

THE R.T.I ACT, 2005
MANUAL OF REGISTRATION BRANCH
OFFICE OF THE SUB DIVISIONAL OFFICER (CIVIL) SOHRA

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Functions and Duties:

The Registration Branch is one of the Administrative Organisation in the Administration of the Sub Divisional Officer (Civil), Sohra. The function of the Branch is more regulatory and statutory and functions under the control of the Sub Divisional Officer (C), Sohra.

1. The Registration Branch is responsible for registration of Documents like Mining Lease, Deed of Declaration, Gift Deed, Sale Deed and many other as per Regulation under the Indian Registration Act, 1908.
2. The Registration Branch is also responsible for the Registration of Marriage and others as per the regulation Under Section 3 of the Special Marriage Act, 1954 and Under Section 4 of the Meghalaya Compulsory Registration of Marriage Act, 2012. (Act No. 13 of 2012)

Registration branch include in the amalgamated Establishment.

The Sub Divisional Officer (C) is the Sub Registrar / Marriage Officer / Marriage Registrar and is the controlling officer of the Branch. The E.A.C. who is also function as subordinate Officer is responsible for examining all documents related for *Registration*.

Working Hours of the Office of the Sub Registrar / Marriage Officer / Marriage Registrar, Sohra

- a. Summer Timing – 10.00 AM – 5.00 PM
- b. Winter Timing – 10.00 AM – 4.30 PM

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Power and Duties of Officers and Employees:

Designation: 1. The Sub Divisional Officer (C), Sohra is also the Sub Registrar / Marriage Officer / Marriage Registrar who is appointed by the Government. He is empowered to delegate subject as per the restriction and condition prescribe by the *Registration Act, 1908, Special Marriage Act, 1954 and Meghalaya Compulsory Registration Act, 2012*.

2. The Extra Assistant Commissioner is appointed by the Government to assist the Sub Registrar / Marriage Officer / Marriage Registrar regarding matter related to Registration and any other work delegated.

Powers: The Power under the Indian Registration Act, 1908, Special Marriage Act, 1954 and Meghalaya compulsory Registration of Marriage Act, 2012 are vested in the Sub Registrar / Marriage Officer / Marriage Registrar who is empowered to delegate subject to the restriction and conditioned prescribed by Rules under the Acts any of his power to any person appointed by the Government and to assist him/her as follows: (a) EAC, (b) Grade III staff, (c) Grade IV staff.

Power Administrative: to oversee the functioning of the Branch under his control including the duties and responsibilities if Subordinate Officers, Staff for Public authority and to exercise the power as may be delegated to him by the *Registration Act, 1908, Special Marriage Act, 1954 and Meghalaya Compulsory Registration Act, 2012*.

Financial – At present none

Others: Examining of all documents related to registration.

There is separate sanction of Grade III & Grade IV staff for Registration Branch. The day to day official works are mostly performed by the Grade III & Grade IV staff under the supervision of the Sub Registrar / Marriage Officer / Marriage Registrar and EAC being the Subordinate Officer.

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Nil

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Nil

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Categories of Documents that are held by the Branch are:

- 1) a. Documents of Deed of Declaration, Gift Deed, Lease Deed, Mining Lease, Deed of Conveyance, Registration of Will, Rectification Deed.
b. Name of the Documents and its introduction online - Deed of Declaration, Gift Deed, Lease Deed, Mining Lease, Deed of Conveyance, Registration of Will, Rectification Deed.
c. Procedure to obtain the documents – Six months
d. Held by / under control of Sub Registrar, Sohra
- 2) a. Application for Registration of Marriage under the Meghalaya Compulsory Registration of Marriage Act, 2012
c. Application for Soleminization of Marriage under the Special Marriage Act, 1954.

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Nil

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Name, Designation and other particulars of the Public Information Officer:

1. Name – Shri. A.K. Singh, IAS
2. Designation - Sub Registrar / Marriage Officer / Marriage Registrar
3. STD Code –
4. Phone No.
5. e – mail: sdocivilsohra@yahoo.com
Address: Sub Divisional Officer (C), Sohra Sub Division, Sohra.

Name, Designation of Assistant Public Information Officer:

1. Name – Shri. N. Hajong, MCS
2. Designation – Extra Assistant Commissioner
3. STD Code –
4. e – mail –
Address – O/o Sub Divisional Officer (C), Sohra Sub Division, Sohra.

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1. Subject on which the decision is to be taken – Land Registration, Marriage Registration
2. Guidelines/direction, if any – Registration Act, 1908, Special Marriage Act, 1954 and Meghalaya Compulsory Registration Act, 2012.
3. Process of execution – As stipulated under the Acts.
4. Designation of the officers involved in the decision making - Sub Registrar / Marriage Officer / Marriage Registrar.
5. Contact information of the above mentioned officers – Sub Divisional Officers (C), Sohra / Extra Assistant Commissioner, Sohra.
6. If not satisfied by the decision, where and how to appeal – District Registrar, E.K. Hills Shillong / Registrar General of Marriage, Shillong.

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Directory of Officers and Employee

Sl. No.	Name	Designation	Telephone No.	E-mail	Address
1	Shri. Ankit Kumar Singh, IAS	SDO (C), Sohra			SDO (C), Sohra office
2	Shri. N. Hajong, MCS	EAC			SDO (C), Sohra office
3	Shri. G. Warjri, MCS	EAC			SDO (C), Sohra office
4	Smti. J. M. Umdor, MCS	EAC			SDO (C), Sohra office
	Shri. H. R. Warjri	LDA			Shillong
	Smti. W. Sohlang	Peon			Mawreng

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Sl. No.	Name	Designation	Monthly remuneration (Gross)	Compensation allowance	Procedure to determine the remuneration
1	Shri. Ankit Kumar Singh, IAS	SDO (C), Sohra			SDO (C), Sohra office
2	Shri. N. Hajong, MCS	EAC			SDO (C), Sohra office
3	Shri. G. Warjri, MCS	EAC			SDO (C), Sohra office
4	Smti. J. M. Umdor, MCS	EAC			SDO (C), Sohra office

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The Budget allocated to each agency – All financial matter is channelized from the Nazarath Branch of SDO (C), Sohra

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The Registration implements no development schemes

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List of attachment – (NOC from Headman/Marriage Certificate)

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Norms set by it for discharged of its functions:

The Registration Act, 1908

Special Marriage Act, 1954

The Meghalaya Compulsory Registration of Marriage Act, 2012

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There are no library facilities or reading room

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NIL

REGISTRATION BRANCH
O/o SDO (C), SOHRA