Department of Revenue & Disaster Management

Memo No. 5/181-STR-1-2020/spl-4
Dated 16-04-2020

To

1. All the Divisional Commissioners in the State.
2. All the Deputy Commissioners in the State.


On the subject cited above, with reference to Government of India Ministry of Home Affairs order No. 40.3/2020-DM-II(A), dated 15th April 2020 containing Consolidated Revised Guidelines on the measures to be taken by Ministers/Departments of Government of India, State/UT Government and State/UT authorities for containment of COVID-19 in the country, it is brought to your kind notice that point No. (iii) of Para 19 of the ibid guidelines states as under:-

(iii) All other Departments of State/UT Governments to work with restricted staff. Group A and B officers may attend as required. Group C and level below that may attend upto 33% of strength, as per requirement to ensure social distancing. However, delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

From the perusal of above, it is amply clear that delivery of public services viz. registration of instruments pertaining to transfer of property under sections 17 & 18 of the Registration Act, 1908, delivery of copies of revenue records and registration deeds, entry and attestation of mutations, attestation of affidavits and issuances of residence, scheduled castes, backward classes certificates etc. will have to be carried out with necessary staff deployed for such purposes w.e.f. 20.04.2020.

The following compliance shall be made keeping in view the guidelines of COVID-19:

a) Proper compliance of social distancing shall be made by ensuring that at one time only executants and witnesses of one deed are present in the registration offices and in delivery of other public services.
b) Proper staggering of e-appointment for registration by specifying time for presenting document for registration.
c) Proper arrangement of police at the Tehsil/Sub Tehsil offices etc.
d) Maximum limit of sixty e-appointments shall be reduced to thirty with 50% e-appointment on online and 50% from Tehsil/Sub-Tehsil offices during the lockdown period only. All previous appointments shall stand cancelled and e-appointment shall have to be sought afresh.
e) Not more than 5 e-appointments shall be slotted in any block of 10 minutes.

Needless to mention here, the said registration work and other public services shall be carried out during office hours from Monday to Friday, except on gazetted
holidays. It is once again reiterated that all social distancing norms and stipulations of attendance will invariably be complied with.

In the light of above, it is directed that delivery of public services, as enunciated above, viz. registration of instruments under sections 17 & 18 of the Registration Act, 1908 etc. during Lock Down period of COVID-19 crisis be started w.e.f. 20.04.2020 under intimation to this office.

Under Secretary Revenue (STR) for Financial Commissioner Revenue & Additional Chief Secretary Govt. of Haryana, Revenue & Disaster Management Department
Endst. No. 5181-STR-1-2020/spl. # Dated: 16-04-2020

A copy is forwarded to Director Land Records-cum-Inspector General of Registration, Haryana, Panchkula for information and necessary action.

Under Secretary Revenue (STR) for Financial Commissioner Revenue & Additional Chief Secretary Govt. of Haryana, Revenue & Disaster Management Department Dated: 16-04-2020

A copy is forwarded to Technical Director, NIC, New Haryana Civil Secretariat, Sector-17, Chandigarh for information and necessary action.

Under Secretary Revenue (STR) for Financial Commissioner Revenue & Additional Chief Secretary Govt. of Haryana, Revenue & Disaster Management Department

OFFICE OF THE DISTRICT MAGISTRATE, REWARI

Endst.: 7760-66 /COVID-19 Dated: 17-04-2020

A Copy is forwarded to the following for information and necessary action, please:

1- Incident Commanders In-Charge of Sub Division, Rewari/Kosli/Bawal.
2- Duty Magistrate-cum-Incident Commanders, Rewari.
3- ADIO, NIC, Rewari.
4- Stenographer to D.M., Rewari.
5- Steno to CTM, Rewari.

Sanjeev Kumar, H.C.S
City Magistrate,
for District Magistrate,
Rewari.