

BIHAR DEED WRITERS LICENSING RULES 1996

QAÆc9_ 1996 22 frt.) 13 'āTāi, 1 097 1997 1908 1908) 1990 I t 1908 190S) .fq;a2' ; 7fqfiFF t 2 1987 i*tQ grf:EiT 4. f*-i gqa 5. gr7T f.xa•t rtā R. 3 8. fei JIT (3) 10 p] fazt_ AET- IRV) (6) 39. ivi 1997 12. 3iEj 14. *-fā4i fix JO Ziff 19. "ifē'i 13 1997 20, Tfq J 12) 21. fqfF 22. Ū;i' q! rv.q: 1997 3. 7. 9, qav-fāf« fīqā t, 'fit rit 13 1997 7 3. 6. 7, 9. tiTfvr;T fifÄT i: fri ur t sii 3. 7, 13 1997 ttri f.-.qr 1 f 14m' fr.*iT .E 'Afrfzf\$*ff 9: 13 1997 (N) uit fam 1997 20) 13 l, 2. 3. 25 4. 'ft 72 -A too 500 1.000 7. tifo 31, 1997 5.00 1 S.OO S O. 00 20,00 14 1997 10th S: .O- 3 It the March 1997.—In exercise of the powers conferred by clauses (bbj of snb.cclien (t) of Section 69 of the Registration 1908 (Act XVI of 90S) the Inspector-General of Registration hereby makes the following rules with the prior applovul of the Government of Bihar under subsection (2) of the said section 1, Short 0) These Rules may called the Bihar Weilers Licensing Rules, 1996. It shall extend LO the valaole of the State ot Bihar. (3) It shall conic ±ovce once, 2. tltscc Rules, unle5B there is anything repugnant' to the subject or coutext•— (u) means Ibe Registration Act 190S (q XVI of 190SJ ••District Registrar" ,mrans the Registrar of a Registration •district appojntcel uncler the Act. (c) means a Suh-Registrar at the district headquatte.r w '111 the of lbe District Regis- taar. (d) "Sob. Registrar' • Sub-Registmar appointed unale,• the Act and includes a toint Registrar, (e) "Registration" nucuns Registratiou 01 document under the Act. tile District Registrar or the Sub-Registrar (j) • •ecgisaeing appointed under llic Act. (g) I'Licensing Atitl,arity". means the Registrar of a district and includes any in this a oppve.•nded uj these rules. 3. (a) following shall be qualifications a deed writel. he is a citizen of India and has attained at least the age of 18 years, (b) passed the Hlülriculation exatnation or any other eqtivalelit yvecognised exami nation. (c) he Las passcoi 'l,titers licensing examination conducted under Rule. Provided licence may be granted to any person who has been writer for at least ten years in the putfcssion of IIC date thr (Ibiluir Atuendmet) Act 1991 appear in the written caret, Ili m to in (l I il lbe a District ov Iliot this bc-half is satisfied that any he is otherwise to take lbe profession of a document writer. (d) bc should be gr:otl character. (e) he has the knowledge of regional language of the locality in addition to the knosledxe of Hindi or English. arxz 13 5. (b) licence shall bc &tanted to person if— moral the riet The . be titr other 4! be hv ion its law. ; English licensinrr aut'l'otil'€• Ot f10H1 to which and lcatc i'St "f v. A'i 'Ks he before for appeur ing at. the writer liceewo exÅiknation and Rs ing at, apprenticeshil' licence the o! do«tment offcc, keeping in view the Hwlilements ef public, 2tuhority, On being satisfied that the 7. Issue T licensin•r applicant : (it) bns the is not Äi!c the is g•.F.iil e h.trn• ten, • O • thr licence in mav be. 13 1997 (2) The licensing authority may grant licence to any person who in the profession ter the last 10 vearsen the date of coming into force of -these rules withotlt requiring to üppeur in the text. examination. (3) If the liqamee issuing âtuthorit,y has reason to believe that licence can not be issued to lbe applicant under any sub•ule of rule 7 the authority shall after recording reasons iuform the refusal application. Applicant: sha'il have, right to appeal against the order of licence issu- ing authority before Inspector-Gcnernl of Registration within \$0 days of the order of refusal of application. licence granted rules shall •remain upto dav of of .tlte veal' or stibject to renewal on befot•c the dale of ('2) Nun-observance of any of the conditions of the licence or anv mis- conduct on t.li'? part of the licence during the continuance of the licence shall be dermecl be a disqtalificuti {jli to obLain renewal the licence. wit bit' stipultltcil 'Per ONI lindct- vulc renewal be done upfâi Moreh with lute fee of 9, Condi/•i0Ti\$ of The following shall lpe the of the writers licence (a) the licence shall aliide by the rules relating to the licensing of Ciocenment writers ; (b) that he maintain the registers. receipt books other re. oords prescribed by these Tilles to he or be mnirtained by the licensing ant.bt>rtty frottifine time or the Inspector General of Registration, (c) that he 9han not (lemand nr receive. sum from parties in tho rame any person connected with pregistration of ire; (d) that he shall render trne and correct of monov that he receives 'from his employer; (e) that he shall write fo h? written dort:mrnts and in accertlunnre with *flie instructions from time to fime bv the t be Tnsoector-General of Rc• (f) that he shall insfFITCt »artic•s -or nuthorised agents persons powers fo nav Ille fees in direct the Registering 13 (h) thnt he shall obey any directiou that may from time to time be bv the authority or the Inspector.General of Registration regarding the. preparation and the anscription nf documents or (Opies for Registration; (i) That he shall sign his name. on every document WTitten by him Cir to written by the apprentice attached to him and shall enter Where in Itin name licence number and serial number of documenti the r egistej' to be maintained by him under the. fees

charged. by him. (2b conditions of an apprentice: An apprentice shall write document correctly and neatly; (b) he shall not act as a tout." ; '(c) shall receive any money or fees direct from the parties; he shall be attached to one of the licensed document writers and shall be under the direction of the writer in respect of the which he transcribes at, the direction or direction documents writer. 'be after the document in the following certificate of the writer name and signature), Ftv tlv nppvenfee necessrly TO- if —An be for extent the fee; the licensed writer for - works in him I Thig in TTiters. Tl', this big praetice,, ns wrifer in a, tinn Ot: fnr•f in (2) T? is lost n. dl'301iö4te mne on or issued to livener nn of lo Om n•rifer or anprcnf.ier+. licence cancelled thegr his fn 13, The authority fire on fnllotvinft months mition fho authority: v 'f he xviftin (2) No order under sub-rule O) shall be passed, unless Cbe doculheut writer or the apprentice, as tãc mav be, been asked to agaiusb the proposed suspension or cancellation of the licence and Lhe cause shown by him has been duly considered by the licensing authority. 14. appeal shall lie to the Inspector-General of Registration against, any, orders oi suspension or cancellation of licence passed under. these rule. 15, Potoar, oi Registration.— Inspector-fãeneral of, Registration Bhall have all Lhe powers oi a licensing authority given under these rule. Inspection •of, Records.—The register•s and receipt booksto be main- tained by the document writers under these rules shall at all time be open to inspection by the officers of the department who shall iniitil them after inspc€. tion The Ilc•eucc shall also be producd for inspection on demand by the officer of the Registration Department. 17 , Fees.—Feeg on rhe fellowin•g rates shall be levied for the grant of document writers licence and apprentices licence and for their annual renewal ; — (a) Document writer licence— Fees for one sub-District,— Fees for whole dietrict— Fees for renewal— (b) Apprentice Ivence fee— Fees tor one subdistrict Foes for one whole district Fees for renewal of licence— Fees licence Rs. 50.00 Fee Rs. 25.00 Fees Rs. 25.00 Rs. IOTOO 18, Credit of Feee.—All fees payable under the rules shall be credited to the Txeasury by challan and one copy Lhere of shcl.l be filed in the office of the licensing authority before licence is ;ranted. The budget head to which the fees is be credited shall under t*he appropriate major and minor heads

19. Registrars—Every document, writer shall maintain a register in form and vrant reeei l *L to tne party
in form The licensing authority shall maintain a reguster in



form IG' for licensed document writers and form for apprentices. Similar registers shall also be maintained in the office of the Sub. Registrar for licensed document writers and licensed apprentices attached to his office

20. Writing Charges. (1) The Inspector-General of Registration shall fix the rate of charge* as a guide for every Registration office within the state and the rate of charges shall be renewed at the interval of, every three years. (2) The Schedule of the rate of charges appended to the rule shall be effective immediately. If the rate of charges can not be altered for any reason, the rate of charges fixed earlier shall continue to be effective till the rate of charges are not revised. (3) A table of the prescribed rates of charges shall be exhibited in Hindi and English and other languages as commonly spoken in the district in conspicuous places in the Registrar's office. (4) Similar shall also be exhibited by the licensed document writer in conspicuous place of his office. Every licensed writer shall also exhibit his licence in his office or the place where he engages himself in - the writing of documents. 21, Supervision and control.—It will be the duty of the Sub-Registrar to see that the registers attached to his office maintain the prescribed registers and receipts in the proper manner that no malpractices are adopted by any licensed document writer and licensed apprentices, in any way so as to harass the public. If he finds any such case of malpractices he will immediately report the same to his district Registrar for action. 22. Savings.—These Rules shall not apply to documents written before the commencement of these Rules but such documents must be presented to him within one month from the date of commencement of these Rules. 41, 2. 8. 6

9. Address. FORM "A" (RULE 4) with father's name, Permanent Address, Age and date of Birth, Nationality, Educational qualifications, if whether he has passed the Document Writers Licensing test, the number of documents prepared and presented for registration during the past year. Nature of licence applied for whether it is for a single office (to be named) or for a district (to be named) here amount, number date of challan receipt and the name of Treasury, Has at, application for licence ever been refused? If so, when and reason, 13 1997 DECLARATION do hereby solemnly declare that I have been declared to be of unsound mind or convicted of any offence involving moral turpitude or adjudged as insolvent by any Court of competent jurisdiction and that the information and particulars furnished herein are true and correct to the best of my knowledge and belief and that the licence for which hereby apply will be used only by myself. Place....., Date. Enclosed: Challan receipt. Signature NOTE : — The licence issued on the strength of this application is liable to be cancelled at any time if it is found that any information or particulars furnished in the application are false or untrue or incorrect. Sub-Registrar Date RECOMMENDATION The Licence no. Sub-Registrar, Date Order : Issued on. - , District Registrar. J, 2, 3, 4, 5. (Rule APPLICATION FOR APPRENTICE LICENCE Full name with Father's name. Address—Permanent home address and local address. Age date of birth, Nationality. Educational qualifications Service as apprentice to a document writer to whom is attached Fifth approximate number of documents transcribed by him, during the Apprenticeship (Give of the number. and of the 9. Nature of licence applied (District or Sub-District Licence), 13 1 997 DECLARATION 21 1 do hereby solemnly declare that I have been declared to be of unsound mind or convicted of any offence involving moral turpitude or adjudged as insolvent by any of competent jurisdiction and that the information and particulars furnished are true and correct to the best of my knowledge and belief the licensee, for which hereby apply will be used only by myself, Place, Date... Enclosed: Challan receipt, NOTE: -. The licence issued on the strength of this application is liable to be cancelled at any time if it is found that any information or particulars furnished in the application are false or untrue or incorrect, Sub-Registrar's Office, Date RECOMMENDATION The District Registrar, Licence no. Sub-Registrar, Date Order: District issued on. District Registrar, Forli (RULE APPLICATION FOR RENEWAL OF DOCUMENT WRITERS' APPRENTICES LICENCE Full name with father's name. 2, 3, 4, 5. 7- permanent address with local address. Changes in local address he specified with details as '21. Details of licensee number Period for which is sought. date of last renewal. Amount, number, date Treasury and 22 DECLARATION I (full name), do hereby solemnly declare that I have been declared to be of unsound mind or convicted of any offence involving moral turpitude or adjudged as insolvent by any Court of competent jurisdiction during the past year and that the information and particulars herein are true and correct to the best of my knowledge and belief, Date.... Enclosed: Challan receipt Note renewal made on the strength of this application is liable to cancellation at any time if it is found that any information or particulars furnished in the application are false or untrue or incorrect. District

Sub-Regist'fit• 00" FORM (Rule DOCUMENT WRITERS LIC:SCF. Nurtkhet• ot Licence Name of document Address. 'r he ofares•n'd ..having paid the fee having made the necessary declaration is hereby Alit.limited to. a, docu- ment writer to the sub-Registry Office, Registration Date the day of 19 or, r,t,cE OF THE DISTRICT REGIS'I'RAR OF District Registrar, Signature he us soon thc. ig CONDITIONS abide by the rules to ' un-icere. (hi maintain the registers, reccint, books by rules to bc maihtftipé'T. or to he maintained hv the 13 23 L 1.4 00 I Ic shall not dematid or accept sum from parties in t,h• •' any person ec persons connected with tlae registration office, i ic Shull repder and correct accounts Cif thc moneys he received the patties, He Y,rite or cause to written documents legibly aüd iu with tho instructions that bc issued frnt time time by the Inspector-General of shall thc parties their duly authorised vageul or of powers of attorney to document* 3CLtitions avd to poy the fees themselves divert Registeting O atul through any other ageuCh/. Ile Shal! write or cause to bc carefully. arcl in clear and unambiguous terms. I ge shall obey any directiong be issued by the Insspectar-General of Regislration regarding the preparation of docut[tents registration. lice-ttce shall be liable to sugptl.*ion or ranccllatif-itt for a breach tuy of above conditions, FORM (Rule APPRENTICE LICENCE Number of Licenc». Name of apprentice A Address. The aluresaidr-. having paid necessary fee and hying made the necessary declaration is hereby authorised to parcti• as apprentice atlaq•hed to the stib•RegistÄ-y office; Registration District. the day of 15 OFFICE OF THE DTsermcw REGISTRAR OF Distridt Signature of the Licenr•. ('Po be made as soon as licence ree•ived) coyorrorro,vs licejwce shall abide by the to the Licensing; oP 3prentieew not demand or any parties io the name ot person Ut persons connertecl with the registration officer He shall transcribe documents. leg•iblv. ;nenttv and correctly and it) with the directions from to titue be issued by the Tn.spector.Gener•al of. Registration. (dh instruct the parties or their duly antborised pewaterä of 'tternev ta pregent. documents er peHtions and pay themselves. direef to the Regidetii130' Meer through any ether aganev. licence Bshall be to or for a nf the ß•zn• ot doeum•ut tla.e o' of Value or 1937 Sub, Of by if of do cuxnent z ndor&3d in neith vri;ez'\$, document. FORM'F' (Rule 19) Counterfoil Received for.... Station. Date, .-the sum OE words) it has cical! with as shown hcæurulev (b) Search (c) Fec Far returned to (1) Stamp if purchased Rs, other paper him paid "to the Dezarlment Document wviter's If kli0T. with the offare,, Regigtrat.ion. DOCUMENT WRITER The rou '02M nncars•rgrt OF Distric€ . .. i •Renewnl iO be in till, 5 Sub-Registrav, for, Disfrict (See Rule 20) ELXEI) OF FOR SC.IIIMÅXG PREPAIUTLON k0fd8 OF oj ekrwges •very: Ior search, copy anti inspection 2. Yor every application for pro:ess. For applicatioa under or section -2.4 or 34 rot' grant 01' time and for sector-1 73 of Registration Act, Foy appeal petition under 72 of Registratiou Aet- 5, Documents whewc volume or co:sideration determined Where the va:ue does exceed R', 100 Wheto the value •xceedy does exceed Rs. 50- .1• V"%en the value exceeds Rs. GOO not exceed (It) Whea the value exceed. "Fts. I goo but does exceed RG 5000. (V) When the value e XCe«ls Rs 3000 does exceed Rs. 20,000. the Valne Rs. 26,000 Speial power oi attorney, ugreement. deeds without value or congidcration money. Other documents for bvhielh no scale is provitied ia the table. authority adopt, adoption deed* general rower q: attorney aud deed ot' dis:ohetion of merriage. Deeds where value of consideration money ha' not been provided which can be 1.00 1 00 2.00 , In addition to the io,ooo, 2 every Rs. YOOO or part thereof. too 20.00 20.00 charges shall be caltÄilatcd Oti nf duty paid by Ilie order Of Governor of Bihar, VIJAY KUMAR VFR:ifA Secretary Bihar. Patna.