

**THE UTTAR PRADESH STAMPS AND REGISTRATION DEPARTMENT
(GROUP A AND GROUP B) SERVICE RULES, 1982**

Part I—General

- Short title and commencement** 1. (1) These Rules may be called the Uttar Pradesh Stamps and Registration Department (Group A and Group B) Service Rule, 1982.
(2) They shall come into force at once.
- Status of the service.** 2. The Uttar Pradesh Stamps and Registration Department (Group 'A' and Group 'B') Service comprises Group 'A' and Group 'B' posts.
- Definitions.** 3. In these rules, unless there is anything repugnant in the subject or context :—
- (a) "Additional Inspector General of Registration" means the Additional Inspector General of Registration, Uttar Pradesh ;
 - (b) "Appointing Authority" means the Governor.
 - (c) "Assistant Inspector General of Registration" means the Assistant Inspector General of Registration, Uttar Pradesh ;
 - (d) "Citizen of India" means a person who is or is deemed to be a citizen of India under Part II of the Constitution ;
 - (e) "Commission" means the Uttar Pradesh Public Service Commission ;
 - (f) "Constitution" means the Constitution of India ;
 - (g) "Deputy Inspector General of Registration" means the Deputy Inspector General of Registration, Uttar Pradesh ;
 - (h) "Inspector General of Registration" means the Inspector General of Registration, Uttar Pradesh ;
 - (i) "Government" means the Government of Uttar Pradesh ;
 - (j) "Governor" means the Governor of Uttar Pradesh ;
 - (k) "Member of the Service" means a person substantively appointed under these rules or the rules or order in force prior to the commencement of these rules, to a post in the cadre of the service ;
 - (l) "Sub-Registrar" means the Sub-Registrar of the Registration Sub-district appointed, under section 6 of the Registration Act, 1908 ;

(m) "Service" means the Uttar Pradesh stamps and Registration Department (Group 'A' and Group 'B') Service ;

(n) "Substantive appointment" means an appointment, not being an *ad hoc* appointment, on a post in the cadre of the service, made after selection in accordance with the rules and, if there are no rules, in accordance with the procedure prescribed for the time being by executive instructions issued by the Government ;

(o) "Year of recruitment" means the period of twelve months commencing from the first day of July of a calendar year.

Part II—Cadre

Cadre of service

4. (1) The strength of the service and of each category of posts therein shall be such as may be determined by the Governor from time to time.

(2) The strength of the service and of each category of posts therein shall, until orders varying the same are passed under sub-rule (1), be as mentioned below :

	Post	Permanent	Temporary
1.	Assistant Inspector General of Registration ..	15	5
2.	Deputy Inspector General of Registration		10
3.	Additional Inspector General of Registration ..	1	..

Provided that the Governor may :—

(a) leave unfilled or hold in abeyance any vacant post without thereby entitling any person to compensation ; or

(b) create such additional permanent or temporary posts from time to time, as he may consider proper.

Part III—Recruitment

Source of recruitment.

5. Recruitment to the various categories of posts in the service shall be made from the following sources :

- (1) Assistant Inspector General of Registration. By promotion in consultation with the Commission on the basis of merit from amongst permanent sub-Registrars :

Provided that persons who were eligible for appointment to the service under the Uttar Pradesh Service of Inspector of Stamps and Registration Rule, 1942 as amended from time to time, and have been appointed temporarily or on an *ad-hoc* basis as Inspectors in the Service prior to this enforcement of these rules shall be eligible for appointment against the vacancies in the service occurring prior to the enforcement of these rules.

(2) Deputy Inspector General of Registration.

By promotion on the basis of seniority subject to rejection of the unfit from amongst permanent Assistant Inspectors General of Registration

(3) Additional Inspector General of Registration.

By promotion on the basis of merit from amongst permanent Deputy Inspectors General of Registration.

Reservations.

6. Reservations for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with the orders of the Government in force at the time of recruitment.

Part IV—Procedure for Recruitment

Procedure for recruitment by promotion to the post of Assistant Inspector General of Registration.

7. Recruitment by promotion to the post of Assistant Inspector General of Registration shall be made on the basis of merit in accordance with the Uttar Pradesh promotion by selection in consultation with Public Service Commission (Procedure) Rules, 1970 as amended from time to time.

Procedure for recruitment by promotion to other post.

8. (1) For the purpose of recruitment by promotion to the posts of Deputy Inspector General of Registration and Additional Inspector General of Registration there shall be constituted Selection Committee comprising ;

- (i) The Secretary, Department of Personnel ;
- (ii) The Secretary, Institutional Finance Department ;
- (iii) The Inspector General of Registration ;

The Senior Secretary shall be the Chairman of the Committee.

(2) The Secretary shall prepare an eligibility list of the candidates, arranged in order of seniority, and place it before the Selection Committee alongwith their character rolls and such other records pertaining to them as may be considered proper.

(3) The Selection Committee shall consider the cases of candidates on the basis of the records, referred to in sub-rule (2), and if it considers necessary, it may interview the candidates also.

(4) The selection Committee shall prepare a list of selected candidates arranged in order of seniority and forward the same to the appointing authority.

Part V—Appointment, promotion, training confirmation and seniority

Appointment

9. (1) The appointing authority shall make appointment by taking the names of candidates in the order in which they stand in the list prepared under rule 7 or 8, as the case may be.

(2) The appointing authority may, make appointments in temporary or officiating vacancies also from the lists referred to in sub-rule (1). If no candidate borne on these list is available, he may make appointments in such vacancies from persons eligible for appointment under these rulus. Such appointments shall not last for a period exceeding one year or the next selection under these rules, whichever be earlier.

Probation

10. (1) A person on appointment to a posts in the service in or against a substantive vacancy shall be placed on probation for a period of two years.

(2) The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases, specifying the date up to which the extension is granted ;

Provided that, save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no case beyond two years.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extend period of probation that a probationer has not made sufficient use of his opportunities or had otherwise failed to give satisfaction, he may be reverted to his

substantive post, if any, and if he does not hold a lien on any post, his services may be dispensed with.

(4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.

(5) The appointing authority may allow continuous service, rendered in an officiating or temporary capacity on a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

Training and
Departmental
Examination,

11. (1) On appointment to the post of Assistant Inspector General of Registration, every officer shall be required to undergo training, ordinarily of eight weeks, in the Office of the Chief Controlling Revenue Authority and the Inspector General of Registration, Uttar Pradesh in regard to law relating to stamps, Registration and Court Fees ;

Provided that :—

(a) persons appointed under sub-rule (2) of rule 9 may be exempted from training or may be given training for a shorter period, as may be decided by the Inspector General of Registration having regard to the period of their appointment ;

(b) persons who were appointed to the service as a temporary measure or on an *ad hoc* basis before the commencement of these rules and have put in more than two years continuous service may be exempted from the training by the Inspector General of Registration.

(2) Every officer appointed to the post of Assistant Inspector General of Registration shall, during the period of probation, have to pass a departmental examination. The syllabus and other details the departmental examination shall be such as may be prescribed by the Governor from time to time.

NOTE :—The syllabus and the rules for such departmental examination in force at the time of commencement of these rules are given in the rules for the conduct of Departmental Examination in Uttar Pradesh.

Confirmation.

12. A probationer shall be confirmed in his appointment at the end of the period of probation or extended period of probation, if—

✓ (i) he has successfully undergone the prescribed training, if any.

Relaxation in the
conditions of
service.

19. Where the Governor is satisfied that the operation of any rule regulating the conditions of service of person appointed to the service cause undue hardship in any particular case, he may, notwithstanding anything contained in the rules applicable to the case, by order dispense with or relax the operation of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner :

Provided that if a rule was framed in consultation with the commission, that body shall be consulted before the requirements of that rule are dispensed with or relaxed.

20. Nothing in these rules shall affect reservations and other concessions required to be provided for the candidates belonging to Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

By order

R. VENKATANARAYANAN

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THE UTTAR PRADESH SUB-REGISTRAR'S SERVICE RULES, 1983

Part I—General

Short title and commencement.

1. (1) These Rules may be called, the Uttar Pradesh Sub-Registrar's Service Rules, 1983.

(2) They shall come into force atonce.

Status of the service.

2. The Uttar Pradesh Sub-Registrars' Service is a gazetted service comprising Group 'B' posts.

Definitions.

3. In these Rules, unless there is anything repugnant in the subject or context :

- (a) 'Act' means the Registration Act, 1908 (Act no. 16 of 1908) ;
- (b) 'Appointing Authority' means the Inspector General ;
- (c) 'Citizen of India' means a person who is or is deemed to be a citizen of India under Part II of the Constitution ;
- (d) 'Commission' means the Uttar Pradesh Public Service Commission ;
- (e) 'Constitution' means the Constitution of India ;
- (f) 'Government' means the State Government of Uttar Pradesh ;
- (g) 'Governor' means the Governor of Uttar Pradesh ;
- (h) 'Inspector General' means the Inspector General of Registration ;
- (i) 'Member of service' means a person appointed in a substantive capacity under these rules of the rules or orders in force prior to the commencement of these rules to a post in the cadre of the service ;
- (j) 'Service' means the Uttar Pradesh Sub-Registrars' Service ;
- (k) 'Substantive appointment' means an appointment, not being *ad hoc* appointment, on a post in the cadre of the Service, made after selection in accordance with the rules, and if there are no rules, in accordance with the rules, and if there are no rules in accordance with the procedure prescribed for the time being by executive instructions issued by the Government : and

- (l) 'Year of recruitment' means a period of twelve months beginning from the first day of July of a calendar year.

Part II—Cadre

Cadre of service.

4. (1) The strength of the service shall be such as may be determined by the Government from time to time.

(2) The strength of the service shall, until orders varying the same are passed under Sub-rule (1) be as specified below :—

Name of post	Number		
	Permanent	Temporary	Total
Sub-Registrars	222	21	243*

*56 posts are in Higher Grade.

Provided that—

- (a) the appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post without thereby entitling any person to compensation ;
- (b) the Governor may create such additional permanent or temporary posts as he may consider proper.

Part III—Recruitment

Source of recruitment.

5. (1) Recruitment to the posts in the ordinary grade of the service shall be made from the following sources :—

- (a) By direct recruitment ;
- (b) By promotion from amongst the permanent ministerial staff of the office of the Inspector General, permanent Chief Registration Clerks and permanent Registration Clerks of the Subordinate Offices under his administrative control ;

Provided that the recruitment shall be so arranged that, as far as possible, the total strength of the promotees at any time, shall not exceed 25% of the strength of cadre ;

Provided further that as far as possible the total strength of promotees from amongst the ministerial staff of the Office of the Inspector-General at any time shall not exceed 6 per cent of the strength of the cadre.

NOTE—For the purpose of promotion a combined eligibility list shall be prepared by arranging the names of persons in higher pay scale in order of their seniority followed by the names of persons in the next lower pay scale in order of their seniority and where the pay scales are same, their names shall be arranged in order of seniority as determined on the basis of the dates of their substantive appointments so however that their *inter se* seniority in their own cadre is maintained.

Reservation.

6. Reservations for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with the orders of the Government in force at the time of the recruitment.

Part IV—Qualifications

Nationality.

7. A candidate for direct recruitment to a post in the service must be—

- (a) a citizen of India ; or
- (b) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India ; or
- (c) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government :

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police Intelligence Branch Uttar Pradesh

Provided also that if a candidate belongs to category (c) above no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in service beyond a period of one year shall be subject to his acquiring Indian citizenship.

NOTE—A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

Academic
qualification.

8. A candidate for direct recruitment to a post of Sub-Registrar in the ordinary grade must possess the degree of Bachelor of Laws from a recognised University, and must have a working knowledge of Hindi written in Devnagri script.

Preferential
qualification.

9. A candidate who has—

(i) served in the Territorial Army for a minimum period of two years ; or

(ii) obtain a 'B' certificate of National Cadet Corps ;

shall, other things being equal be given preference in the matter of direct recruitment.

Age.

10. A candidate for direct recruitment must have attained the age of 21 years and must not have attained the age of more than 28 years on January 1 of the year in which recruitment is made if the posts are advertised, during the period from January 1 to June 30 and on July 1, if the posts are advertised during the period July 1 to December 31 ;

Provided that the upper as limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.

Character.

11. The character of a candidate for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in Government Service. The appointing authority shall satisfy itself on this point.

NOTE—Persons dismissed by the Union Government or by a State Government or by a Local Authority or by a Corporation or body

owned or controlled by the Union or a State Government shall be ineligible for appointment to any post in the service. Persons convicted for an offence involving moral turpitude shall also be ineligible.

Marital status.

12. A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the service :

Provided that the Governor may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

Physical fitness.

13. No candidate shall be appointed to a post in the service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment he shall be required to pass an examination by a Medical Board.

Provided that examination by a Medical Board shall not be necessary in the case of a candidate recruited by promotion.

Part V—Procedure for Recruitment

Determination of vacancies.

14. The appointing authority shall determine and intimate to the Commission the number of vacancies to be filled during the course of the year as also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under rule 6.

Procedure for direct recruitment.

15. (1) Applications for permission to appear in the competitive examination for direct recruitment shall be called by the Commission in the prescribed form, which may be obtained from the Secretary to the Commission

(2) No candidate shall be admitted to the examination unless he holds a certificate of admission issued by the Commission.

(3) After the result of the written examination has been received and tabulated the Commission shall having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories under rule 6, summon for interview such number of candidates as on the results of

the written examination have come up to the standard fixed by the Commission in this respect. The marks awarded to each candidate at the interview shall be added to the marks obtained by him in the written examination.

(4) The Commission shall prepare a list of candidates in order of their proficiency as disclosed by the aggregate of marks obtained by each candidate at the written examination and interview and recommend such number of candidates as they consider fit for appointment. If two or more candidates obtained equal marks in the aggregate the name of the candidate obtaining higher marks in the written examination shall be placed higher in the list. The number of names in the list shall be larger (but not larger by more than 25 percent than the number of vacancies. The Commission shall forward the list to the appointing authority.

NOTE—The syllabus and rules for competitive examination shall be such as are prescribed for the upper subordinate service competitive examination by the Commission from time to time with the approval of the Government, and the competitive examination may be held along with the upper subordinate service competitive examination.

Procedure or
recruitment by
promotion.

16. Recruitment by promotion to the post of sub-registrar in the ordinary grade shall be made on the basis of seniority subject to rejection of the unfit, in accordance with the Uttar Pradesh Promotion by Selection in Consultation with Public Service Commission (Procedure) Rules, 1970 as amended from time to time.

Combined
selection list.

✓ 17. If in any year of recruitment appointments are made both by direct recruitment and by promotion, a combined select list shall be prepared on taking the names of candidates from the lists prepared under rules 15 and 16 in such manner that the prescribed percentage of direct recruits and promotees is maintained the first name being from the list prepared under rule. 16.

Part VI—Appointment, Probation, Confirmation & Seniority

Appointment.

18. (1) Subject to the provisions of sub-rule (2), the appointing authority shall make appointments by taking the names of candidates in the order in which they stand in the lists prepared under rule 15, 16 or 17, as the case may be.

(2) Where in any year of recruitment appointments are to be made both by direct recruitment and by promotion regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with rule 17.

(3) If more than one orders of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or, as the case may be as it stood in the cadre from which they are promoted. If the appointments are made both by direct recruitment and by promotion, names shall be arranged in accordance with the cyclic order, referred to in rule 17.

(4) The appointing authority may make appointments in temporary or officiating capacity also from the list referred to in sub-rule (1). If no candidate borne on these lists is available, he may make appointments in such vacancies from amongst persons eligible for appointment under these rules. Such appointments shall not last for a period exceeding one year or beyond the next selection under these rules, whichever be earlier, and the provisions of regulation 5 (a) of the U. P. Public Service Commission (Limitation of Functions) Regulations, 1954 shall apply.

Procedure for
appointment in
the higher grade

(5) Appointments in the higher grade shall be made by the Appointing Authority on the basis of seniority subject to rejection of the unfit in consultation with the selection committee comprising of the Appointing Authority and two other officers of the department nominated by him.

(6) Candidates approved by the Public Service Commission, U. P. and after being appointed shall have to undergo a training for a period of at least six weeks at a suitable centre before being placed in independent charge of an office. The period of Training may be extended further for a period of six weeks if a candidate does not acquire working knowledge of rules and regulations.

A departmental examination for probationary Sub-registrars will be held each year in accordance with the rules for the conduct of Departmental Examination and the training of Junior Officers in U. P. framed by Government from time to time.

Probation

19. (1) A person on appointment to a post of sub-registrar in the ordinary grade in or against a substantive vacancy shall be placed on probation for a period of two years.

(2) The appointing authority may for reasons to be recorded, extend the period of probation in individual cases specifying the date up to which the extension is granted :

Provided that, save in exceptional circumstances the period of probation shall not be extended beyond one year and in no case beyond two years.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction he may be reverted to his substantive post, if any, and if he does not hold a lien on any post his services may be dispensed with.

(4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.

(5) The appointing authority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post to be taken into account for the purpose of computing the period of probation.

Confirmation

20. A probationer shall be confirmed in his appointment at the end of the period of probation or the extended period of probation if—

- (a) he has passed the prescribed departmental examinations,
if any,
- (b) he has successfully undergone the prescribed training if any,
- (c) his work and conduct are reported to be satisfactory,
- (d) his integrity is certified, and
- (e) the appointing authority is satisfied that he is otherwise fit for confirmation.

Seniority.

21. (1) Except as hereinafter provided, the seniority of person in any category of posts shall be determined from the date of the order of substantive appointment and if two or more persons are appointed together, by the order in which their names are arranged in the appointment order :

Provided that if the appointment order specified a particular back date with effect from which a person is substantively appointed, that date will be deemed to be the date of order of substantive appointment and, in other case, it will mean the date of issue of the order :

Provided further that, if more than one orders of appointment are issued in respect of any one selection the seniority shall be as mentioned in the combined order of appointment issued under sub-rule (3) of rule 18.

(2) The seniority *inter se* of persons appointed directly on the result of any one selection, shall be the same as determined by the commission :

Provided that a candidate recruited directly may lose his seniority if he fails to join without valid reasons when vacancy is offered to him. The decision of the appointing authority as to the validity of reason shall be final.

(3) The seniority *inter se* of persons appointed by promotion shall be determined in accordance with the provision contained in the note to rule 5.

Part VII—Pay. Etc.

Scales of Pay.

22. (1) The scales of pay admissible to persons appointed to the service whether in a substantive or officiating capacity or as a temporary measure, shall be such as may be determined by the Government from time to time.

(2) The scales of pay at the time of the commencement of these rules are given as follows :

Scale of pay—

Ordinary Grade Rs. 625--30--835—E. B.—30—925—35—1065
E. B.—35—1240.

Higher Grade : Rs. 690—40—970—E. B.—40—1050—50--1200
E. B.—50—1300—60—1420.

Pay during
probation

23. (1) Notwithstanding any provision in the Fundamental Rules to the contrary, a person on probation, if he is not already in permanent Government service shall be allowed his first increment in the time scale when he has completed one year of satisfactory service, has passed Departmental Examination and undergone training where prescribed and second increment after two years' service when he has completed the probationary period and is also confirmed :

Provided that if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing authority directs otherwise.

(2) The pay during probation of person who has already holding a post under the Government, shall be regulated by the relevant Fundamental Rules :

Provided that, if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment unless the appointing authority directs otherwise.

(3) The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules, applicable generally to Government servants serving in connection with the affairs of the State.

Criteria for
crossing efficiency
bar.

24. No person shall be allowed to cross—

(i) the first efficiency bar unless his work and conduct are found to be satisfactory and unless his integrity is certified, and

(ii) the second efficiency bar or the single efficiency bar (where there is only a single efficiency bar) unless his work and conduct are found to be satisfactory, he has sound knowledge of Stamp and Registration Laws and rules, and unless his integrity is certified.

Part VIII—Other Provisions

Canvassing.

25. No recommendations, either written or oral, other than those required under the rules applicable to the post in the service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

Regulation of other matters.

26. In regard to the matters not specifically covered by these rules, or by special orders, persons appointed to the service shall be governed by the rules, regulations and orders applicable generally to government servants serving in connection with the affairs of the State.

Relaxation in the conditions of service.

27. Where the State Government is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the service causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner :

Provided that the commission shall be consulted before the requirements of that rule are dispensed with or relaxed.

Saving.

28. Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

By order
B. K. CHATURVEDI
Sachiv