

REGISTRATION DEPARTMENT

ALL ABOUT

DWs – G.Os/IGR Orders/ S.O

COMPILED

BY

WEB TEAM

வ.எண்	பொருளடக்கம்	G.o/ Circular No.	நாள்.
1	தமிழ்நாடு ஆவண எழுத்தர் உரிம விதிகள்	G.o M.s. No. 397 / 1982	12.04.1982
2	ஆவண எழுத்தர் கட்டடத்தை மறைத்து ஆவணம் எழுதுவது - அறிவுரை	51164/ஐ3/1994	21.12.1994
3	ஆவண எழுத்தர்கள் மற்றும் பொதுமக்கள் அமரும் இடத்தை பயன்படுத்தக்கூடாது	58779/இ1/2009	20.11.2009
4	ஆவண எழுத்தர் உரிமம் விதிகள் - 1982 Amendments to Rules & Table of fees	G.o M.s. No. 49/2010	15.04.2010
5	தமிழ்நாடு ஆவண எழுத்தர் உரிம விதிகள் 1982 Amendment	T.N Gazette. No. 17/ 2010	05.05.2010
6	ஆவண எழுத்தர் உரிம விதிகள் 1982 - ஆவண எழுத்தர் கல்வி தகுதி மற்றும் ஆவண எழுத்தர் கூலி மற்றும் தேர்வு கட்டணம்	25/S2/2010	21.06.2010
7	ஆவண எழுத்தர் ஆவணங்களை தயார் செய்யும் போது கடைபிடிக்க வேண்டிய நடைமுறைகள்	25-2/S2/2010	21.06.2010
8	ஆவண எழுத்தர் மற்றும் முத்திரைத்தாள் விற்பனையார் அடையாள அட்டை வழங்குதல்	61492/S1/2010	19.11.2010
9	ஆவண எழுத்தர் உரிமம் மற்றும் கல்வி தகுதி தெளிவுரை	64480/S2/2010	23.02.2011
10	Document writers -Cancellation & License Due procedure to be followed	3291/M2/2012	09.04.2012
11	ஆவண எழுத்தர் கடைபிடிக்க வேண்டிய நெறிமுறைகள்	50584/S1/2013	11.12.2013
12	ஆவண எழுத்தர் கடைபிடிக்க வேண்டிய நெறிமுறைகள்	7513/S1/2020	25.02.2020

13	ஆவண எழுத்தர் புகைப்படம் மற்றும் ஆவணத்தில் அச்ச பிரதி எடுத்தல் - அறிவுரைகள்	24129/C1/2021	04.08.2021
14	Document writer Welfare fund rules committee -Notified	G.o.Ms.No.175/2022	01.12.2022
15	Document writer Welfare fund rules - Notified	G.o.Ms.No.176/2022	01.12.2022
16	ஆவண எழுத்தர் நல நிதியத்தை செயல்படுத்துதல் - உறுப்பினர் சேர்க்கை - தொடர்பாக	37381/S1/2021	16.12.2022
17	ஆவண எழுத்தர் உரிம விதிகள் - கூலி விவரம் அலுவலக முன்புறம் காட்சிப்படுத்துதல்	11565/S1/2023	23.05.2023
18	ஆவண எழுத்தர் - அலுவலகத்தில் அனுமதித்தல் தொடர்பாக அறிவுரை	23217/S1/2023	22.06.2023
19	ஆவண எழுத்தர் - அலுவலகத்தில் அனுமதித்தல் தொடர்பாக கூடுதல் - அறிவுரை	23217/S1/2023	23.06.2023
20	ஆவண எழுத்தர் உரிம விதிகள் - 1982 விதிகளில் 6(a) (iv), 6(b) 7(2) (2) திருத்தம்	G.o.M.S.No.110/2023	16.10.2023
21	ஆவணங்கள் தயாரிக்கும் போது corner plots - தவறான மதிப்பு குறிப்பிடல் - ஆவண எழுத்தர் உரிமத்தை தற்காலிக ரத்து - தொடர்பாக	45899/S1/2023	05.01.2024
22	ஆவண எழுத்தர் உரிம விதிகள் - 1982 உரிமங்கள் புதுப்பித்தல் மற்றும் உரிமங்களின் நகல் அளித்தல் -தொடர்பாக	15830/S1/2024	24.05.2024
23	ஆவண எழுத்தர் உரிம விதிகள் - ஆவண விவரங்கள் புகைப்படதுடன் சார்பதிவாளர் அலுவலக அறிவிப்பு பலகையில் வெளியிடுதல்	40927/S1/2023	19.07.2024
24	ஆவண எழுத்தர் தொடர்பாக நிலை ஆணைகள்	S.O No.92, 1516	

பதிவுத்துறை

பெற்றார்

அனைத்து துணைப்பதிவுத்துறைத்தலைவர்கள்
அனைத்து மாவட்டப்பதிவாளர்கள்,
அனைத்து சார்பதிவாளர்கள்.

அனுப்பார்
திரு. இரா. சிவகுமார். இ.ஆ.ப.
பதிவுத்துறைத்தலைவர்,
பதிவுத்துறைத்தலைவர் அலுவலகம்,
சென்னை-28.

க.எண். 58779/இ1/2009 நாள் 20.11.2009

ஐயா,

பொருள் : அலுவலக நடைமுறை - சார்பதிவாளர் அலுவலகங்களில்
ஆவண எழுத்தர், நகல் எழுத்தர் நிலத்தரகர்களை
அனுமதிக்க கூடாது - சுற்றறிக்கை திருத்தம் -
தொடர்பாக.

பார்வை : சுற்றறிக்கை எண். 46/இ1/09/(58779/இ1/09)
நாள் 18.11.09

பார்வையில் காணும் சுற்றறிக்கையில் பக்கம் 3-ல் பத்தி 3-ஐ கீழ்க்காணுமாறு
திருத்தி வாசித்துக் கொள்ள அறிவிக்கப்படுகிறது.

“ஆவணம் எழுத பொதுமக்கள் அமரும் இடத்தை ஆவண எழுத்தர்கள்
பயன்படுத்த அனுமதிக்கக் கூடாது.”

இதன் வரவை ஒப்புதல் செய்யவும் கோரப்படுகிறது.

ஒம்/-20.11.2009,
பதிவுத்துறைத்தலைவர்.

//ஆணையின்படி//

23.11.2009

பதிவுத்துறைத் தலைவருக்காக.

23/11



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.

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.

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.

..2

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)
Sf / Sc

//FORWARDED/ BY ORDER//

SECTION OFFICER

3

APPENDIX.

NOTIFICATION.

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.";

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)	Rs.
(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
- (ii) Receipt
- (iii) Award
- (iv) Cancellation
- (v) Divorce
- (vi) Power of Attorney
- (vii) Promissory note
- (viii) Agreement



Rs. 50/-

(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/- (for each (1-A) statement)

..

T. JACOB
PRINCIPAL SECRETARY TO GOVERNMENT

//TRUE COPY//

SECTION OFFICER

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2010

[Regd. No. TN/CCN/467/2009-11.
[R. Dis. No. 197/2009.
[Price: Rs. 1.60 Paise.



TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 17]

CHENNAI, WEDNESDAY, MAY 5, 2010
Chithirai 22, Thiruvalluvar Aandu—2041

Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

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NOTIFICATIONS BY GOVERNMENT

COMMERCIAL TAXES AND REGISTRATION DEPARTMENT

Amendments to the Tamil Nadu Document Writers' Licence Rules, 1982.

[G.O. Ms. No. 49, Commercial Taxes and Registration (M2), 15th April 2010,
Chithirai 2, Thiruvalluvar Aandu-2041.]

No. SRO A-15/2010.—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	1,000	450
3. Licence granted for all offices in the State	2,000	600.”;

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

[See rule 14(4)]

(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 of the Tamil Nadu Stamp (Prevention of Undervaluation of Instruments) Rules, 1968	Rs. 100/- [for each (1-A) statement].”.
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T. JACOB,
Principal Secretary to Government.