 1908 to exercise and perform his duties within the Local limits in this behalf as directed by the State Government from time to time.

He is the Administrative head of the Registration and Stamps Department at the state level.

By virtue of the powers conferred under section 69 and section 70 of the Registration Act, 1908 the Inspector General shall exercise the general superintendence over all the Registration Offices in the territories under the State Government and shall have power from time to time to make rules consistent with the Registration Act. 1908 i.e.,

- (a) Providing for the safe custody of books, papers and documents.
- (b) Declaring what languages shall be deemed to be commonly used in each district.
- (c) Declaring what territorial divisions shall be recognized /Sec.21 of the Registration Act 1908.
- (d) Regulating the amount of fines imposed U/Sec.25 and 34 of Registration Act respectively.
- (e) Regulating the exercise of the discretion reposed in the Registering Officer by Section 63(i.e.) power to the Registering Officer to Administer oaths and record of substance of statement.
- (f) Regulating the form in which Registering Officers are to make memoranda of documents.
- (g) Regulating the authentication by the Registrar's and Sub- Registrars of the books kept in their respective offices U/Sec/51 of the Registration Act, i.e., Register Books to be kept in several offices. Regulating the manner in which the instruments referred to in Sub-Sec.2 of Section 88 i.e., Registration of Documents executed by Government officers or certain public functionaries may be presented for registration.
- (h) Declaring the particulars to be contained in indexes Nos.I, II, III, and IV respectively.
- (i) Declaring the holidays that shall be observed in the registration officer sand
- (j) Generally regulating the proceedings of the Registrars and Sub-Registrars.

Other Duties of Commissioner & Inspector General of Registration and Stamps.

1. By virtue of powers conferred by the State Government, he was appointed as Registrar of Firms U/s 57 of Indian Partnership Act 1932 to exercise his powers as Registrar of Firms for the purpose of that Act to perform his duties.
He administers A.P. Societies Registration Act 2001 in the State of Andhra Pradesh.
2. He is the Director of Chits and the Administrative Authority under A.P. Chit Fund Act, 1982.
3. He is the Registrar of Non-Trading Companies under the provisions of N.T.C. Act.
4. He has got overall Superintendence and control of General Stamp's office, which regulates sale, supply and distribution of all kinds of non-postal stamps in the state. He is the licence issuing authority in respect of franking machines in the state of A.P.
5. He is the competent authority for sending proposals for appointment of Notaries under the provisions of Notaries Act, 1952 and Rule 4 of Notaries Rules, 1956.

He has got overall administrative control over all the officers working in the Department.

2. ADDITIONAL INSPECTOR GENERAL

The Additional Inspector general exercises his powers and discharges his duties as per the subjects allotted to him by the Commissioner and Inspector General of Registration and Stamps from time to time.

3. JOINT INSPECTOR GENERAL -I:

The Joint Inspector General-I working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.

4. JOINT INSPECTOR GENERAL-II:

The Joint Inspector General-II working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.

5. THE ASSISTANT INSPECTOR GENERAL-I

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him from time to time.

6. THE ASSISTANT INSPECTOR GENERAL-II

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him.

7. THE ASSISTANT INSPECTOR GENERAL-(CARD)

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him and he assists the Commissioner and Inspector General in respect of administration of Computer Aided Registration Department (CARD) and its functions.

8. THE ASSISTANT INSPECTOR GENERAL-(STAMPS)

The Assistant Inspector General working in the Commissioner and Inspector General's Office shall assist the Commissioner and Inspector General in the subjects allotted to him and he assists the Commissioner and Inspector General in the administration of General Stamp Office and is in-charge of Double Lock GSO Treasury which indents stamps from Central Stamp Depot (CSD), Nasik and Security Printing Press (SPP) at Hyderabad for the purpose of supply and distributing the stamps through Treasury Offices and departmental out-lets.

ALLOCATION OF SUBJECTS AMONG THE SECTIONS IN THE COMMISSIONER & IG OFFICE

Various subjects of the office have been allotted to the sections as below:

Sl. No.	Name of the Section	Superintendent	Subject Allotted
1.	Establishment	Sub-Registrar / Superintendent	Service matters of the employees of this Department throughout the State.
2.	X Section	Sub-Registrar / Superintendent	All service matters relating to disciplinary cases pertaining to Non-Gazetted Officers Including SubRegistrars.
3.	Vigilance	Sub-Registrar / Superintendent	All service matters relating to disciplinary cases pertaining to Gazetted Officers.
4.	Accounts	Sub-Registrar / Superintendent	All the Accounts related matters of the Department.
5.	C.P.U.	Sub-Registrar / Superintendent	Pay bills & all other bills of this office Establishment.
6.	General	Sub-Registrar / Superintendent	General section deals with all the matters relating Registration Act, RTI Act and Other related Acts.
7.	Chit Funds	Sub-Registrar / Superintendent	Deals with Chit Fund Act & Rules.
8.	Notaries	Sub-Registrar / Superintendent	Deals with Notaries Act & Rules.
9.	Firms / Societies	Sub-Registrar / Superintendent	Deals with all the matters relating Partner- ship Act & Societies Registration Act.
10.	Market Value	Sub-Registrar / Superintendent	Deals with Market Value related matters.

11.	Stamps	Sub-Registrar / Superintendent	Deal with Stamp related matters under Indian Stamp Act including concessions and exemptions.
12.	C.C.R.A.	Sub-Registrar / Superintendent	Deals with Appeals U/s.56(1)(a) of IS Act, before CCRA, Write-off Cases, Papur Suits and Local Audit Reports.
13.	Legal	Sub-Registrar / Superintendent	Deals with Court Cases of the Department.
14.	G.S.O.	Sub-Registrar / Superintendent	Deals with supply and Distribution of Stamps and controlling Authority of all Stamp Counters.
15.	Double Lock	Sub-Registrar / Superintendent	Custodian of Stamps in GSO Treasury.

CHAPTER - IV
Section 4 (1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability:

Commissioner & Inspector General of Registration and Stamps shall exercise general superintendence over all the Registration Offices in the state and shall have powers from time to time to make rules consistent with the Registration Act. He is vested with powers u/s 69 of the Registration Act.

All the officers in the Commissioners & Inspector General of Registration & Stamps office Viz., Assistant Inspectors General, Joint Inspectors General Deputy Inspectors General, Additional Inspectors General will assist the Commissioner & Inspector General (Registration & Stamps) in decision making process.

CHAPTER - V
Section 4 (1) (b) (iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Citizen's satisfaction is most important in Good Governance. In order to propel the Good Governance, Citizen Charter is introduced in all the Departments having large public interface to achieve the objective of Good Governance.

The following steps have been taken to implement the Citizen Charter on top priority basis.

1. Citizen Charter is placed on Notice Boards at all offices of Deputy Inspector General (R&S), District Registrar and Sub-Registrar Offices particularly at " May I help you " counter besides at places of large public interface to create public awareness and to invite their suggestions.
2. "Suggestion Box "is installed at each Sub-Registrar Office as a sort of feedback mechanism on deficiencies, if any.
3. Public awareness is created by distributing the brochures / pamphlets / feedback forms on Citizen Charter.
4. Website address is popularized among the Citizens to know more details about the department and to go through Frequently Asked Questions on services.
5. Information is displayed with the following details like;
 - (a) Our department has a Citizen Charter / Feedback form.
 - (b) In case of difficulty or delay in services please contact District Registrar / Deputy Inspector General (R&S) and give a complaint.
 - (c) Visit our Website for more details our Website
<http://registration.ap.gov.in>
6. The service standards regarding registration of Marriages, Societies and Firms shall also be put on Notice Board at all District Registrar Offices.
7. District Registrars in the Districts and Dy. Inspectors General (R&S) in the Zone are appointed as Nodal Officers to monitor, coordinate and

integrate with field level functionaries.

8. Small stamp with brief details of Citizen charter is affixed on all the deliverables to clientele, like receipts, check slips etc.,
9. Feedback forms duly filled in shall be obtained from the registering public.
10. Wide publicity is given on the availability of document writing software at Sub-Registrar Offices.
11. Citizen Charter is being modified from time to time, based on the study of implementation of Citizen Charter in the field offices viz., Sub-Registrar Offices.
12. Top priority is being taken on the exit poll results communicated by the Centre for Good Governance and immediate remedial action is taken over deficiency is pointed out and strive to improve the image of the Department.

CHAPTER – VI
Section 4 (1) (b) (v)

The Rules & Regulations, Instruction Manuals and Records held by this Office under its control and used by its employees for discharging its functions

In discharging its' functions the Department is used to the following manuals and records:

The department deals with the following Acts: -

- (i) The Registration Act, 1908.
- (ii) The Indian Stamp Act, 1899
- (iii) Notaries Act, 1952.
- (iv) Hindu Marriage, Special Marriage and Indian Christian Marriage Acts.
- (v) Indian Partnership Act, 1932.
- (vi) A.P. Societies Registration Act 35 of 2001.
- (vii) A.P. Non Trading Companies Act, 1962.

- (viii) A.P. Chit Funds Act,1982
- (ix) A.P. Rules under Registration Act,1908
- (x) Other Acts and Rules having bearing on the functioning of this Department.

CHAPTER - VII
Section 4 (1) (b) (vi)

The Statement of the Categories of Documents that are held by Commissioner & Inspector Generals' Office or under its control:

SL. NO.	PARTICULARS OF DOCUMENTS
1	Government Orders (Miscellaneous)
2	Government Order (Routine)
3	Memorandum
4	Letter
5	U.O. Note
6	Office Order (Miscellaneous)
7	Office Order (Routine)
8	Endorsement
9	D.O. Letter
10	Circular Memo

CHAPTER - VIII
Section 4 (1) (b) (vii)

The Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Consultation with non-governmental organizations and expert groups is taken up as and when felt necessary.

CHAPTER - IX
Section 4 (1) (b) (viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The Committees constituted vide G.O.Ms. No.301, Revenue (Registration. I) Dept., Dated 4.5.1998 for the purpose of the rectification of anomalies in the market values fixed by the Committees. If any anomaly noticed by the departmental officials or representation from any public, the Convenor shall make a note to the Chairman of the Committee and other members too for their appraisal. The decision of the Committee shall be sent to the Commissioner and Inspector General of Registration and Stamps for its approval.

The following authorities competent to prepare the Market Value Guidelines in different areas.

(a) Urban Areas : - i.e. areas falling within the jurisdiction of Municipality/Municipal Corporations, Urban Development Authorities, Municipalities and Notified areas including the Gram Panchayat falling within their master plan areas and Urban Agglomeration areas.

Chairman:- Joint Collector of the District.

Members:-

- (i) Commissioner of Municipal Corporation or his authorised representative:-
- (ii) Vice-Chairman of Urban Development Authority or his authorized representative;
- (iii) Chief Executive Officer of the Zilla Parishad
- (iv) Commissioner of Municipality.

Convenor: - Sub-Registrar concerned.

(b) Rural Areas: i.e., areas falling within Gram Panchayat (other than the Gram Panchayat falling within the areas covered by the master plan of any Municipal Corporation or Municipality, Notified Nagar Panchayat falling in the Urban agglomeration of any Urban Development Authority).

Chairman: - Revenue Divisional Officer concerned.

Members:- (i) Mandal Revenue Officer concerned.

(ii) Mandal Development Officer concerned.

Convener: - Sub-Registrar concerned.

c) For revision of construction rates of buildings, apartments and structures for the entire State.

Chairman: - Joint Inspector General, Office of the Commissioner & Inspector General of Registration & Stamps, A.P., Vijayawada.

Members:- Superintending Engineer, Office of the Chief Engineer(R&B) A.P., Vijayawada

Convener:- Commissioner & Inspector General of Registration and Stamps, A.P., Vijayawada

DETAILS OF THE EMPLOYEES WHO ARE WORKING IN O/o COMMISSIONER AND INSPECTOR GENERAL OF REGISTRATION AND STAMPS, A.P., VIJAYAWADA

OFFICERS

SL.NO.	NAME OF THE OFFICER	CADRE	Whether Service Register Produced to Audit or Not
1	Sri.M.Uday Bhaskara Rao	Additional Inspector General	Yes
2	Sri. V.RaviKumar	Joint- Inspector General -I	Yes
3	Smt.T.Saroja	Joint- Inspector General - II	Yes
4	Sri. M.S.J.K. Murthi	Assistant Inspector General-I	Yes
5	Smt.J.U.N. Jaya Lakshmi	Assistant Inspector General-II	Yes
6	Smt.T. Santhi Sudha	Assistant Inspector General-III	Yes

SUPERINTENDENTS

SL.NO.	NAME OF THE OFFICER	CADRE	Whether Service Register Produced to Audit or Not
1	Sri B.Sanjeevaiah	Superintendent/Sub-Registrar	Yes
2	Sri P.Adinarayana	Superintendent/Sub-Registrar	Yes
3	Sri D.Venkaiah naidu	Superintendent/Sub-Registrar	Yes
4	Smt.B.Suhasini Devi	Superintendent/Sub-Registrar	Yes
5	Sri M. Mohan	Superintendent/Sub-Registrar	Yes
6	sri D.Sivaji	Superintendent/Sub-Registrar	Yes
7	Sri B.Chakrapani	Superintendent/Sub-Registrar	Yes
8	Sri. S.N.V.S.Subrahmanyam	Superintendent/Sub-Registrar	Yes
9	Sri M.Vijay Jeevan Babu	Superintendent/Sub-Registrar	Yes
10	Sri v. Venkata Lakshmi Narasimha rao	Superintendent/Sub-Registrar	Yes

SENIOR ASSISTANTS

SL.NO.	NAME OF THE EMPLOYEES	CADRE	Whether Service Register Produced to Audit or Not
1	Sri N.V. Radha Krishna	Senior Assistant	Yes
2	Sri.D.Venkata Swamy	Senior Assistant	Yes
3	Smt.M.Bhavani	Senior Assistant	Yes
4	sri S. Venkata Ramana	Senior Assistant	Yes
5	Sri P.Balaji	Senior Assistant	Yes
6	Sri.J. Srirammanohar	Senior Assistant	Yes
7	Sri K.N.V.S.Sai Kumar	Senior Assistant	Yes

JUNIOR ASSISTANTS

SL.NO.	NAME OF THE EMPLOYEES	CADRE	Whether Service Register Produced to Audit or Not
1	Smt. A. Syamala kumari	Junior Assistant	Yes
2	Kum. SK. Neelofar	Junior Assistant	Yes
3	V V S Chakradhar K	Junior Assistant	Yes
4	Prameela.K	Junior Assistant	Yes
5	Murali Karthiek.K	Junior Assistant	Yes
6	Swathi Bindu.K	Junior Assistant	Yes
7	Mavisa.K	Junior Assistant	Yes
8	Sowjanya.M	Junior Assistant	Yes
9	Danial Rajkumar.P	Junior Assistant	Yes

CHAPTER-X
Section 4 (1) (b) (ix)

THE DIRECTORY OF OFFICERS AND EMPLOYEES:

Sl.No	Name of the employee	Designation
1	Sri V.Ramakrishna, I.R.S	Commissioner&I.G
2	Sri M.Udaya Bhaskara Rao	Additional I.G
3	Sri V.Ravi Kumar	Joint I.G-I
4	Smt T.Saroja	Joint I.G-II
5	Smt Usha Nagini Jayalakshmi Jatla	Assistant I.G
6	Santhi Sudha Tamarala	Assistant I.G
7	Sri M.S.J.K. Murthi	Assistant I.G
8	Sri B.Sanjeevaiah	Superintendent
9	Sri P.Adinarayana	Superintendent
10	Smt B.Suhasini Devi	Superintendent
11	Sri D.Venkaiah Naidu	Superintendent
12	Sri B.Chakarapani	Superintendent
13	Sri D.Sivaji	Superintendent
14	Sri M.Mohan	Superintendent
15	Sri M.Vijay Jeevan Babu	Superintendent
16	Sri v. Venkata Lakshmi Narasimha rao	Superintendent
17	Sri SNVS Subramanyam	Superintendent
18	Sri N.V.Radha Krishna	Senior Assistant
19	Sri D.Venkata Swamy	Senior Assistant
20	Smt M.Bhavani	Senior Assistant
21	Sri P.Balaji	Senior Assistant
22	Sri S.Venkata Ramana	Senior Assistant
23	Sri N V S Sai Kumar Karanam	Senior Assistant
24	Sri Rama Manohar Jonnadula	Senior Assistant
25	Smt Syamalakumari Ayanam	Junior Assistant
26	Kumari SK Neelofar	Junior Assistant
27	V V S Chakradhar K	Junior Assistant
28	Prameela.K	Junior Assistant
29	Murali Karthiek.K	Junior Assistant
30	Swathi Bindu.K	Junior Assistant
31	Mavisa.K	Junior Assistant
32	Sowjanya.M	Junior Assistant
33	Danial Rajkumar.P	Junior Assistant

**Basic Pay Details of Commissioner and Inspector General's
Registration Stamps, Officers and Staff**

Sl.No	Name of the employee	Designation	Basic Pay(Rs)
1	Sri V.Ramakrishna, I.R.S	Commissioner &I.G	130600
2	Sri M.Udaya Bhaskara Rao	Additional I.G	166680
3	Sri V.Ravi Kumar	Joint I.G-I	162780
4	Smt T.Saroja	Joint I.G-II	162780
5	Smt Usha Nagini Jayalakshmi Jatla	Assistant I.G	65360
6	Santhi Sudha Tamarala	Assistant I.G	58680
7	Sri M.S.J.K. Murthi	Assistant I.G	104510
8	Sri B.Sanjeevaiah	Superintendent	72810
9	Sri P.Adinarayana	Superintendent	99430
10	Smt B.Suhasini Devi	Superintendent	54060
11	Sri D.Venkaiah Naidu	Superintendent	78820
12	Sri B.Chakarapani	Superintendent	54060
13	Sri D.Sivaji	Superintendent	65360
14	Sri M.Mohan	Superintendent	72810
15	Sri M.Vijay Jeevan Babu	Superintendent	94500
16	Sri v. Venkata Lakshmi Narasimha rao	Superintendent	118390
17	Sri NVS Subramanyam	Superintendent	72810
18	Sri N.V.Radha Krishna	Senior Assistant	72810
19	Sri D.Venkata Swamy	Senior Assistant	63660
20	Smt M.Bhavani	Senior Assistant	40970
21	Sri P.Balaji	Senior Assistant	52600
22	Sri S.Venkata Ramana	Senior Assistant	39800
23	Sri N V S Sai Kumar Karanam	Senior Assistant	36560
24	Sri Rama Manohar Jonnadula	Senior Assistant	57100
25	Smt Syamalakumari Ayanam	Junior Assistant	25940
26	Kumari SK Neelofar	Junior Assistant	25940
27	V V S Chakradhar K	Junior Assistant	33590
28	Prameela.K	Junior Assistant	25940
29	Murali Karthiek.K	Junior Assistant	29130
30	Swathi Bindu.K	Junior Assistant	28280
31	Mavisa.K	Junior Assistant	28280
32	Sowjanya.M	Junior Assistant	27500
33	Danial Rajkumar.P	Junior Assistant	25940

CHAPTER - XII
Section 4 (1) (b) (xi)

The budget allocated to the each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

NIL

CHAPTER - XIII
Section 4 (1) (b) (xii)

The manner of execution of subsidy Programmes including the amounts allocated and the details of beneficiaries of such Programmes:

There are no subsidy programmes in the Registrations and Stamps Department and no amounts was allocated for such programmes.

CHAPTER - XIV
Section 4 (1) (b) (xiii)

Particulars of recipients of concessions permits or
authorizations granted:

This Department has created a web site www.registration.ap.gov.in with detailed information in electronic form.

CHAPTER - XV
Section 4 (1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

This Department has created a web site www.registration.ap.gov.in with detailed information for citizens in electronic form. The time frames prescribed for various service rendered by this department to the citizens in the Citizen Charter were kept on the website.

CHAPTER - XVI
Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

All relevant information of the Department was kept on the website.

The information kept on the website is as follows: - The timeframes prescribed for various services to the citizens in the in the Citizen Charter were kept on the website and also displayed in 291 Sub-Registrar Offices across the State.

This Department is having the functions and duties on the following Acts and some of the Acts are kept in web site along with Schedules and Table of Fees.

- i) The Registration Act, 1908.
- ii) The Stamp Act, 1899,
- iii) Hindu Marriage Act,
- iv) A.P. Society Act.
- v) Special Marriage Act.
- vi) Notaries Act

And also placed the information like Amendments and G.Os, Circulars on the Web-Site.

CHAPTER - XVII
Section 4 (1) (b) (xvi)

**THE NAMES DESIGNATION AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

1	Superintendent, RTI section O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road, Tadepalli- 522501. Guntur District. Phone.No. 7093921319	Assistant Public Information Officer (APIO)
2	Assistant Inspector General –I O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road, Tadepalli- 522501. Guntur District. Phone. No. 7093921305	Public Information Officer (PIO)
3	Joint Inspector General-II O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road, Tadepalli- 522501. Guntur District. Phone. No. 7093921302	Appellate Authority for Head of the Department office
4	Additional Inspector General-I O/o Commissioner and Inspector General of Registration and Stamps, V Square Building, KTR Park Road, Tadepalli- 522501. Guntur District. Phone. No. 7093921302	State Appellate Authority

CHAPTER - XVIII
Section 4 (1) (b) (xvii)

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR**

All the updated information is available on the Departmental web-site <http://registration.ap.gov.in>