

To

1. All District Collectors in the Punjab.
2. All Sub-Registrars in the Punjab.

A COPY IS  
Subject: **DISCIPLINARY PROCEEDINGS UNDER PEEDA ACT, 2006 AGAINST THE OFFICER / OFFICIALS OF REGISTRY BRANCHES.**

The Board of Revenue, Punjab has noticed that proper care is not being taken by Sub-Registrars in the Province to ensure that there is no departure from Valuation tables notified by the District Collector and there is no evasion in the payment of Stamp duty, Registration Fee and CVT etc while allowing the registration of documents under the Registration Act. They also take little care of the deficiencies pointed out by Inspectors of Stamps and other officers during the audit of their offices.

In order to keep up the performance of Registration Offices and improve over all recovery of Stamp Duty, Registration Fee and CVT etc, it has been decided with the approval of Senior Member, Board of Revenue, Punjab that the following measures may be taken for strict compliance:-

- i) The Sub-Registrars shall ensure that the deficiencies and other defects pointed out by the Inspectors of Stamps and other officers during audit are promptly removed. In case of default pecuniary responsibility will be fixed for the loss sustained by the Government due to negligence.
- ii) Recovery of Government dues / taxes on the basis of audit and inspection notes recorded by Inspectors of Stamps may be reviewed in the monthly meetings held by the District Collectors with Revenue Officers / Sub-Registrars of their Districts. The progress thus made may also be reported in this regard invariably to the Board of Revenue, Punjab.
- iii) The Sub-Registrar and Registration Clerk will be made equally responsible to verify that the correct amount has been deposited in the Bank by the parties concerned on a document before registration, in accordance with Valuation Table.
- iv) The Registration Clerk must give a certificate on the deed before its registration that he has compared the duplicate copies of deeds presented for registration and will also mention invariably the relevant Serial No. of the Valuation Table.
- v) Assistant Commissioners and District Collectors will carry out spot verification of 5% and 1% of the documents registered respectively on daily basis.
- vi) The District Collectors / District Registrars and Assistant Commissioners in Sub-Division will keep an eye over the working of the Registration offices in their respective jurisdictions to ensure that they function strictly in accordance with the prescribed rules and procedure.

In case of any negligence and misconduct committed by the officer / officials of Registry Branches, disciplinary action may be initiated forthwith against the defaulters under PEEDA Act, 2016.

Secretary (Settlements & Consolidation)  
BOARD OF REVENUE, PUNJAB  
10-10-14

**No & Date Even**

A copy is forwarded for information and necessary action to the:-

1. All Commissioners of Divisions in the Punjab,
2. Secretary (Revenue), Board of Revenue, Punjab,
3. Director Land Records / Inspector General of Registration, Punjab,
4. Section officer (Admn-I), Government of the Punjab, S & GAD with reference to his letter No. SO (ADMN-I) 11-9/2013, dated 12-8-2014.
5. PSO to Senior Member, Board of Revenue, Punjab,
6. Chief Inspector of Stamps, Board of Revenue, Punjab,
7. Senior Inspectors of Stamps, Board of Revenue, Punjab,
8. All Inspectors of Stamps, Board of Revenue, Punjab,

Secretary (Settlements & Consolidation)  
BOARD OF REVENUE, PUNJAB