

## Part II - Registration Establishment - One-page Cheat Sheet

**2-minute summary:** Map the Inspector-General, Registrars, Sub-Registrars, districts, offices, records, electronic books and custody controls.

### Provision map

3: Inspector-General of Registration; 4: Repealed; 5: Districts and sub-districts; 6: Registrars and Sub-Registrars; 7: Offices of Registrar and Sub-Registrar; 8: Inspectors of Registration offices; 9: Repealed; 10: Absence of Registrar or vacancy in his office; 11: Absence of Registrar on duty in his district; 12: Absence of Sub-Registrar or vacancy in his office; 13: Report to State Government of appointments under sections 10, 11 and 12; 14: Establishments of registering officers

### Workflow

1. Classify document and rights. 2. Capture State sources. 3. Verify title/authority/stamp. 4. Compute time, fee and office. 5. Present and admit. 6. Reconcile certificate/copy and remedies.

### Red flags

Wrong instrument label; stale State rule/fee; incorrect office; late presentation; invalid POA; missing maker; denial of execution; insufficient stamp; missing annexure; portal copy mismatch; unrecorded refusal.

### Evidence file

Act and State sources; title/property; authority; final instrument; stamp/fee; identity; witnesses; portal and office receipts; endorsements; certificate; registered copy; searches; refusal/remedy chronology.

### Practical scenario

A property instrument is commercially agreed before document classification, State rules, stamp, authority, office jurisdiction and presentation mechanics are complete. Registration must be treated as a controlled legal closing, not a clerical step.

### Key calculations

|                    |                                                                              |
|--------------------|------------------------------------------------------------------------------|
| Transaction value  | Reconcile consideration, debt, non-cash value, guideline value and taxes.    |
| Registration clock | Map execution, presentation, appearance, completion and remedy dates.        |
| Exposure           | Quantify title/stamp/fee defects, delay, litigation, interest and cure cost. |

### Remedy and forum

Preserve presentation/delay, Registrar and section 77 clocks. Separate administrative registration remedy from title, specific relief, cancellation, injunction, damages, criminal and writ strategy.

### Source warning

State amendments, section 69 Rules, fee tables, office jurisdiction, valuation and online workflows vary. Verify transaction-date official sources.