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A.P.

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PUBLIC SERVICES - A. P. Registration Services – A. P. Registration Service Rules – Special Rules - Issued.**

**REVENUE (REGN. I) DEPARTMENT**

**G.O.Ms. No: 525**

**Dated:21.05-2009**

Read the following:-

1. G.O.Ms.No.360, Revenue, dated 26.04.1991.
2. G.O.Ms.No.149, Finance (SMPC) Dept., dt.28.6.2007
3. From the Inspector General of Registration and Stamps Letter No. E1/14023/2007, dated 23.10.2007.
4. From the Secretary, A.P.Public Service Commission, Hyderabad Letter No.1481/RR/08, DATED 28.2.2009.

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**ORDER:**

The following notification will be published in the Extraordinary issue of A P Gazettee dated **23-05-2009.**

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article – 309 of the Constitution of India and in Supersession of the Special rules for the Andhra Pradesh Registration Service Rules issued in G.O. Ms. No 360, Revenue(Regn.I) Department, dated: 26.04.1991 the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Registration Service;

**RULES**

1. **Short Title** :- These rules may be called the Andhra Pradesh Registration Service Rules.
2. **CONSTITUTION:** - The Service shall consist of the following Classes and Categories of officers:-

**CLASS – I**

Commissioner and Inspector General of Registration and Stamps.
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**CLASS – II**

Category-1	Additional Inspector General, Registration & Stamps.
Category-2	Joint Inspector General of Registration and Stamps.
Category-3	Deputy Inspector General of Registration and Stamps.
Category-4	District Registrars/ Assistant Inspector General, Registration and Stamps.
Category-5	Assistant District Registrar in Registration and Stamps Department

**Note:-** In G.O.Ms.No.46, Finance (SMPC) Dept., dated 8.2.2008 all the 41 posts of Asst.District Registrars have been abolished but those who did not get promotion as District Registrars on account of charges/bad record are still continuing. Hence, the category-5 shall cease to exist only after all the existing Asst.District Registrars are either promoted to next higher cadre or retire or otherwise.

### 3. Method of Appointment:-

Subject to other provisions in these rules, the method of appointment for the several classes shall be as follows:-

CLASS	CATEGORY	METHOD OF APPOINTMENT	APPOINTING AUTHORITY
[1]	[2]	[3]	[4]
Class I	Commissioner and Inspector General of Registration and Stamps.	CADRE POST	Government
<b>Class II</b>			
Category-1	Additional Inspector General, Registration and Stamps	By promotion from the category-2	Government
Category-2	Joint Inspector General of Registration and Stamps.	By promotion from Category -3	Government
Category-3	Deputy Inspector General of Registration and Stamps.	By promotion from Category -4	Government
Category-4	District Registrars / Assistant Inspector General in the O/o.the Commissioner and Inspector General of Registration and Stamps.	1) By Direct Recruitment 2) By promotion from the category-5 3) By appointment by transfer from the category of Sub-Registrars Grade - I in the Andhra Pradesh Registration Sub-Ordinate Services	Government

Note :: [a):- One third number of substantive vacancies in the category of **District Registrars [Category - 4]** shall be filled by direct recruitment.

[b):- In the matter of Direct Recruitment to the posts of District Registrars, Category-4 for which women and men are equally suited, other things being equal, reservation shall be given to women and they shall be selected to an extent of at least 33 1/3% of the posts in each category of O.C., B.C., S.C. and S.T. quota.

### 4. QUALIFICATIONS:-

No person shall be eligible for appointment to the posts in Class / Category specified in column (1) and (2) of the table below by the method specified in the corresponding entry in column (3) unless he possesses the qualifications specified against the corresponding entry in column (4) thereof:-

CLASS	CATEGORY	METHOD OF APPOINTMENT	QUALIFICATION
(1)	(2)	(3)	(4)
CLASS - II	4 (District Registrar)	Direct Recruitment	Must hold a bachelor degree of a Recognized university in India Established or incorporated by or under a Central Act, Provincial Act, or a State Act or an institution Recognized by the University Grants Commission or any other equivalent qualification.
		By Promotion from Category-5 ( till all the ADRs working are exhausted); By appointment by transfer from the category of Sub-Registrar	[i] Must hold a bachelor degree of Recognized university in India Established or incorporated by or under a Central Act, Provincial Act, or a State Act or an

		Grade-I	<p>institution Recognized by the University Grants Commission or any other equivalent qualification</p> <p>[ii] Must have passed the Account Test for Executive officers or Account Test for Sub-Ordinate Officers(Part I and II)</p> <p>[iii] Must have passed the Second Class Language Test in Telugu</p> <p><b>Note</b> :- A person who has passed the SSC or its equivalent examination or any other higher examination with Telugu as the medium of instruction and examination or with Telugu as one of the subject, shall be exempted from passing the 2<sup>nd</sup> class language test in Telugu.</p>
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**5. AGE:-**

No person shall be eligible for appointment by direct recruitment, if he has completed 34 years of age on the first day of July of the year in which the notification for selection is made.

**6. Minimum Service:-**

No person shall be eligible for appointment by transfer or promotion unless he is an approved probationer and has put in not less than three years of service in the Class / Category from which promotion or appointment by transfer is made.

**7. Probation:-**

- (a) Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years and
- (b) Every person appointed by promotion or on appointment by transfer shall be on probation for a period of one year on duty within a continuous period of two years from the date on which one commences probation.

**8. Tests:-**

Every person appointed by direct recruitment to category 4 of class II namely District Registrars, shall pass the following tests within the period of probation.

- (i) Registration Department Tests Group I, II ; and III.
- (ii) The Account Tests for Executive Officers or Account Test for sub-ordinate officers (Parts I and II) ; and
- (iii) Second Class Language Test in Telugu.

**9. Training:-**

- (a) Every person appointed by direct recruitment to the post of District Registrar shall undergo, immediately after appointment, a course of training for a period of one year as per such programme and syllabus as may be prescribed by the Commissioner and Inspector General of Registration and Stamps.

- (b) Every person appointed by direct recruitment shall, before the commencement of training, execute an agreement that he shall serve the Department for a period of three years after the completion of training referred to in sub-rule (a). Every such candidate appointed by direct recruitment shall be liable to refund to the Government the pay and allowances or any other remuneration received by him in addition to the amount spent by the government on his training.
- (i) if he fails to serve the Department for a period of three years after the completion of his training for any reasons; or
- (ii) if he discontinues the training or is discharged from the training course for misconduct or for any other reasons; or
- (iii) if he secures any other employment elsewhere than under the State Government
- (c) The period of training shall count for purposes of Probation, Increments, Leave and Pension.
- (d) A candidate who is appointed by direct recruitment shall be eligible, during the period of training, for the initial pay of the post with usual allowances admissible at the place of training.

10. Savings :- Notwithstanding any thing contained in the above rules or any rules for the time being in force, the existing incumbents in the posts of Assistant District Registrar prior to issue of these rules shall be continued till all Assistant District Registrars are promoted / retired or otherwise and they will be promoted along with Sub-Registrar Grade-I. The seniority of the remaining Assistant District Registrars will be shown above all the Sub Registrar Grade-I for approval of the panel for filling up the post of District Registrars by the Departmental Promotion Committee.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**K.RATNA PRABHA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Commissioner of Printing, Stationery and Stores Purchase, (Printing) Dept.  
With a request to publish the same furnish 50 copies to each to  
Government and Commissioner and Inspector General of Registration  
and Stamps, A.P.,Hyderabad.  
The Commissioner and Inspector General of Registration and Stamps, A.P.,Hyderabad.  
Copy to:  
The Secretary, A.P.Public Service Commission, Hyderabad.  
Copy to Law (E) Dept.  
Sf/Sc.

//Forwarded :: By order//

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

PUBLIC SERVICES – Registration and stamps Department – Reorganization of  
Registration & Stamps Department and creation of certain posts – Orders – Issued

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**FINANCE (SMPC) DEPARTMENT**

G.O.Ms.No.149

Dated: 28.06.2007  
Read the following:-

1. From the C & I.G of R&S Dept. Letter.No.G1/10455/2005, dt.4.01.2006
2. Revenue Department C.No.1248/Regn.I(1)/2006, dt.19.06.2007

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**ORDER:**

The Revenue Department have stated that the Commissioner and Inspector General of Registration & Stamps Department in his letter 1<sup>st</sup> read above submitted proposals for reorganization of Registration & Stamps Department based on workload. He has stated that since 1995 the revenue realization of the Department which was Rs. 460 crores in 1995 increases to Rs.3,184 crores in 2006-2007, by seven times and the documents registered also increased more that double. He further stated that in view of the enormous increase in workload the re-organization has become essential to meet the growing needs of the citizens especially in important Municipal Corporations like Hyderabad, Ranga Reddy, Visakhapatnam, Vijayawada and Guntur etc. and also for improvement in service levels, improvement in transparency and improvement in efficiency and accountability of the staff, Modernization of Technology and improving the motivational aspects of the personnel.

2. The Commissioner & Inspector General of Registration & Stamps Department has therefore submitted proposals for creation of 45 new offices of Sub Registrars, 10 new offices of District Registrars and 6 new offices of Deputy Inspectors General by bifurcating the existing offices based on workload, and he has also sought for sanction of 530 posts in various cadres, to man the new offices to be created and for strengthening the existing offices. He has also proposed to abolish 41 posts of Additional District Registrars in lieu of the additional posts sought for in the cadre of Additional Inspector General, Deputy Inspector General and District Registrars.

3. The Government after careful examination of the proposal of the Commissioner & Inspector General of Registration & Stamps Department hereby accord sanction for creation of 45 new offices of Sub Registrars, 10 new offices of District Registrars and 6 new offices of Deputy Inspectors General, by bifurcating the existing offices identified based on workload.

4. The Government hereby accord sanction for creation of 346 new posts in various cadres, to man the new offices created in Para (3) above as mentioned below with an estimated recurring expenditure of Rs.3.49 crores per annum. The additional expenditure would be met from the user charges collected by the Department for providing services to public.

Sl.No	Name of the post	Scale of Pay in Rs.	No. of Posts sanctioned
1	Additional Inspector General	19675 - 30765	02
2	Joint Inspector General	15500 - 30000	02
3	Deputy Inspector General	12385 - 27750	09
4	District Registrars	10285 - 24200	19
5	Sub Registrars	7770 - 18575	60
6	Senior Assistants	6195 - 14175	82
7	Junior Assistants	4825 - 10845	114
8	Typists	4825 - 10845	13
9	Shroffs	4370 - 9775	45
<b>Total</b>			<b>346</b>

5. The Government hereby also accord permission to outsource services of 175 office subordinates for the new offices created herein duly following the procedure prescribed.

6. The expenditure on the staff sanctioned in Para (4) above shall be debited to the following Head of Account:

" 2030 - Stamps & Registration, 03 - Registration, M.H.001 - Direction & Administration. S.H. (03) - District Offices, (010) - Salaries"

7. The Revenue (Registration. I) Department shall take further necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.Y.R.KRISHNA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT (R&E)

To  
The Revenue (Regn.I) Department.  
The Commr. and Inspector General of Registration & Stamps, A.P., Hyderabad.

**Copy to:**

The director of Treasuries and Accounts, A.P., Hyderabad.  
The A.G., (A&E)/Pr.A.G.(Audit-I)/A.G (Audit.II), A.P., Hyderabad.  
All the Deputy Inspectors General of Registration and Stamps Department.  
All the District Registrars in the State.  
All the Dy. Directors O/o District Treasury Officers in the State.  
The Pay and Accounts Officer, Hyderabad  
The General Administration (Cabinet) Department  
SF/SCs

//Forwarded :: By Order//

SECTION OFFICER