

FAX

From

The Board of Revenue, Punjab.

To

All the Commissioners in the Punjab.

All the Deputy Commissioners/
District Registrars in the Punjab.

Subject: APPOINTMENT OF REGISTRATION CLERKS AND
CHECKING OF REGISTRATION OFFICES.

MEMORANDUM

With a view to improving the registration work in the Registration Offices under the Registration Act, it has been decided that following measures may be taken immediately:-

- a) The Registration Clerks/Registry Moharrirs may be appointed on merit with good reputation.
 - b) No Registration Clerk/Registry Moharrir should remain on his seat for more than 3 years.
 - c) All those who have served for more than three years as Registration Clerks/Registry Moharrirs may be shifted immediately and debarred from posting again as such.
 - d) The Deputy Commissioners/Addl. Deputy Commissioners (General) at District Headquarters and Assistant Commissioners at Sub-Division level shall check all the documents presented for registration with regard to the following duties and taxes at the end of every day:-
 1. Stamp Duty
 2. Registration Fee
 3. Corporation Tax
 4. Capital Value Tax
 5. In case of rural areas Local Council fee.
2. After taking necessary action compliance report should be submitted by 31st March, 1998.



(IJAZ MASRUQ) 16.3.98
SENIOR MEMBER
BOARD OF REVENUE PUNJAB