

Punjab Registrars and Sub-Registrars (Maintenance of Fees Accounts Registers) Rules, 1966

[5th April, 1966]

Rule 1. Short title, extent and Commencement.

- (1) These rules may be called the Punjab Registrars and Sub-Registrars (Maintenance of Fees Accounts Registers Rules, 1966.
- (2) They shall apply to the whole of the State of Punjab.
- (3) They shall come into force at once.

Rule 2. Maintenance of Fee Accounts Registers.

- (1) Every Registrar and Sub- Registrar shall maintain the following registers in the forms appended to these rules and specified against each of the registers :-

(i) Registration-Fee-Account Register	Form-A
(ii) Search-Fee-Account Register	Form-B
(iii) Copying-Fee-Account Register	Form-C
(iv) Inspection-Fee-Account Register	Form-D
(v) Custody-Fee-Account Register	Form-E
(vi) Urgent-Fee-Account Register	Form-F
(vii) Visit-Fee-Account Register	Form-G
(Viii) Deficient-Fee-Account Register	Form-H

- (2) The Registers mentioned above shall be preserved for a period of six years after their completion or until the accounts maintained therein are inspected and audited by the Inspector-General of Registration, Registrar or Stamp-Auditor, whichever is later.
- (3) The registers shall be closed regularly and checked completely. The Registrar or Sub-Registrar, as the case may be, shall verify the totalling of the registers and initial it as correct.

Form 'A'

Registration Fee Account Register

Serial No.	Date	Name of the payer	No. and date of receipt	No. of the deed with book/volume number	Kind of deed, with amount of consideration and number of words
1	2	3	4	5	6

Amount realised on account of			Date and initials of the Registrar or Sub-Registrar	No. and date of Challan, vide which credited into treasury	Amount credited	Date and initials of the Registrar or Sub-Registrar	Stamp Duty charged	Remarks
Registration Fee (a)	Pasting Fee (b)	Total (c)						
7			8	9	10	11	12	13

Form 'B'

Search Fee Account Register

Serial No.	Date	Name of the prayer	No. and date of receipt	Date given in the application for copy	Date on which the deed is entered in the book
1	2	3	4	5	6

Amount realised	Date and initials of the Registrar or Sub-Registrar	No. and date of the Challan, vide which credited into treasury	Amount credited	Date and initials of the Registrar of Sub-Registrar	Remarks
7	8	9	10	11	12

Form 'C'

Copying Fee Account Register

Serial No.	Date	Name of the prayer	No. and date of receipt	No. of words	Amount realised
1	2	3	4	5	6

Date and initials of the Registrar or Sub-Registrar	No. and date of Challan, vide which credited into treasury	Amount credited	Date of initials of the Registrar of Sub-Registrar	Remarks
7	8	9	10	11

Form 'D'

Inspection Fee Account Register

Serial No.	Date	Name of payer	No. and date of receipt	No. of entries of deeds relating to one and the same property together with the number of years over which the inspection extends	Amount realized
1	2	3	4	5	6

Date and initial of the Registrar or Sub-Registrar	No. and date of Challan, vide which credited into treasury	Amount created	Date and initials of the Registrar or Sub-Registrar	Remarks
7	8	9	10	11

Form 'E'

Custody Fee Account Register

Serial No.	Date	Name of payer	No. and date of receipt	Number of the document with book/volume number	Date of entry of deed in the book	Date of return of the deed
1	2	3	4	5	6	7

Amount realised	Date and initials of the Registrar or Sub-Registrar	No. and date of Challan, vide which credited into treasury	Amount credited	Date and initials of the Registrar or Sub-Registrar	Remarks
8	9	10	11	12	13

Form 'F'

Urgent Fee Account Register

Serial No.	Date	Name of payer	Date and No. of receipt	Date of receipt of application	Date of preparation of copy	Amount received
1	2	3	4	5	6	7

Date and initials of the Registrar or Sub-Registrar	No. and date of Challan, vide which credited into treasury	Amount credited	Date and initials of the Registrar or Sub-Registrar	Remarks
7	8	9	10	11

Form 'G'

Visit Fee Account Register

Serial No.	Date	Name of the payer	No. and date of receipt	Whether ill or in jail or otherwise	Amount paid
1	2	3	4	5	6

Date and initials of the Registrar or Sub-Registrar	No. and date of Challan, vide which credited into treasury	Amount credited	Date and initials of the Registrar or Sub-Registrar	Remarks
7	8	9	10	11