

রেজিস্টার্ড নং ডি এ-১

বাংলাদেশ



গেজেট

অতিরিক্ত সংখ্যা  
কর্তৃপক্ষ কর্তৃক প্রকাশিত

সোমবার, অক্টোবর ২৭, ২০১৪

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
আইন, বিচার ও সংসদ বিষয়ক মন্ত্রণালয়  
আইন ও বিচার বিভাগ

### NOTIFICATION

তারিখ, ১১ কার্তিক ১৪২১ বঙ্গাব্দ/ ২৬ অক্টোবর ২০১৪ খ্রিস্টাব্দ

**S. R. O. No. 253-Law/2014**—The following rules have been made by the Inspector General of Registration, Bangladesh under clause (a) of sub-section (1) of section 80G of the Registration Act, 1908 (XVI of 1908), as amended by the Bengal Touts Act, 1942 (Bengal Act V of 1942) and approved by the Government under sub-section (2) of section 80G of the said Act.

These rules shall come into force with effect from the 16th November, 2014 and supersede the rules at present in force with effect from the said date.

#### **The Deed Writer's (Licence) Rules, 2014**

**1. Short title.**—These rules may be called the Deed Writer's (Licence) Rules, 2014.

**2. Application for licence to act as deed writer.**—(1) Any person of the district preferably of the area within the jurisdiction of the Sub-Registry office, not below 21 years of age, who passed the Secondary School Certificate or equivalent examination from any recognized board, who can draft documents well in languages prevalent in the locality and whose handwriting is good and who has practical knowledge of the important provisions of the Transfer of Property Act, 1882, the State Acquisition & Tenancy Act, 1950, the Stamp Act, 1899 and the Registration Act, 1908 and whose conduct is good and who is of good character may apply in writing, in Form No. 1 appended to these rules to the Registrar of the district either direct or through the local Sub-Registrar with testimonials, if any, for a licence referred to in section 80G of the Registration Act, 1908, to act as a deed-writer.

(2) The application must be in the candidate's own handwriting.

(১৯১৯৭)

মূল্য : টাকা ১২.০০

**3. Issue of licence.**—(1) If the Registrar is satisfied that the applicant is a desirable person and is fit to be a deed-writer, will direct the applicant to pay a licence fee of taka 1000 (one thousand) and on payment of the said sum his name shall be entered in the register of deed-writers in Form No. 3 appended to these rules against the particular Sub-Registry office concerned and a licence in Form No. 2 appended to these rules shall be issued to him.

(2) The licence shall take effect from the date of issue.

(3) The name of the deed-writer with necessary particulars shall, at the same time, be communicated to the Sub-Registrar concerned for entry in the register of deed-writers in Form No. 4 appended to these rules maintained by him:

Provided that nothing in this rule shall be deemed to require a deed-writer to have more than one licence in a station having more than one Sub-Registry office.

**4. Renewal of licence.**—(1) A licence issued under rule 2 shall have effect till the 31<sup>st</sup> December of the year of issue and may be renewed thereafter year to year by the Registrar, subject to the recommendation of concerned Sub-Registrar, good conduct, satisfactory work, physical fitness and whose age does not exceed 65 years, on payment of an annual renewal fee of taka 250 (two hundred and fifty).

(2) The application for renewal shall be filed between the 15th December and 15th January to the Registrar through the Sub-Registrar together with the Treasury chalan or the money order receipt showing the remittance of the renewal fee.

(3) The name of the deed-writer whose renewal is refused by the Registrar or who fails to apply for renewal as herein provided for, shall be struck off from the register maintained by the Registrar as well as by the Sub-Registrar :

Provided that a deed-writer who fails to apply for a renewal in time, may, however, apply for a fresh licence under rule 2.

**5. Issue of a duplicate licence when the original is lost or damaged.**— When a licence, issued under rule 3, is lost or otherwise damaged, a duplicate licence may be issued on payment of a fee of taka 100 (one hundred) to the Registrar either in cash or through Treasury or Post Office.

**6. List of licensed deed-writers to be exhibited.**—A list of licensed deed-writers shall be hung up at a conspicuous place in the Registration office with following note of warning at the foot:

Any person whose name is not included in this list and who enters the Sub-Registry office or its compound except for the purpose of transacting business in connection with the registration of his own documents or for the making of searches or application for certified copies or for doing any other transaction in the office on his own behalf, or for doing the same under a power of attorney, or unless he holds a receipt under section 52 of the Registration Act, 1908, duly endorsed in his favour, shall be deemed to be a tout and his name shall be liable to be included in the list of touts framed and published under sub-section (1) of section 80A.

**7. General privileges of Licensed deed-writers.**—Licensed deed-writers shall be allowed to sit in the office precincts and to enter the registration office to transact business authorized by the licence under the control and supervision of the registering officer.

**8. Number of deed-writers to be fixed by the Registrar.**—The number of deed-writers for a particular office shall be fixed by the Registrar with reference to the needs of the particular office, normally one deed-writer for 300 (three hundred) deeds per year. There shall however be no limit to the number of deeds to be written by a particular deed-writer.

**9. Scale of fees to be charged by the deed-writers.**—The rate of fees, to be charged by the licensed deed-writers for (a) drafting deeds; (b) writing deeds on the basis of drafts and for rendering all assistance to get them registered; (c) writing deeds from memory and rendering all assistance to get them registered; (d) taking delivery of documents when authorized by the party under section 52 of the Registration Act, 1908; (e) writing all applications whether in prescribed print forms or otherwise and filing the same; (f) writing summons and filing the same; (g) writing State Acquisition & Tenancy Act notices and filing the same; and (h) making searches of indexes or inspection of volumes, shall be fixed by the Inspector General of Registration with the approval of Government and such table of fees shall be published in the official gazette.

**10. Table of fees for deed-writers to be exhibited.**—(1) A table of fees published in the official gazette under rule 9, shall be exhibited in a conspicuous place outside the Registration offices.

(2) Any deed-writer charging fees in excess of the prescribed rates shall be liable to the cancellation of his licence.

**11. Receipts to be issued for payment to deed-writers.**—The licensed deed-writer shall issue a receipt in Form No. 5 appended to these rules to the party concerned for payment of dues to him.

**12. Cancellation of licences and appeal.**—(1) The District Registrar shall have power to cancel, after a regular proceeding, the licence of any deed-writer who is found guilty, of the breach of any provisions of these rules or of any misconduct or for any specific complain.

(2) A deed-writer aggrieved by any order of the District Registrar may prefer an appeal to the Inspector General of Registration within thirty days of the date of the order.

**13. Register to be maintained by licensed deed-writer.**—(1) Each deed-writer holding a licence under these rules shall maintain a register in Form No. 6 appended to these rules which shall be open to inspection at all times by the registering officer or any of the Inspecting Officers of the department.

(2) The register when completed, shall be preserved by the deed-writer for a period of three years.

**14. Unlicensed deed-writers shall be deemed to be touts.**—Any unlicensed deed-writer who is found to be within the precincts of the registration office or who is found at or near-about the precincts of the Sub-Registry Office to persuade the public to have their documents written by him or any unlicensed deed-writer, or who is found to be doing any act which is likely to defeat the provision of any rule made under section 80G of the Registration Act, 1908, shall be deemed to be a tout within the meaning of clause (11) of section 2 of the said Act and his name shall be liable to be included in the list of touts framed and published under sub-section (1) section 80A.

## FORM NO. 1

**Form of application for licence of deed-writers.**

(See Rule 2)

1. Name of the applicant :  
(দরখাস্তকারীর নাম)
2. Father's name :  
(পিতার নাম)
3. Home address- village, thana, post office, Sub-Registry office, district :  
(ঠিকানা- গ্রাম, থানা, ডাকঘর, নিবন্ধন কার্যালয় ও জেলা)
4. Age :  
(বয়স)
5. Educational qualifications :  
(দরখাস্তকারী কতদূর লেখাপড়া করিয়াছে)
6. Languages which the applicant write :  
(দরখাস্তকারী কোন কোন ভাষা লিখিতে পারে)
7. Previous experience :  
(পূর্ব অভিজ্ঞতা)
8. Whether conversant with the important provisions of the Transfer of Property Act, 1882; the State Acquisition and Tenancy Act, 1950; the Stamp Act, 1899 and the Registration Act, 1908 :  
(সম্পত্তি হস্তান্তর আইন, ১৮৮২; রাষ্ট্রীয় অধিগ্রহণ ও প্রজাস্বত্ব আইন, ১৯৫০; স্ট্যাম্প আইন, ১৮৯৯ এবং রেজিস্ট্রেশন আইন, ১৯০৮ এর আবশ্যিকীয় বিধি সম্বন্ধে দরখাস্তকারীর জ্ঞান আছে কি না)
9. Office for which the licence is applied :  
(কোন অফিসের জন্য সনদের আবেদন করা হইয়াছে)
10. Date of application :  
(দরখাস্ত করিবার তারিখ)

Signature of the applicant  
(দরখাস্তকারীর স্বাক্ষর)

**N. B** – The columns should be filled up by the applicant in his own handwriting.

বিঃ দ্রঃ - উপরোক্ত সর্ববিধ বিবরণ দরখাস্তকারীকে স্বহস্তে লিখিতে হইবে।

(Registrar's orders)  
(রেজিস্ট্রার এর আদেশ)

**FORM NO. 2**  
**Form of licence.**  
**[See Rule 3(1)]**

Licence for deed-writers issued under rule 2 of the rules made under section 80G of the Registratio Act, 1908.	Licence for deed-writers issued under rule 2 of the rules made under section 80G of the Registration Act, 1908.
1. Name of Licensee : 2. Father's name and address : 3. Name of the Sub-Registry office for which the licence is granted : 4. Date of issue : 5. Date of renewal :	1. Name of Licensee : 2. Father's name and address : 3. Name of the Sub-Registry office for which the licence is granted : 4. Date of issue : 5. Date of renewal :
District Registrar of ... ..	District Registrar of ... ..

**(Reverse side of the licence)**

1. This licence is not transferable.
2. It authorises the holder to sit inside or outside the precincts of the Sub-Registry Office at ..... for the purpose of writing documents.
3. It authorises the holder subject to the control and supervision of the registering officer, to enter the Sub-Registry Office for the purpose of registration of documents written by him or in connection with any other business in the office on behalf of his clients.
4. The holder shall not charge fees in excess of the rates specified in rule 9 of the rules made under section 80G of the Registration Act, 1908, otherwise his licence shall be liable to cancellation.
5. The licence shall have effect up to the 31st December of the year of issue. Application for renewal must be submitted to the Registrar through the Sub-Registrar between the 15th December and the 15th January next.
6. The holder shall abide by the rules framed or that may be framed from time to time by the Government under section 80G of the Registration Act, 1908.

**FORM NO. 3****Form of Register of licensed deed-writers to be maintained at the Sadar Office.****[See Rule 3(1)]**

Serial No.	Name and father's name	Address	Date of issue of licence	Date of renewal	Amount of fees for fresh licence or for renewal, treasury challan number, or money order receipt number with dates or the date of payment in cash.	Remarks.
1.	2.	3.	4.	5.	6.	7.

**FORM NO. 4****Form of Register of licensed deed-writers to be maintained by Sub-Registrar.****[See Rule 3(3)]**

Serial No.	Name and father's name	Address	Date of issue of licence	Date of renewal	Remarks.
1.	2.	3.	4.	5.	6.

**FORM NO. 5****Form of receipt to be issued by licensed deed-writers.****[See Rule 11]**

Serial Number. ... .. (ক্রমিক নম্বর)	Serial Number. ... .. (ক্রমিক নম্বর)
Serial number in the Deed-writer's Register. ... .. (রেজিস্টারের ক্রমিক নম্বর)	Serial number in the Deed-writer's Register. ... .. (রেজিস্টারের ক্রমিক নম্বর)
Name of the office. ... .. (অফিসের নাম)	Name of the office. ... .. (অফিসের নাম)
Name of the party. ... .. (মক্কেল বা পক্ষের নাম)	Name of the party. ... .. (মক্কেল বা পক্ষের নাম)
Description of work done. ... .. (কার্যের বিবরণ)	Description of work done. ... .. (কার্যের বিবরণ)
Total fees realised. ... .. (মোট আদায়কৃত ফিস)	Total fees realised. ... .. (মোট আদায়কৃত ফিস)
Date. ... .. (তারিখ)	Date. ... .. (তারিখ)
Signature of the Deed-writer. (দলিল লেখকের দস্তখত)	Signature of the Deed-writer. (দলিল লেখকের দস্তখত)

## FORM NO. 6

## Form of Register to be maintained by licensed deed-writers.

[See Rule 13]

1.	Serial No.	Name and particulars of work.
2.	Number of words in the document drafted.	
3.	Number of words in the document written.	
4.	Date of delivery of the document with the number of the document.	
5.	Number of applications written and filed.	
6.	Number of summons written and filed.	
7.	Number of Tenancy Act notices written and filed.	
8.	Name of person or property and the year or years for which search is made.	
9.	Number and year of the document inspected.	
10.	Total fees realised.	
11.	Name and address of the party.	
12.	Remarks.	

## সনদপ্রাপ্ত দলিল লেখকগণের জন্য নির্দিষ্ট রেজিস্টার বহি

১	ক্রমিক নং	কার্যের স্বরূপ ও বিবরণ
২	মুসাবিদার শব্দ সংখ্যা	
৩	লিখিত দলিলের শব্দ সংখ্যা	
৪	দলিল ফেরত দেওয়ার তারিখ ও দলিলের নম্বর	
৫	লিখিত আবেদনের সংখ্যা	
৬	লিখিত সমনের সংখ্যা	
৭	লিখিত হস্তান্তর নোটিশের সংখ্যা	
৮	তল্লাশ করিবার ব্যক্তির বা সম্পত্তির নাম ও তল্লাশের বৎসর	
৯	পরিদর্শন করিবার দলিলের নম্বর ও বৎসর	
১০	আদায়কৃত ফিসের পরিমাণ	
১১	মক্কেলের নাম ও ঠিকানা	
১২	মন্তব্য	

রাষ্ট্রপতির আদেশক্রমে

মো: আকবর আলী শেখ

উপ-সচিব (রেজি:)।

মোঃ নজরুল ইসলাম (উপসচিব), উপপরিচালক, বাংলাদেশ সরকারি মুদ্রণালয়, তেজগাঁও, ঢাকা কর্তৃক মুদ্রিত।  
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